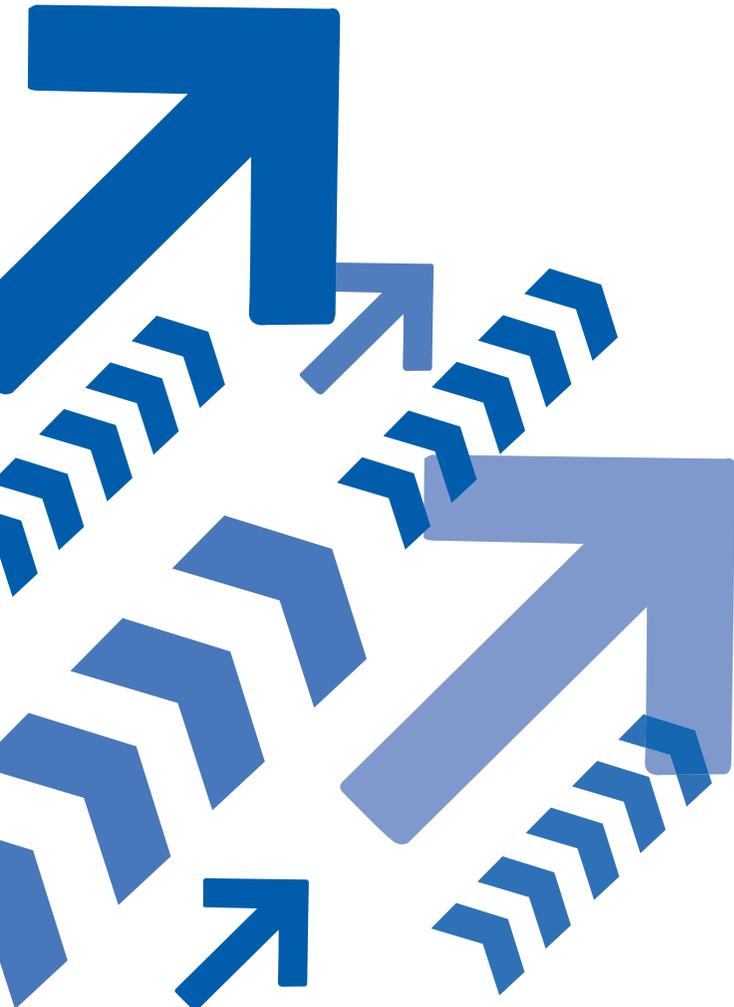




Welcome to

Aiken Technical College



Succeed Anywhere

Aiken Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Aiken Technical College.

This catalog, which becomes effective June 2010, is for information only and does not constitute a contract. The College has the right to change, modify or alter without notice all fees, charges, tuition, expenses and costs of any kind.

Aiken Technical College is an equal educational opportunity institution. Faculty, staff and students are admitted, employed and treated without regard for sex, color, age, religion, national origin or disability. Aiken Technical College complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Sections 503/504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Vietnam Era Veterans Readjustment Assistance Act, as well as other applicable federal and state laws. Inquiries concerning this statement of non-discrimination may be addressed to: President, Aiken Technical College, P.O. Drawer 696, Aiken, SC 29802; Director of Human Resources, Aiken Technical College, P.O. Drawer 696, Aiken, SC 29802; or Director, Office of Civil Rights, Department of Education, Washington, D.C. 20201.

Aiken Technical College makes no claim that a particular course of study will guarantee a certain position of employment.

Aiken Technical College reserves the right to change admission requirements in any manner it deems necessary. The College also

reserves the right to drop, add or change the arrangement of courses, curricula, academic standards or requirements for retention or graduation. Changes in regulations go into effect when announced by faculty or the administration. New regulations may govern both continuing and new students without actual notice to individual students. Information on changes will be available from academic advisors or appropriate administrative offices and will be published in subsequent issues of the catalog.

Catalog Rights

A student admitted to the College is granted the right to complete programs as stated in the college catalog at the time of initial matriculation to the program if the student continuously earns credit each semester, not including summer terms. The maximum time for a student to maintain catalog rights is seven years.

Notice of Student Responsibility: Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures.

The College reserves the right to make changes in course requirements as long as the total number of credits required for completion of the program does not change. A student who must reapply for admission enters the College under the catalog in effect at the time of readmission.

Aiken Technical College

P. O. Drawer 696
Aiken, S.C. 29802

Toll Free: 1-800-246-6198 (Aiken County)

Phone: (803) 593-9231

Web: www.atc.edu

To find a specific topic quickly use the Index on page 249

Aiken Technical College p. 1

Academic Calendar	6
President's Welcome	7
History of the College	8
Mission and Purpose	10

Admissions p. 11

Admissions Policies	12
Transfer Policies	17
Tuition and Fees	21
Financial Aid	24

Policies p. 37

Academic Affairs	38
Placement Tests	39
Attendance	41
Grade Point Average	42
Standards	45
Transfer	47

Student Life p. 49

Admissions and Records	50
Career Placement	51
Student Services	53
Library	54
Tutoring Center	56
Distance Learning	57
Student Conduct	58

Programs p. 61

Degrees

Associate in Arts		64
Associate in Science		64
AS in Applied Science	General Technology	65
AS in Applied Science	Nursing	68
AS in Applied Science	Radiologic Technology	68
AS in Applied Science	Administrative Office Technology	78
AS in Applied Science	Management	79
AS in Applied Science	Marketing	82
AS in Applied Science	Accounting	83
AS in Applied Science	Computer Tech. (Networking)	85-86
AS in Applied Science	Computer Tech. (Programming)	85-86
AS in Applied Science	General Tech. (Multimedia & Marketing)	88
AS in Applied Science	Human Services	90
AS in Applied Science	Early Care and Education	92
AS in Applied Science	Criminal Justice	95
AS in Applied Science	Industrial Maintenance Technology	97
AS in Applied Science	General Tech. (Automotive Technology)	99
AS in Applied Science	Electronics Engineering Tech.	104
AS in Applied Science	General Tech. (Eng. Graphics Tech.)	106
AS in Applied Science	Radiation Protection Tech.	109

Diplomas

Diploma in Applied Science	Expanded Duty Dental Assisting	69
Diploma in Applied Science	Nursing (PN)	70
Diploma in Applied Science	Surgical Technology	71

Certificates

Certificate	General Studies	66
Certificate	Business Transfer	81
Certificate	Medical Assistant	72
Certificate	Medical Coding	73
Certificate	Emergency Medical Technology - Paramedic	74
Certificate	Pre-Allied Health	75
Certificate	Pre-Allied Health (Nursing)	75
Certificate	Pre-Allied Health (Exp. Duty Dental Assisting)	75
Certificate	Pre-Allied Health (Radiologic Technology)	75
Certificate	Pre-Allied Health (Surgical Technology)	75
Certificate	Pre-Nursing	76
Certificate	Pre-Dental Hygiene	76
Certificate	Pre-Pharmacy Technician	77
Certificate	Basic Administrative Office Technology	78
Certificate	Basic Administrative Office Support	79
Certificate	Basic Business	80
Certificate	Small Business Management	81
Certificate	Business Transfer	81
Certificate	Marketing Specialist	83
Certificate	General Accounting	84

Certificate	Basic Computer Technology	86
Certificate	Computer Game Design	86
Certificate	Computer Networking	87
Certificate	Internet Programming	87
Certificate	Web Page Design	87
Certificate	Basic Multimedia	89
Certificate	Alcohol and Drug Abuse	91
Certificate	Basic Human Services	91
Certificate	Gerontology	92
Certificate	Basic Early Childhood Education	93
Certificate	Childcare Management	94
Certificate	Basic Early Childhood Development	94
Certificate	Basic Criminal Justice	96
Certificate	Basic Industrial Maintenance	98
Certificate	Electrical/Maintenance	98
Certificate	Basic Automotive	100
Certificate	Advanced Automotive	100
Certificate	Basic Air Conditioning/Refrigeration	101
Certificate	Advanced Air Conditioning/Refrigeration	101
Certificate	Basic Welding - Level I	102
Certificate	Advanced Welding - Level II	102
Certificate	Basic Machine Tool	103
Certificate	Computerized Numerical Control (CNC)	103
Certificate	Basic Electronics Engineering Technology	105
Certificate	Computer Electronics	105
Certificate	Basic Engineering Graphics	107
Certificate	Computer Aided Design (CAD)	107
Certificate	Pre-Engineering	108
Certificate	Basic Radiation Protection Technology	110
Certificate	Radiological Control Technology	110

Courses p. 113

Detailed course descriptions from ACC to WLD

Training & Business Development Division p.167

Listing of all non-credit and continuing education classes

People p. 193

Position and credential descriptions for ATC employees

Handbook for Students p. 201

A guide to student life at ATC

Maps p. 235

Schematics of all campus buildings

Index p. 248

Detailed listing of everything in this catalog for easy reference

Fall Semester 2010

Term 1 (full semester) from August 23 to December 10

Term 2 (half semester) from August 23 to October 11

Term 3 (half semester) from October 20 to December 10

August 18	Centralized Registration for Terms 1, 2 and 3
August 23	First Day of Classes for Terms 1 and 2
September 6	Labor Day, College Closed
October 11	Midterm for Terms 1/Last Day of Classes for Term 2
October 12-18	Finals for Term 2
October 19	First Day of Classes for Term 3
November 2	Election Day, No Classes
November 24-26	Thanksgiving Holiday, No Classes
December 10	Last Day of Weekday Classes for Terms 1 and 3
December 13-16	Final Exams
Dec. 18-Jan. 2	Winter Break, College Closed

Spring Semester 2011

Term 1 (full semester) from January 10 to May 2

Term 2 (half semester) from January 10 to February 28

Term 3 (half semester) from March 8 to May 2

January 5	Centralized Registration for Terms 1, 2 and 3
January 10	First Day of Classes for Terms 1 and 2
January 17	Martin Luther King, Jr. Day, College Closed
February 11	Last Day to Apply for Graduation Ceremony
February 28	Last Day of Class for Term 2
March 1-7	Finals for Term 2
March 8	First Day of Classes for Term 3
April 4-8	Spring Break, No Classes
May 2	Last Day of Weekday Classes for Terms 1 and 3
May 3-May 6	Final Exams
May 10	Graduation

Summer Semester 2011

Term 1 (12-week) from May 16 to August 12

Term 2 (8-week) from June 13 to August 12

Term 3 (Maymester) from May 16 to June 10

Term 4 (Junemester) from June 13 to July 15

Term 5 (Julymester) from July 18 to August 12

May 11	Centralized Registration for Terms 1-5
May 16	First Day of Classes for Terms 1 and 3
June 13	First Day of Classes for Terms 2 and 4
July 4	Independence Day Holiday, No Classes
July 18	First Day of Classes for Term 5

Welcome to Aiken Technical College and all the opportunities it will offer you. I am excited that you have selected our college community to assist you in reaching your educational and career goals.

Aiken Technical College truly is a community of faculty and staff working toward one purpose — to bring the best in education and training to you. The College will encourage you to fulfill your career and educational interests through one of our many credit and continuing education offerings. Whether you are interested in University Transfer, Technical Scholars or one of the other 80+ programs we offer, ATC has something for you. And with newly constructed facilities now in use, Aiken Technical College continues to grow and develop new programs for emerging employment needs in the greater Aiken County area and beyond.

In addition to excellent educational programs, Aiken Technical College offers a wide range of support services to address special needs that may arise while you are enrolled at the College. Counselors, academic advisors, financial advisors, and many others stand ready to make your educational experience rewarding and successful.

When you are nearing completion of your studies, the placement office will help you prepare for your job search and direct you toward available jobs.

Extracurricular activities round out your experience at Aiken Technical College. You can choose to participate in one or more activities such as the Phi Theta Kappa Honor Society, the Student Government



Dr. Susan A. Winsor

Association, intramural sports, or a variety of student clubs. Our men's basketball team and women's fastpitch softball team are great fun to watch.

I hope that you will take advantage of the opportunity to learn outside the classroom as well as inside the classroom.

The entire College community extends its welcome to you. We are pleased that you have chosen Aiken Technical College to be your pathway to success.

A handwritten signature in cursive script that reads "Susan A. Winsor".

Susan A. Winsor, Ph.D.
President

Classes for what is now Aiken Technical College began in temporary facilities in Aiken in fall 1972. One hundred and seventy seven students enrolled in the first class of what was then the Aiken Technical Education Center. The current campus opened in the winter of 1973.

The original ATC campus consisted of three buildings constructed at a cost of \$2.3 million — \$800,000 provided by Aiken County and the remainder from federal education grants.



Health and Science Building

Founding President Ashley J. Little led ATC from its beginning as a vocationally based training center to its accreditation as a two year technical college in 1975. The College's name was changed to Aiken Technical College in 1977. President Little also presided over the campus' second phase expansion, a \$3.5 million addition of buildings, classrooms, laboratories and a greatly expanded library. President Little served ATC and the South Carolina Technical College system for 14 years before his retirement in 1984.

Dr. Paul L. Blowers became the second president of ATC in July 1984. During the decade that Dr. Blowers presided over the campus, ATC grew from 1,104 academic and continuing education students to more than 3,300 students. ATC also increased its

course offerings, added two college transfer degrees and built a \$3 million Student Activities Center financed by student fees. Dr. Blowers retired in 1994.

Dr. Kathleen A. Noble became the third president of ATC in June 1994. During her tenure, ATC added many allied health, business, and industrial management and safety courses and programs to its curriculum. The College also developed new partnerships that allowed ATC to provide around the clock training and educational services on plant sites. Dr. Noble was a major force in matching College services with areas of the community that might best take advantage of them. The College also broke ground on the \$5.375 million, 40,000 square foot Dale Phelon Information Technology Center during her tenure. Dr. Noble left ATC in 1999.

Dr. Susan A. Winsor became ATC's fourth president in September 1999. She oversaw the construction of the Dale Phelon Information Technology Center that opened for classes in fall 2000. She also oversaw the construction of the \$3 million, 30,000 square-foot CSRA Manufacturing and Technology Training Center that came online in the summer of 2001. When classes began in the fall of 2003, students and faculty welcomed the opening of the campus' latest addition under her leadership, a \$7.6 million, 52,671 square-foot Health and Science Building.

Aiken Technical College dedicated its student commons in honor of Senator Tommy L. Moore in spring 2004, in recognition of his efforts to ensure that the Health and Science Building remained in the 1999 bond bill and that the Dale Phelon

Information Technology Center remained in the 1997 bond bill.

The 700 Building came back online in January 2005 after extensive and complete renovation. It now provides students with an academic success center and a testing center, as well as a revitalized campus amphitheater, which is often used for community meetings and events.

Renovations on the Ashley J. Little Administration Building began in 2006 and were completed in 2008. The building with its freshened classrooms and offices is now reoccupied.

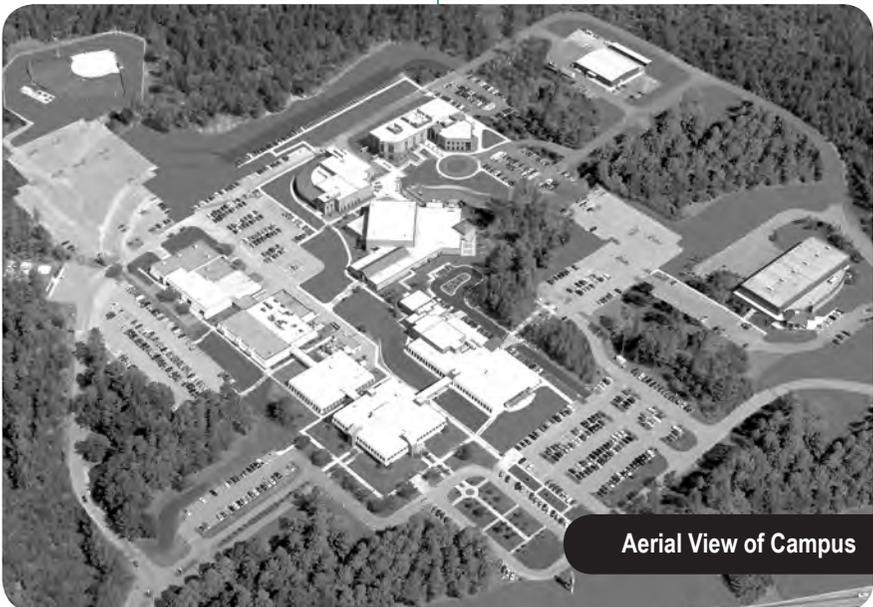
While the ATC campus has grown, so has its enrollment. More than 3,500 students enroll in credit courses annually, and ATC's non-credit offerings reach nearly 14,000 people each year.

More than three decades after its founding, ATC has grown into a multi-service, two-year comprehensive college offering numerous educational opportunities



in college transfer, health, public service, business, industrial technology, engineering technology, office systems technology and computer technology programs.

And new programs are being continually added as the workforce needs of the CSRA and South Carolina evolve. In 2008 the Radiation Protection Technology program was launched to meet the needs of the re-emerging nuclear industry. ATC is also among the first colleges in the nation to develop a hydrogen curriculum to meet the needs of employers working to develop this potential new energy source.



ATC Vision

We envision Aiken Technical College as a catalyst for developing educated, engaged, and employable individuals whose collective energy will be the driving force for prosperity and quality of life in our diverse communities.

ATC Mission

Aiken Technical College is a public, open-door, two year, comprehensive institution of higher education established to provide citizens of greater Aiken County opportunities for educational, economic, professional, social, and personal development. The College educates and trains students to provide an effective work force to support economic growth and community development through its focus on teaching and service.

ATC Values

ATC's core values define the College and provide the environment for all decisions and actions. These core values are:

Education

Education is the key to individual improvement and economic development in a complex technological society.

Commitment to Students

Students deserve the finest instruction, resources, and services to enhance their growth and development.

Excellence

The College promotes excellence in personnel, programs, and work environment while encouraging integrity, accountability and respect for individuals.

Community

Partnerships which develop solutions to community challenges are important to economic vitality and quality of life.

Diversity

Respect for diversity is an important part of the educational process.

Our Purpose

Consistent with its mission and values, Aiken Technical College is dedicated to achieving the following institutional purposes in an exemplary manner:

- Secure the resources needed to support a projected annual enrollment of 3,500-4,500 credit students and 14,000 non-credit students.
- Offer associate degree, diploma and certificate programs which provide students with the knowledge and competencies necessary for initial entry into and advancement in engineering technology, industrial technology, information technology, health, environmental, business and social service careers.
- Prepare students for transfer to four-year institutions.
- Collaborate with secondary and four-year institutions to facilitate transition among educational entities.
- Construct curricula to address core competencies of written and oral communication, math, research, social/interpersonal, problem solving, computer, and technical skills.
- Develop customized training and technical assistance for public and private sector employers to further economic growth.
- Deliver continuing education courses and special programs to address needs for occupational, vocational, and personal advancement.
- Conduct developmental education to prepare students for the college experience.
- Provide student support and counseling services to further individual student development and success.
- Assist local communities, agencies, and educational institutions to meet specific challenges.

[Contents << Page 3](#)

Admissions

Getting Started at Aiken Technical College

[Policies >> Page 37](#)

[Student Life](#)

[Programs](#)

[Courses](#)

[Training & Business Development](#)

[People](#)

[Handbook](#)

[Maps](#)

[Index](#)

Admission Policies

Aiken Technical College has an "open-door" admission policy, which means any adult citizen who can benefit from available learning opportunities can enroll. Students are placed into specific courses and programs of study based on their potential for success regarding the expected standards of performance.

All applicants must possess a high school diploma or its equivalent or they must be at least 18 years old to be considered for admission into curriculum programs and courses offered by the College. Eligible high school students who desire to enroll in one or more college courses concurrently with their high school classes may do so with the written authorization of their parent(s) or guardian(s) and high school principal.

Non-graduates and graduates of South Carolina high schools who have received a "certificate," not a diploma, are strongly urged to return to their high school district to complete the diploma or GED. However, potential students who meet minimum scores on the College's placement exam will be admitted to the College.

All applicants are required to participate in placement testing (assessment) prior to acceptance. Applicants may seek exemption to this policy according to the criteria stated in college procedures on placement testing. Specific requirements have been established for individual program entrance.

Applicants who require additional preparation for college-level work will be required to enroll in developmental courses to develop the necessary basic skills in English, reading and mathematics or take the classes through the Adult Education Office of the Aiken County School System.

The College reserves the right to refuse readmission to any applicant who has an unacceptable academic or conduct record. Individuals with financial obligations to the College must resolve these obligations before they will be allowed to register for classes.

Admission Procedures

All applicants must:

1. Complete and submit an application for admission online. There is no application fee.
2. Complete the placement test, or submit acceptable SAT or ACT scores. The placement test may be waived for applicants possessing acceptable college work from regionally accredited colleges or universities.

All applicants are asked to submit a copy of their high school transcript. These transcripts are used for financial aid, academic advisement and other purposes. The transcript is required for admission purposes if the applicant is applying for a LIFE scholarship, entry into Nursing or a Health Sciences program or wishes to use the high school transcript to provide evidence of SAT or ACT scores (taken within the last four years) to satisfy placement requirements. Applicants possessing a high school equivalency certificate (GED) or a diploma from an adult basic education program are asked to provide the Admissions and Records Office with documentation of successful GED completion.

Transcripts should be sent to:
Admissions and Records Office
Aiken Technical College
P.O. Drawer 696
Aiken, S.C. 29802

Placement Tests

Applicants are placed into specific courses based on successful previous college course work, SAT scores, ACT scores or the Aiken Technical College Placement Test. Other admission tests and criteria may be required for admission to specific academic programs.

These special requirements are outlined in the Programs of Study section of the catalog on pages 61-112.

Applicants for curriculum programs must be tested for course placement unless exempted. Exemptions may be granted if an applicant meets one or more of the following criteria:

1. The applicant has earned a grade of "C" or better in appropriate college-level English and college-level algebra courses taken at a regionally accredited college or university.
2. The applicant has earned advanced placement credit for English and/or mathematics on CLEP and/or AP exams recognized by the College.
3. The applicant has taken the Aiken Technical College Placement Test (COMPASS).
4. The applicant has earned an associate degree or higher from a regionally accredited college or university (must include college-level English and algebra).
5. The applicant is not pursuing an academic award and desires to be admitted to take a specific course or courses as a Career Development student. The applicant must meet course prerequisites or have acquired an associate degree or higher from a regionally accredited college or university.

Students taking the placement test in the Test Center must know their Social Security number.

Students with documented disabilities may request special placement testing accommodations to ensure optimum performance by contacting the Counseling Services Office.

Admission Requirements

Admission to AAS, AA and AS programs of the College requires completion of identified prerequisite courses. Therefore, students who are enrolling in college for the first time will automatically be placed in the certificate program that corresponds to the student's program of interest. For example, students interested in the AAS degree in Management will be placed in the certificate program in Basic Business. Students will meet with their advisors and complete a "Change of Program" form when they have completed the prerequisite courses for their AAS, AA or AS degree program. This system ensures that students have the necessary skills to be successful in their respective programs.

Individual programs may have additional admission requirements. Information about such requirements may be obtained from the Admissions and Records Office or a program advisor.

Registration for Classes

Academic registration is designed to establish student/advisor rapport in a relaxed environment and to allow the student to complete the registration process in a non-stressful time frame. Open registration usually begins six to eight weeks before the semester starts.

After acceptance to the College, transfer students are notified by the Admissions and Records Office to meet with a counselor in the College Counseling Center (Room 155) for a general orientation to ATC and to meet with their advisor to select courses and register. New students meet with a counselor after placement testing for placement

information, general orientation and initial course selection. A continuing student must make an appointment with his/her academic advisor to discuss academic progress and to select courses.

The Self-Registration Center (SRC), located in Room 309, is where all new ATC students come to learn how to use WebAdvisor. The SRC computers also are available for current students to access their WebAdvisor accounts and to register for classes.

To confirm registration, the student must pay fees and tuition by the specified due date and time. A student who has not paid fees by the specified date will have his/her schedule deleted. These students must re-register for courses and pay the re-enrollment fee.

Web registration is open six to eight weeks before the start of the semester. Students are allowed to register via WebAdvisor on a staggered date and time schedule. The date and time schedule is based on the number of credit hours a student has completed at ATC. Transfer and currently-enrolled students are not calculated into the “priority” web registration schedule.

Centralized registration is held two to three days prior to the beginning of classes. By this time, some classes may no longer be available. Therefore, a student is encouraged to register and pay before the end of the open registration period.

Late registration is held during the first few days of the term. A student is assessed an additional fee for late registration.

Enrolled students may change their class schedules during the add/drop period for that term. Students are responsible for any work covered from the first day of classes.

Resident Status

A legal resident of South Carolina is one who has his/her legal domicile in the state for a period of 12 months prior to the first day of the semester.

It is important that each applicant for admission and each enrolled student understand the regulations governing resident status and know his/her resident status for tuition and fee payment. A person incorrectly classified as a resident is subject to reclassification and payment of all non-resident fees.

If an incorrect classification results from false or concealed facts, a student may be charged tuition and fees retroactively at the out-of-state rate. Inquiries regarding residency status should be directed to the Enrollment Management Office.

SC Illegal Immigration Act

Under South Carolina State Law, the programs and services of Aiken Technical College are available to United States citizens and eligible, documented non-citizens. Each semester new students will be verified as eligible to participate in College programs and services. Additional information may be requested from students as a part of this process.

Special Admission Categories

Allied Health Students

Students interested in any of ATC’s Allied Health Sciences Programs resulting in degrees, diplomas or certificates must go through a separate Allied Health application process. Allied Health information packets are available in the Enrollment Management Office or on our website (At www.atc.edu, click on Find It tab, Keyword Search “allied health students,” and choose the appropriate Allied Health link).

Many of these programs are highly selective. Students must meet additional requirements in order to qualify for admission. Students wishing to go into Nursing and Allied Health must meet with a Health Science Advisor. When applying to programs with selective admissions, students must provide an additional student copy of any and all college transcripts with their selective admissions application. Note: Student copies must be requested during the current semester in which they are applying for a selective admissions program. Applications for selective programs are updated annually. Students should review current applications to see additional requirements.

Career Development Students

An applicant who is not pursuing an academic award and desires to be admitted to take specific courses as a Career Development student must meet course prerequisites or have acquired an associate degree or higher from a regionally accredited college or university. If a student chooses to change to a regular program of study at a later date, placement tests may be necessary. Undecided students not selecting a specific program of study may be placed in Career Development status.

A Career Development student is not eligible for Federal financial aid programs (e.g. Pell Grants), S.C. state financial aid programs, scholarships or Veterans Benefits.

Dual Enrollment/High School/ Home-Schooled Students

Students may want to start college while still attending high school or home school. ATC is the most popular economic and academic choice in the area for these students. It is a great way to get an early start on a college education. Choose from these two options.

1. Dual Credit: This is for high school students who wish to take college courses

for both college and high school credit. By taking two classes, for example, you may meet the state requirements for State Lottery funding to pay a designated portion of tuition for the classes. See your high school counselor for more information on state and high school requirements.

2. Concurrent Enrollment: This applies to high school students who take college classes, but who wish to receive college credit only. See your counselor for more information.

Both options are within ATC's policy of Early Admission.

Within the Dual Enrollment framework, students interested in pursuing a career as an Engineer may also choose the Pre-Engineering Academy. This program is designed to expose high school juniors and seniors to a variety of engineering disciplines while earning college credits towards future degrees.

Students can enroll in ATC classes with parental and school permission. Students must be at least 16 years of age and complete an ATC Dual Enrollment Form and an ATC Application. Students must also meet minimum test scores and prerequisites for the courses in which they wish to enroll. Public, private, and home school guidance offices may have other applicable guidelines.

International Students

In addition to meeting regular college and program admission requirements, international applicants must also meet the following requirements if an Immigration and Naturalization Form I-20 is required:

1. Complete Admissions Application
2. Complete International Student Fact Sheet

3. Current Passport and any Visa (if applied for earlier)
4. Submit required documents:

(A) Academic Transcript and TOEFL Scores Requirements (Documents)

- Academic transcripts need to be translated in English
- High school transcripts indicating four years of secondary education (9-12)
- College transcripts if any (must be in English)
- Submit an official TOEFL Score-Minimum of 500 (paper version, 190 (computerized version) or 61 (internet based version)

-ACT OR SAT scores

(B) Financial Requirements (Documents)

- Submit a financial statement(s) minimum balance of at least one years' cost of attendance \$19,244.00.

-“Affidavit of Support”—(BCIS form I-134)

-Submit a certified check, for tuition for the first academic year.

(C) Health Insurance Requirements (Documents)

-Proof of health insurance that insures coverage in the United States

-Immunization record

Additional information about international admissions can be obtained from the Admissions and Records Office. International students should begin the admission process at least six months prior to the semester for which he/she seeks admission.

Readmission/Readmitted Students

Former Aiken Technical College students who were not enrolled for the preceding two semesters (excluding the summer semester) and who wish to re-enroll must complete a new application for admission prior to re-entry. Students who have attended another college during the interim should ask that college to send an official transcript to the Admissions and Records Office. Applicants for readmission must

meet current admissions criteria (including testing and placement requirements) and fall under any new graduation requirements in effect at the time of readmission.

Senior Citizens

Applicants who are at least 60 years of age and legal residents of South Carolina may enroll in classes on a space-available basis without paying tuition. These applicants must meet regular admission requirements, submit an application and pay all applicable fees other than tuition. Senior citizens who are employed full-time are not eligible for a tuition waiver.

Transfer Students

Applicants who have attended a regionally accredited college or university should request that all colleges previously attended send official transcripts directly to the ATC Admissions and Records Office.

These transcripts will be reviewed to determine whether the placement testing requirement will be waived and if transfer credit may be awarded. Unofficial transcripts are used only for admission purposes and are not evaluated. Transfer students are urged not to enroll in any course(s) for which transfer credit is being sought until the transfer question is resolved. If a current catalog from the college where previous courses were taken is not on file, the student is responsible for providing a catalog with official descriptions of courses to accompany the transfer request.

Transfer Credit

The Enrollment Management Office evaluates applicants' and students' official college transcripts for transfer credit consideration. Official transcripts are sent directly from one college to another or sent via electronic data exchange. If the transcript is opened it will not be considered official. Transcripts that are stamped/marked “released (or addressed) to the student” are considered unofficial.

Students wishing to have their transcripts evaluated should go to the ATC website at www.atc.edu and look under “future students” to review the list of courses that will transfer to ATC. Then send the official transcript to the ATC Admissions and Records Office.

Students wishing to have courses evaluated that are not listed on our transfer guide should request an official transcript be sent to the ATC Admissions and Records Office and send copies of course descriptions for courses they wish to have considered from the host college’s catalog. The Enrollment Management Office will post the approved course(s) to the student’s transcript and notify the student which courses transfer.

The following criteria are used to determine acceptability of prior college course work for advanced standing:

1. Final grade for course(s) must be "C" or better.
2. The course(s) must have been taken at a regionally accredited institution; if from a non-regionally accredited foreign post-secondary institution, the courses must have been recommended by the NACES-member external evaluation service.
3. The course(s) must be applicable to the AA/AS or technical program in which the student plans to enroll in order for the course to be considered for graduation.
4. The course(s) must be college-level; no course that is remedial/developmental in nature will be accepted.
5. A major consideration in the evaluation of a course for transfer of credit is the equivalency of that course to an ATC course.
6. Appeals for transfer of credit should be made, in writing, to the Registrar or designee. Documentation such as course description and course syllabus will need to accompany the appeal.

Transfer Credit Limitation

A student must take and earn a minimum of 25 percent of credits required for graduation from a degree, diploma or certificate program of study at ATC. Regardless of the comparability of courses and the number of courses successfully completed at other accredited post-secondary institutions, a student must successfully complete a minimum of three higher-level courses (as determined by the academic advisor) representative of the major program or discipline at ATC. The total of both courses accepted for transfer and courses exempted cannot exceed 75 percent of the credits required for completion of a program.

LIFE GPA: Transfer students are required to provide official high school and college transcripts for each institution attended. All college coursework attempted at another institution or while in high school will be calculated into the LIFE GPA formula. Students who wish to be considered for the LIFE Scholarship must request a LIFE GPA calculation by the Enrollment Management Office and complete a LIFE Scholarship Assessment Form.

Transient/Guest Students

A student already accepted or enrolled at another college may enroll as a transient/guest student at ATC in order to transfer credits back to the primary college.

The transient/guest student should be advised by the primary college concerning recommended courses to be taken at ATC.

An applicant for transient/guest student status must submit an ATC application for admission along with an unofficial transcript and a form/letter from the primary college specifying courses to be taken at ATC and transferred to the student’s “home” college. It is the responsibility of the transient/guest student to request that an ATC transcript be sent to the primary college after completion of ATC courses.

Transient students must see a counselor in Counseling Services to be registered for ATC classes. They also are not eligible for financial aid.

The Commission on Higher Education for the State of South Carolina coordinates post-secondary education in public-supported institutions, including policies and procedures for students and their course credits that transfer among these institutions.

Transfer Policies

The Commission has established transfer policies and procedures which all public institutions must follow. These procedures as issued by the Commission are published on the following pages.

Chief Transfer Officer (Counselor)

The chief transfer officer at Aiken Technical College is located in Room 160 of the Ashley J. Little Building and may be reached by calling 803-593-9231, ext. 1521. This office coordinates the advising of transfer students. All students may consult the College Transfer Credit Guide in the Counseling Services Office.

Courses Approved for Transfer

Under the Statewide Articulation Agreement, technical college courses may be transferable to public senior institutions. The courses listed on pages 116-117 of this catalog are approved for transfer. Consult the Course Listings section to determine which transfer courses are offered at ATC.

A student enrolled in a program other than Associate in Arts or Associate in Science should consult the department chair of his/her program of study or the chair's designee for questions concerning transfer of courses into that program's curriculum. For further information regarding transfer, students may access the Commission on Higher Education's

website at www.che400.state.sc.us or Aiken Technical College's website at www.atc.edu.

Statewide Agreement on Transfer and Articulation

The South Carolina Course Articulation and Transfer System serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the South Carolina Transfer and Articulation Center (SCTRAC) web portal: www.SCTRAC.org. This web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system interfaces with www.SCTRAC.org to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

Admissions Criteria, Course Grades, GPA's and Validations

All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

- The institution's definition of a transfer student.
- Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
- Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
- Information about course equivalencies and transfer agreements.

- Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
- Information about institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
- Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
- H. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

South Carolina Transfer and Articulation Center (SCTRAC)

All two- and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website (www.SCTRAC.org). Course equivalency information listing all courses accepted from each

institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the "free elective" category) will be made available on www.SCTRAC.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on www.SCTRAC.org, will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on www.SCTRAC.org will be reviewed at least annually and updated as needed.

Statewide Articulation of 86 Courses

The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at www.che.sc.gov as well as on www.SCTRAC.org.

Statewide Transfer Blocks

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities, and Social Sciences; Business; Engineering; and Science and Mathematics; the remaining Transfer Blocks, Teacher

Education and Nursing, are currently being revised. The courses listed in each Transfer Block will be reviewed periodically by the Commission's Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.

For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution that contains the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.

For a complete listing of all courses in each Transfer Block, see <http://www.che.sc.gov/AcademicAffairs/TRANSFER/Transfer.htm>.

Assurance of Transferability of Coursework Covered by the Transfer Policy

Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above. However, the transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made. In addition, any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

Any coursework covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Assurance of Quality

All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

Transfer Officers

Each institution will provide the contact information for the institution's Transfer Office personnel, including telephone numbers, office address, and e-mail address, on its website and on www.SCTRAC.org. Transfer office personnel will:

- Provide information and other appropriate support for students considering transfer and recent transfers.
- Serve as a clearinghouse for information on issues of transfer in the state of South Carolina.
- Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
- Work closely with feeder institutions to assure ease in transfer for their students.

Statewide Publication and Distribution of Information on Transfer

The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on www.SCTRAC.org. Furthermore, course catalogs for each public two-and four-year institution will contain a section entitled "Transfer: State Policies and Procedures." This section will:

- Include the "Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina."
- Refer interested parties to www.SCTRAC.org as well as to the institutional Transfer Guide and institutional and Commission on Higher Education's websites for further information regarding transfer.

The 86 college transfer courses approved by the Commission on Higher Education are listed on pages 116-117.

Tuition and Fees

The tuition and fees listed on the facing page are subject to change. These tuition rates are in effect as of Fall 2010. For the most current rates check our Web site: www.atc.edu

A student must pay all tuition and fees in full before the beginning of each semester, prior to the first day of classes. Payments received on or after the first day of classes incur a late fee. Deferred tuition payment plans are available. A copy of the terms and conditions may be obtained at the Cashier Office.

The charts on the following page show tuition and fees for Aiken County residents, other South Carolina residents, and out-of-state students based on the number of credit hours a student is carrying. Residents of Richmond and Columbia counties pay Aiken County tuition plus a \$15 reciprocity fee. Tuition and fees for auditing a class are the same as for credit classes.

A full-time student is enrolled in 12 or more credit hours per semester.

Students approved to register for 19 or more credit hours will be charged for each additional credit hour. The rate per additional credit hour is \$139 for Aiken County residents, \$154 for other South Carolina residents, and \$400 for out-of-state residents. In addition to tuition, enrollment and technology fees, some classes require lab fees per the following schedule:

In order to be re-registered for the term, students who register for classes and are dropped from their classes due to nonpayment of fees will be charged a "re-processing fee" of \$30. The enrollment

Aiken County *

Credit Hours	Aiken County Tuition	Technology Fee	Non-Refund Enrollment Fee	TOTAL
15-18	\$1,708	\$60	\$85	\$1,853
14	\$1,708	\$60	\$85	\$1,853
13	\$1,708	\$60	\$85	\$1,853
12	\$1,708	\$60	\$85	\$1,853
11	\$1,573	\$55	\$85	\$1,713
10	\$1,430	\$50	\$85	\$1,565
9	\$1,287	\$45	\$85	\$1,417
8	\$1,144	\$40	\$85	\$1,269
7	\$1,001	\$35	\$85	\$1,121
6	\$858	\$30	\$85	\$973
5	\$715	\$25	\$85	\$825
4	\$572	\$20	\$85	\$677
3	\$429	\$15	\$85	\$529
2	\$266	\$10	\$85	\$381
1	\$143	\$5	\$85	\$233

*Residents of Richmond and Columbia Counties pay Aiken County tuition plus a \$15.00 reciprocity fee.

Out-Of-State

Credit Hours	Aiken County Tuition	Technology Fee	Non-Refund Enrollment Fee	TOTAL
15-18	\$4,800	\$180	\$85	\$5,065
14	\$4,800	\$180	\$85	\$5,065
13	\$4,800	\$180	\$85	\$5,065
12	\$4,800	\$180	\$85	\$5,065
11	\$4,400	\$165	\$85	\$4,650
10	\$4,000	\$150	\$85	\$4,235
9	\$3,600	\$135	\$85	\$3,820
8	\$3,200	\$120	\$85	\$3,405
7	\$2,800	\$105	\$85	\$2,990
6	\$2,400	\$90	\$85	\$2,575
5	\$2,000	\$75	\$85	\$2,160
4	\$1,600	\$60	\$85	\$1,745
3	\$1,200	\$45	\$85	\$1,330
2	\$800	\$30	\$85	\$915
1	\$400	\$15	\$85	\$500

Additional Non-Refundable Fees

Enrollment Fee (per semester)	\$55
Re-Processing Fee (per reinstatement)	\$30
Late Registration Fee (Begins 1st day of class)	\$25

In-State (Out of Aiken County)

Credit Hours	Aiken County Tuition	Technology Fee	Non-Refund Enrollment Fee	TOTAL
15-18	\$1,888	\$60	\$85	\$2,033
14	\$1,888	\$60	\$85	\$2,033
13	\$1,888	\$60	\$85	\$2,033
12	\$1,888	\$60	\$85	\$2,033
11	\$1,738	\$55	\$85	\$1,878
10	\$1,580	\$50	\$85	\$1,715
9	\$1,422	\$45	\$85	\$1,552
8	\$1,264	\$40	\$85	\$1,389
7	\$1,106	\$35	\$85	\$1,226
6	\$948	\$30	\$85	\$1,063
5	\$790	\$25	\$85	\$900
4	\$632	\$20	\$85	\$737
3	\$474	\$15	\$85	\$574
2	\$316	\$10	\$85	\$411
1	\$158	\$5	\$85	\$248

Lab Fees

Air Conditioning	\$55.00
Automotive	\$35.00
Biology	\$14.00
Chemistry	\$29.00
Dental Assisting	\$27.00
Early Childhood	\$25.00
Engineering Technology	\$10.00
Industrial Maintenance	\$20.00
Machine Tool	\$44.00
Medical Assisting	\$20.00
Medical Coding	\$13.00
Nursing	\$29.00
Pharmacy Technician	\$10.00
Radiation Protection Tech.	\$20.00
Radiological Technology	\$11.00
Surgical Technology	\$29.00
Welding	\$65.00

Exemption Exam (per exam)	\$30
Returned Check Fee	\$30
Payment Plan Origination Fee	\$30

and re-processing fees are non-refundable. They are payable each semester (or when the student is reinstated for the semester).

Any student presenting a check to ATC that is returned by the bank will be charged a \$30 processing fee. The students must then pay all fees and collection charges to the

2nd Circuit Solicitor's Worthless Check Unit located at:
1689 Richland Ave. W
Aiken, S.C. 29803

Student Refund Policy

Only students who drop their courses via WebAdvisor within the specified deadline for the academic term for which the refund is requested may receive a refund.

1. Should the College cancel a class, the College refunds the full tuition with no action required by the student.
2. A student who elects to request an exemption exam for course(s) after the add/drop date is not eligible for a refund since a grade will be issued.
3. When a drop results in the student taking fewer than 12 credit hours, the College recalculates tuition based upon the remaining credit hours. The difference between the tuition after drop and the original charge is the basis for calculating any refund.
4. The College refunds full tuition and fees for the current term to the beneficiary of any student who dies while enrolled as a credit student, or if they receive military orders to deploy.
5. The College will provide a 100% tuition refund for any student who drops from classes during the Add/Drop/Late Registration period (for each term/semester). There is no refund for students withdrawing classes after this period has passed.

Title IV Student Aid (Federal and Pell)

- A. Title IV-sponsored student "earns" his/her aid by successfully attending class. The aid is not fully earned until the 9th week of class. Because a refund will only be processed for students dropping during the Add/Drop/Late Registration period, students who withdraw after this period will owe the College or the federal government if he or she withdraws prior to the 9th week of classes.
- B. A student who never attends a class in any/all courses is considered to have dropped before the start of the term. However, it is the student's responsibility to drop any class he or she does not plan to attend.
- C. A student withdrawing after the Add/Drop/Late Registration period receives no refund unless the Vice President of Student Services determines extenuating circumstances were present over which the student had no control and which the student could not reasonably foresee at the time of registration.

Continuing Education Fees

See Training and Business Development beginning on page 167.

Veterans Administration (VA) Benefits

A student receiving VA benefits while enrolled in a non-degree program receives a prorata refund of tuition and refundable fees calculated on the number of class days attended.

Refunds Due To Academic Suspension

A student who has paid tuition and non-refundable fees for an upcoming term and is subsequently placed on academic

suspension for that term receives 100 percent refund of tuition and fees paid.

Student Refund Policy for Military Activation

The following became law June 24, 2002:

1. When any person is activated for full-time military service during a time of national crisis and, therefore, is required to cease attending a public institution of higher learning without completing and receiving a grade in one or more courses, the assistance provided in this section is required with regard to courses not completed. A complete refund of tuition and academic fees as are assessed against all students at the institution shall be granted to the student. The refund shall be distributed proportionately to the student after considering other resources received by the student for paying applicable tuition and fee charges. The proportionate distribution shall take into account appropriate federal and state regulations governing resources received by the student. Students must be offered the maximum price, based on condition, for the textbooks associated with the courses.
2. When a student is required to cease attendance because of such military activation without completing and receiving a grade in one or more courses, the institution shall provide a reasonable opportunity for completion of the courses after deactivation.

Financial Aid Mission

The mission of the Financial Aid Office is to educate students and prospective students regarding financial aid resources and to provide qualified applicants with financial aid in order to assist with a student's cost of education at Aiken Technical College.

Statement of Good Practice

The FAO adheres to the National Association of Student Financial Aid Administrators Statement of Good Practice in the administration of all programs and in the disclosure of information to other parties.

Family Education Rights and Privacy Act (FERPA)

A student or parent of a dependent student has the right to inspect and review financial aid records pertaining to the student. This information may not be disclosed except to the extent that FERPA authorizes disclosure without written consent. A form authorizing parent or others to review student financial aid or student services files is available in the Admissions and Records and Financial Aid Offices.

Communication and Award Notices

The Financial Aid Office's (FAO) initial communication with students is via mail. However, follow-up communication is through the student's WebAdvisor and campus e-mail accounts. These resources are accessible through the ATC website at www.atc.edu. It is the student's responsibility to view these resources daily.

Principles of Financial Aid

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance. Although the primary responsibility for financing an education remains with students and their families, ATC participates in several programs designed to supplement the family contribution in order to meet the financial need of the student. Financial aid may consist of a grant, a scholarship, campus employment, or any combination of these as determined by the policies of the FAO.

The primary principles of administering financial aid programs are as follows:

1. Financial aid is designed to provide financial help to students who need additional resources to pursue their education and career objectives.
2. It is viewed only as supplementary to the efforts of the student and/or family.
3. It may take the form of a job, grant, scholarship, or a combination of these.
4. It is based upon the student’s ability to make satisfactory progress according to the College’s Financial Aid Standards of Academic Progress (SAP).
5. Financial aid can be reviewed, adjusted and/or cancelled at any time due to changes in funding levels and the financial or the academic status of the student as determined by the FAO.

To determine whether or not a student is eligible for federal student financial aid programs, the student and his or her family must complete the Free Application for Federal Student Aid (FAFSA) by May 1 each year for priority consideration. Financial aid is not automatically renewable. The FAFSA must be submitted each year and should be completed online at www.fafsa.gov. To expedite the process, the ATC FAO recommends applying for a PIN number with the Department of Education at: www.pin.ed.gov prior to completing the FAFSA on-line. A student should allow six to eight weeks for processing.

Applications should be submitted by the following dates:

Term	Date
Fall.....	June 1
Spring.....	October 1
*Summer.....	February 15

*An ATC Summer Aid application is required in addition to a FAFSA.

Applications submitted after these dates will continue to be processed but will not be guaranteed to be ready for payment

purposes at registration. Students applying late should prepare to pay for their cost of tuition, fees, books and supplies. If a student is deemed eligible after payment has been made, he or she will be reimbursed based on eligibility after mid-term of the semester.

To participate in federal student financial aid programs, ATC is required by federal regulations to maintain a financial aid office that coordinates the delivery to students of all funds from all sources. Students who receive aid in addition to federal student financial aid are required to report the amount and source to the FAO.

Determination of Financial Need

ATC’s financial aid programs assist students who have financial need determined by the Department of Education’s federal processor. One of the principles behind need-based aid is that students and their families should pay for educational expenses to the extent they are able. A financial need exists if the resources of the family (expected family contribution or EFC) do not meet the total cost of attending the College.

The total costs of attendance (student budget) are estimates of the total costs a student incurs as a full-time student for the nine-month academic period. These costs include tuition, fees, books, supplies, room, board, personal and transportation expenses. Listed below is an estimated sample budget for the 2010-2011 nine-month academic year.

AIKEN COUNTY RESIDENT

	Living w/Parent	All Others
Tuition & Fees*	\$3,700	\$3,700
Books/Supplies	\$ 900	\$ 900
Room & Board	\$1,800	\$4,050
Personal	\$1,500	\$1,500
Transportation	\$1,500	\$1,500
TOTAL:	\$9,400	\$11,650

OUT-OF-COUNTY RESIDENT

	Living w/Parent	All Others
Tuition & Fees**	\$4,100	\$4,100
Books/Supplies	\$ 900	\$ 900
Room & Board	\$1,800	\$4,050
Personal	\$1,500	\$1,500
Transportation	\$3,000	\$3,000
TOTAL:	\$11,300	\$13,550

* Estimated: Tuition and fees are subject to change each year.

** Estimated: Richmond/Columbia counties include the same components of Aiken County resident. Out-of-state resident includes the same components of Aiken County residents with the exception of tuition and fees.

Title IV Student Eligibility Requirements

A student must meet the following eligibility requirements to receive federal assistance:

- Have financial need as determined through the completion of the FAFSA.
- Be enrolled or accepted for enrollment in an eligible program of study offering a certificate, diploma, or degree consisting of at least 16 semester credit hours (continuing education and career development are not eligible programs).
- Be a regular student (continuing ed and transient students are not regular students).
- Have a high school diploma, GED or qualifying COMPASS scores to meet Title IV ability-to-benefit regulations.
- Be a U. S. citizen or eligible non-citizen.
- Be registered with Selective Service (males only).
- Not be in default of a Title IV student loan.
- Not owe a repayment of Title IV aid such as Pell, FSEOG, ACG or Smart Grant.

- Maintain Title IV satisfactory academic progress.
- Not concurrently enrolled in an elementary or secondary school.
- Have a valid social security number.

Eligible Programs/Courses and Enrollment Status

A student must enroll in an eligible program to receive any type of federal aid. Continuing Education and Career Development are not eligible programs. Audited courses will not be considered in determining a student's enrollment status. A student should only enroll for those courses required for graduation or as a prerequisite for courses required in the program. Academic advisors may report to the financial aid office any student who is enrolled in a class that is not required for his or her program of study.

The original award letter is based on full-time enrollment for the academic year. A student who is not full-time will have his or her award prorated based on the actual hours enrolled and attended. Full-time status consists of enrollment in a minimum of 12 credit hours. Three-quarter time status consists of 9-11 credit hours; half-time status is six-eight credit hours and less than half-time status is one to five credit hours.

An example of this is a student that is awarded the Pell Grant for \$2,000 for full-time enrollment but only attends three-quarter time, that student will receive \$1,500 rather than \$2,000. If that student enrolls half-time, he/she will receive \$1,000 or if enrolled less than half-time \$500.

Drops, Withdrawals and Courseload Changes

Drops: If a student registers for a class and does not attend the class, the student must officially withdraw from the class by the end of the add/drop period to receive a full refund and avoid applicable tuition and fee charges. If the student does not officially withdraw in

time, he/she will owe the College. Financial aid does not pay for classes that a student does not attend.

Withdrawals: If a student registers for classes and attends the class past the add/drop period, the student will be charged applicable tuition and fees in full. If the student withdraws from the class, the student will still be entitled to his/her financial aid. However, if the student is a federal aid (Pell, FSEOG, ACG, FWSP) recipient and withdraws from all their classes prior to the ninth week of classes, the student may owe the College and the federal aid program.

Courseload Changes: The student is required to notify the Financial Aid Office (FAO) of any courseload adjustments. The FAO will adjust the financial aid award accordingly. However, if the student does not notify the FAO, he/she may owe money to the College once the adjustment is made.

How You Receive Your Assistance

A student who applies on time and is eligible will have his or her direct educational expenses of tuition and fees deducted from the assistance that has been awarded (excluding Federal Work Study awards). The Business Office will disburse funds available after these expenses have been paid shortly after mid-term of the semester.

A student whose financial aid is not approved in time must pay these fees up front, out of his/her own pocket. The student will be reimbursed by the Business Office after midterm based on his/her enrollment status and eligibility.

Students who receive a federal work-study award and obtain employment through this program are paid once a month by direct deposit.

Transfer, Transient and Dual Enrollment Status

Financial aid awards cannot be transferred from one college to another. Students must have the results of the FAFSA sent to the new college. Students transferring to ATC must request a duplicate Student Aid Report (SAR) if the results of the FAFSA have not been released to ATC. This can be accomplished by calling the Federal Processor at 1-800-4FEDAID and requesting that our institution be added, or by adding ATC's Title IV School Code to your online FAFSA at www.fafsa.gov. ATC's Title IV school code is 010056. The student will be required to provide his/her social security number, last name, date of birth and Data Release Number (DRN). The DRN is provided on the Student Aid Report provided by the Department of Education.

Students classified as transient can only receive financial aid from their home institution. Students who attend more than one college in the same enrollment period are considered dual enrolled. Dual enrolled students cannot receive financial aid from both institutions. The financial aid can only be disbursed by the home institution.

Dual Enrollment Programs

High school students who have been approved to participate in a dual enrollment program can receive financial aid. For more information refer to the SC-LTAP section listed on page 30 and the High School/Home School section list on page 15.

Satisfactory Academic Progress (SAP)

Students receiving financial assistance through a federal or state program must be making satisfactory progress toward a degree, diploma or certificate. The financial aid office monitors the progress of all students receiving financial aid to ensure that they are making satisfactory progress toward completion of their program in a reasonable period of time.

This policy is in addition to the academic standards required by the College. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility.

Completion Rate

Students must satisfactorily complete at least 67 percent of the total credit hours attempted at ATC. Grades of F, W, WF, U, and NC are not considered satisfactory; however, they are considered as attempted credit hours and may endanger a student's eligibility for future terms. A student's completion rate will be evaluated after attempting 24 credit hours.

Grade Point Average (GPA)

Students who have attempted 24 or more credit hours must maintain at least a 2.0 GPA. See page 202 to calculate GPA.

Length of Eligibility, i.e. Maximum Time Frame (MTF)

A student may receive financial aid for 1.5 times the published length of the program of study provided the student meets the academic standards outlined in this policy. For example, a student enrolled in a 60 credit-hour program is eligible until 90 credit hours are attempted. Transfer hours may be included when assessing the MTF. A student may repeat a course but repetitions will count toward the MTF.

Program Changes

A student is allowed two program of study changes before completing a degree, diploma or certificate. Additional changes by the student may result in suspension. A student changing from one program into a different program with fewer total required credit hours may lose federal and state eligibility immediately upon making this change. A student considering a change of study should consult with the FAO to discuss the effect of a change on SAP.

Developmental Course Work

Financial aid recipients may take a maximum of 30 credit hours of developmental course work which consists of English, Math and Reading courses numbered 0–100. These courses count toward hours attempted and will be considered in determining SAP.

Suspension

The completion rate and the GPA standard are assessed at the end of the spring and summer terms. If a student does not meet the minimum grade point average and/or complete the minimum number of credits required, the student is placed on financial aid suspension. Students may have their aid re-established by submitting a letter of appeal with supporting documentation to the director of financial aid.

A student who has attempted the maximum number of developmental course work, maximum number of credit hours allowed for their program of study or has exceeded the allowed number of program changes is placed on financial aid suspension.

Each student is notified in writing when placed on suspension; however, it remains the responsibility of the student to be aware of their academic standing. A student that is allowed to return on academic probation through the Enrollment Management Office is not automatically eligible for financial aid.

Appeals

The director of financial aid accepts appeals for students placed on suspension. A letter of appeal should explain the reason(s) why the student is not meeting the minimum standards of academic progress and include supporting documentation when applicable. Appeals may be approved reinstating a student's financial aid, however, the FAO reserves the right to place academic conditions on reinstated students.

A student whose appeal is denied by the Financial Aid Office may appeal to the vice president of student services. The student must submit an appeal to the vice president of student services within five working days of receipt of the denial letter.

Students whose eligibility is not reinstated after the appeals process must pay tuition and fees during registration to enroll at ATC.

Types of Financial Aid

Grants

Federal Pell Grant

The Federal Pell Grant is a federal student aid program that provides grants for students attending college who have not previously received a baccalaureate degree. Eligibility is based on the students and/or families resources and determined by a formula developed by the U.S. Department of Education. Federal eligibility requirements are discussed in the Student Eligibility Requirements Section of this catalog. Awards range from \$400 to \$5,500 per academic year for full-time enrollment. Awards are prorated each semester based on a student's enrollment status. Completion of the FAFSA is required to receive this program.

Eligible Pell students are generally awarded half their allocation for the fall and half for the spring. Students now can begin receiving Pell Grant funds for the summer too. To be considered for summer aid the student must complete the summer aid application, which is available on the Financial Aid Forms page of www.atc.edu. Go to Future Students tab, then choose Financial Aid from the list at right.

Academic Competitiveness Grant (ACG)

ACG is a federal grant program designed to encourage high school students to participate in a rigorous high school curriculum to better prepare for college. To be eligible, a student must be a Federal Pell Grant

recipient; enrolled in a certificate, diploma or degree program; taking at least six semester credit hours; and have completed a rigorous secondary school program of study. Students enrolled in their first academic year must have graduated from high school after January 1, 2006. Students enrolled in their second academic year must have graduated from high school after January 1, 2005.

The award amount for students in the first academic year of the program of study is \$750 per year. The award amount for students in the second academic year of the program of study is \$1,300 per year. To receive an ACG for the second academic year of the program of study, the student must earn at least 30 credit hours and have a minimum, cumulative GPA of 3.0 and continue to meet all other eligibility criteria. Completion of the FAFSA is required to receive this program.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is a federal student aid program from which a student can receive up to \$4,000 each year depending on their financial need, the availability of these funds and the amount of other aid received. To qualify for this program the student must meet all federal eligibility requirements as discussed in the Student Eligibility Requirements section of this catalog and enroll for at least 3 credit hours. The average award for an ATC student is \$300 per semester. Completion of the FAFSA is required to receive this program.

South Carolina Need-Based Grant (SCNB)

The SCNB program is designed to provide financial assistance to South Carolina's neediest students. The grant assists students who wish to attend public or independent colleges or universities in the state of South Carolina. To be eligible, a student must be a (1) S.C. resident as determined

by the Enrollment Management Office, (2) enrolled in at least six credit hours, (3) have a minimum GPA of 2.0 and (4) meet federal eligibility requirements as listed in the Student Eligibility Requirements section of this catalog. The maximum award is \$2,500 each year depending on financial need, the availability of these funds and the amount of other aid received. The average award for an ATC student is \$300 per semester. Recipients of this program will be required to complete and return to the FAO a signed affidavit prior to dispersal of funds. Completion of the FAFSA is required to obtain this program.

South Carolina Lottery Tuition Assistance Program (SC-LTAP)

The SC-LTAP is funded by the State of South Carolina. To be eligible for this program, the student must be a South Carolina resident as determined by the Enrollment Management Office and enroll in at least six credit hours.

To qualify for this program the student must complete the FAFSA and meet federal eligibility requirements as listed in the Student Eligibility Requirements section of this catalog with the exception of a high school diploma or GED requirement. However, high school students enrolled in a dual enrollment program, students who have a bachelor's degree or students whose family's adjusted gross income is at least \$80,000 can complete the FAFSA Waiver Form. These forms are available in the ATC Financial Office.

The SC-LTAP program is designed to assist in payment of a student's tuition. It cannot be used to pay for books, supplies, lab fees or other items. It can only be used to receive one certificate, diploma or associate degree. A five-year wait will be required before the student can receive the SC-LTAP Program for an additional certificate, diploma or associate degree. Please refer

to the SC-LTAP Brochure provided by the ATC Financial Aid Office for detailed information regarding this program or visit the SC State Technical College System Web site at: www.sctechsystem.edu/lta.html

South Carolina National Guard College Assistance Program (SCNG-CAP)

The SCNG-CAP is designed to assist members of the SC National Guard with educational expenses toward a one-year certificate or two-year associate degree. Maximum funding is \$4,500 for South Carolina National Guard and \$9,000 for SC Air National Guard per academic year not exceeding the cost of attendance. Award allocations are prorated based on enrollment.

To be eligible students must be a member in good standing with the active National Guard, U.S. citizen or eligible non-citizen, enrolled at least part-time as a degree seeking student, and maintain Title IV Standards of Academic Progress. Students who have exceeded 130 semester hours, earned a bachelors degree, earned a one-year certificate or two-year associate degree, or receive a full Reserve Officers' Training Corps Scholarship cannot receive this program. To apply, students must complete and submit the SCNB-CAP application to the National Guard.

Scholarships

Scholarships are offered through a variety of sources with a variety of eligibility requirements. Students can receive scholarships in addition to Federal and State aid. However, the total of all scholarships and financial aid received cannot exceed the cost of attendance as determined by the ATC FAO.

Institutional Scholarships

The ATC Foundation awards scholarships to students who have demonstrated

outstanding academic achievement in high school or college level course work. Some scholarships are based on general academic achievement, while others are based on potential in specific academic areas. Students are selected primarily during the spring semester (March) for scholarships to be awarded for the following academic year. A second selection process for new or unclaimed scholarships takes place in early June. A listing of the scholarships offered and their eligibility requirements are listed online at www.atcfoundation.org. Completion of an ATC Foundation Scholarship Application and the FAFSA is necessary to be considered for many of the College's scholarships.

State Legislative Incentive for Future Excellence (LIFE) Scholarship

The LIFE Scholarship is an academic scholarship funded by the State of South Carolina and all applicants must meet the following criteria:

- Must be a legal resident of South Carolina;
- Must be U. S. Citizen or a permanent resident;
- Must have graduated from high school or completed a home school program as prescribed by Law that meet one of the following requirements for high school graduation:
 - A. Graduated from a high school located in the state of South Carolina
-OR-
 - B. Graduated from a home school program in SC in the manner required by law
-OR-
 - C. Graduated from a high school located outside of SC, while a dependent of a parent or guardian who is a legal resident of SC and has custody of the dependent;
 - Must attend an eligible SC public or private college or university;

- Must have no felony convictions or any alcohol or other drug related misdemeanors;
- Must not be a SC HOPE Scholarship, Palmetto Fellows Scholarship or Lottery Tuition Assistance recipient; and
- Must not be in default nor owe a refund or repayment on any Federal or State financial aid.

LIFE GPA: Continuing and transfer students are required to provide official high school and college transcripts for each institution attended. All college coursework attempted at another institution or while in high school will be calculated into the LIFE GPA formula. *Students who wish to be considered for the LIFE Scholarship must complete the appropriate forms with the ATC Admissions & Records Office.*

To determine if you will need to attend the summer semester, it is recommended that a LIFE GPA calculation be requested prior to each summer session.

Additional Criteria for Entering Freshmen

- 3.0 cumulative grade point average (GPA) at the time of high school graduation
- Enroll in 12 or more non-remedial credit hours per semester (15 recommended)

Additional Criteria for Continuing Students

- Completed a minimum of 30 non-remedial credit hours during the previous academic year with a minimum cumulative collegiate GPA of 3.0
- Enroll in 12 or more non-remedial credit hours per semester

Additional Criteria for Transferring Students

- Completed a minimum of 30 non-remedial credit hours during the previous academic year from all previously attended institutions with a minimum cumulative collegiate 3.0 GPA

- Enroll in 12 or more non-remedial credit hours per semester (15 recommended)
- Submit official transcripts from all post-secondary institutions attended

Renewal Criteria

In order to retain eligibility for the LIFE Scholarship after the initial year, the student must:

- Enroll full-time (12 or more credit hours) during the period of scholarship disbursement
- Earn and maintain at least a cumulative 3.0 GPA on a 4.0 scale
- Earn 30 non-remedial credit hours by the end of the academic year.

The LIFE Scholarship cannot be disbursed for a summer term and cannot be used for continuing education or remedial (transitional) courses. Remedial course work (courses that begin with zero or numbered 100) is not considered earned course work and therefore does not qualify towards the full-time status requirement. A student who must take remedial classes and cannot receive the LIFE Scholarship will have the LIFE Scholarship available for the next semester if the student is enrolled in a minimum of 12 non-remedial credits.

The student can receive the LIFE Scholarship for two semesters if enrolled in a one-year program or for four semesters if enrolled in a two-year program.

Funding for the LIFE Scholarship Program is contingent upon state approval each year. These guidelines may not be inclusive of all eligibility requirements and are subject to change. For more information regarding the LIFE Scholarship Program and LIFE GPA calculations, visit the SC Commission on Higher Education's Web site at:

www.che400.state.sc.us

Employment

Institutional Employment

Institutional employment allows students to work on campus without applying for financial aid. Limited jobs are available year-round and are listed through the Human Resources Office located in Room 126.

Federal Work Study Program (FWS)

The FWS program is a federal student aid program that allows the student an opportunity to work part-time on campus or at other designated sites to help meet their educational expenses. A student can earn up to his or her FWS award during the academic year. Expected earnings are not used toward the student's institutional charges such as tuition, fees and books. Since positions are limited, students should apply early. Available positions are listed through the Human Resources Office located in Room 126.

Loans

Students can apply for the ATC Town and Country Book Loan by visiting the Financial Aid Office located in Room 303. Applications are accepted two weeks before and two weeks after the semester start date. The loan can be used towards cost of books or tuition but cannot exceed \$300. This program is available to Aiken County residents only. ATC does not participate in the Stafford Loan program.

Other Assistance

Technical Scholars

Sponsorships cover all college tuition, fees, textbooks and provide paid part-time jobs for selected students. Students applying for these scholarships must be fully accepted into an appropriate associate's degree program, meet scholarship application criteria; agree to comply with all sponsoring employer's interviews and other required screenings. Sponsoring employers make the final decision on who is offered

scholarship(s) based upon their needs and the applicant's qualifications. Students interested in the Technical Scholars Program should contact Jeanne Barnard by calling (803) 593-9231 ext. 1611.

Single Parent/Displaced Homemaker Program

The Perkins Vocational Educational Act provides funds to single parents and displaced homemakers for limited transportation expenses. For further details, contact Ms. Evelyn Pride by calling (803) 593-9231 ext. 1222.

Vocational Rehabilitation

A student with a documented disability or impairment may be eligible for assistance through the county vocational rehabilitation office. The vocational rehabilitation office will require completion of a Form 135. In addition, the student must apply for federal financial aid by completing the FAFSA before being considered for this assistance. Residents of Aiken, Edgefield and Barnwell Counties in South Carolina may call (803) 641-7630 or visit their web site at www.scvrd.net for more information. Residents of Burke, Columbia, Glascock, Hancock, Jefferson, Jenkins, Lincoln, McDuffie, Richmond, Screven, Taliaferro, Warren, Washington and Wilkes counties, Georgia, may call (706) 650-5638 or visit their web site at www.vocrehabga.org.

These persons should see the Disability Services Coordinator in Counseling Services to receive accommodations in the classroom.

Free Tuition for Children of Certain War Veterans

A child of a wartime veteran may be eligible to receive this benefit. Eligibility and application information may be obtained from any County Veterans Affairs Office or by writing the Governor's Office, Division of Veteran Affairs; VA Regional Office; Suite 1126; 6437 Garners

Ferry Rd; Columbia, SC 29209. Calls are accepted at (803) 647-2434.

Workforce Investment Act (WIA)/One Stop

This program provides job seekers a wide array of career planning, education and employment services. Assistance may include the cost of training for an approved program and some support services, which are vital in assisting customers in attaining meaningful employment consistent with their interest and abilities. South Carolina residents may call (803) 593-9231 ext. 1283 or visit the ATC One Stop Career Center in room 166 of the Ashley J. Little Building for more information. Georgia residents may call (706) 721-1858, ext. 1004.

Veterans Assistance

Aiken Technical College is approved for veterans' benefits by the South Carolina Commission on Higher Education for training veterans and dependents under Title 38 of the U.S. Code; Chapter 30, Montgomery G.I. Bill; Chapter 31, Disabled Veterans; Chapter 32, VEAP; Chapter 33, post 9/11 G. I. Bill, Chapter 35, children and widows/spouses of totally disabled or deceased veterans resulting from service-connected conditions; Title 10 of the U.S. Code; Chapter 1606 and Chapter 1607, members of the Selected Reserve. Contact the Enrollment Management Office for further information.

Application for Benefits

Before applying for benefits, a veteran must first be accepted into a program of study by the ATC Enrollment Management Office.

All applicants must:

1. Complete and return the Application Packet for VA Education Benefits
Applications for Benefits can be submitted online at www.gibill.va.gov OR
2. Complete the paper application and attach required documents to the Veterans Affairs/Records Office.

The Veteran must furnish the Admissions and Records Office with an official transcript from the high school of graduation and official transcripts from all colleges attended for evaluation. The veteran must have an evaluation of his/her military and college transcripts completed by the end of the first semester of a new program of study. Information related to transcript evaluation is obtained from the Admissions and Records Office. Veterans Affairs may not pay benefits beyond two semesters unless this evaluation process has been completed. It is the responsibility of the veteran to make sure the evaluation has been completed. In order to change programs, a veteran must complete a Change of Program Form in both the Admissions and Records Office and in the VA/Records Office.

Conditions for Interruption of Veteran's Benefits

In addition to the college's academic standards of progress described in the catalog, the veteran/dependent must also meet the standards of progress set by the VA listed below.

Each veteran and eligible dependent must maintain a 2.0 cumulative GPA to receive benefits. An evaluation of progress will be done at the end of each semester on each VA recipient.

If a 2.0 cumulative GPA is not maintained during any semester, the veteran will be placed on VA Probation for the following semester. If a 2.0 cumulative GPA is achieved during the probationary semester, the probation status will be removed. Failure to achieve a 2.0 cumulative GPA during the probationary (two consecutive) semesters will result in termination of VA Educational Benefits for unsatisfactory progress. Benefits are terminated until the student obtains a 2.0 cumulative GPA. If reinstated, it will be determined if reinstated for the student's present program or if the program will have to be changed.

A student whose benefits have been reinstated after being terminated, but who fails to obtain at least a 2.0 cumulative GPA the next semester of enrollment is suspended from further benefits until he/she completes a semester with a 2.0 cumulative GPA or better. Unsatisfactory grade reports (below 2.0 cumulative GPA) in any subsequent semester will again result in the suspension of benefits until he/she attains a satisfactory GPA.

Attendance Verification

All Chapters 30, 31, 32, 33, 35, 1606, 1607 will be required to submit a monthly verification of enrollment signed by each instructor in addition to the monthly verification required by the Department of Veterans Affairs.

The Attendance Verification form is mailed monthly and will require each instructor's signature verifying the veteran's attendance. The veteran must return the Attendance Verification form by the due date to avoid interruption of benefits. Failure to comply will result in interruption of benefits and an overpayment. The Last Date of Attendance reported to the VA will be the date the form was due.

Grading Procedures for Veterans

In 1976, Congress amended the "G.I. Bill" to encourage veterans to move toward the attainment of their educational career goals. The law provides that no payment will be made to an eligible veteran for auditing a course or taking a course in which the grade assigned is not used in computing graduation requirements.

The following rules apply to those who receive veterans' benefits:

1. The "I" grade is a non-punitive grade as defined by the Veterans Administration. The grade is not permanent and carries only a message of a temporary condition that will change to a letter grade of A, B, C, D or F.

2. In the event that the veteran receives an “I” at the end of a semester, he/she must accomplish further work in the course at his/her own expense without government reimbursement.
3. A veteran cannot be certified for an “AU,” “E,” or “NC” grade.
4. A veteran cannot be certified for any course not listed in his/her curriculum. If electives are listed as part of the curriculum, the veteran must not exceed the total number of elective hours designated by the program. A veteran must take only electives that are listed as approved electives or electives that have been approved in writing by the department head.
5. A veteran cannot be certified for developmental or prerequisite courses that do not count toward graduation without written verification of test results indicating a need for such courses.

Veterans Change of Status

A recipient of veterans' benefits must notify the VA/Records Office immediately of any changes that may affect his/her pay status. Such changes include a change of program, change of hours, change of dependency, and change of address. A veteran can obtain the necessary forms and instructions in the VA/Records Office. Interested parties may obtain additional information on veterans' benefits by calling the VA/Records Office at (803) 593-9231, ext. 1244.

Return of Financial Aid

A student's federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60 percent of a semester. Federal financial aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) and Academic Competitiveness Grant. The recalculation of eligibility is based on the percent of earned aid using the following formula:

Percent of Earned Aid

The number of days attended in the semester divided by the total number of days in the semester.

Aid to be Returned

Federal financial aid must be returned to the federal government based on the percent of unearned aid using the following formula:

The percent of earned aid multiplied by the amount of federal financial aid disbursed.

The amount of aid to be returned is the responsibility of the College and the student. However, the student will be responsible for repaying the College for the amount that the College was required to return on his/her behalf less any refund that the student is eligible for based on the institutional refund policy. Therefore, a student who does not complete at least 60 percent of a semester may owe a repayment to the College and/or the federal government for the amount of unearned federal financial aid.

A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment should be made to the ATC Business Office.

A student who owes the federal government will be turned over to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.

Contents
Admissions << Page 11

Policies

Important Rules and Procedures

[Student Life >> Page 49](#)

Programs

Courses

Training & Business Development

People

Handbook

Maps

Index

Aiken Technical College is accredited to award associate degrees. Upon successful completion of program requirements, ATC awards the Associate Degree in Science, the Associate Degree in Arts, as well as associate degrees in applied science with business or technical majors, diplomas and certificates.

Academic Affairs

The General Education Division, Health Science and the Technical Education Division offer degrees, diplomas and certificates. The mission of these academic divisions is to serve students by offering quality courses, programs and instructional support services.

Core Educational Outcomes

Aiken Technical College endorses and promotes the following core general education outcomes for all degree and diploma students:

- Graduates should be able to create and comprehend written communications.
- Graduates should be able to listen for understanding and express their views orally.
- Graduates should be able to use a variety of critical thinking skills to evaluate and solve problems systematically.
- Graduates should be able to perform computational skills appropriate to their area of study.
- Graduates should have research and organizational skills necessary to locate, analyze, and synthesize information.
- Graduates should understand contemporary social values and develop an appreciation for cultural diversity.

Further, Aiken Technical College endorses and promotes the following core technical education outcome for all degree and diploma students:

- Graduates should be able to comprehend appropriate technology commensurate with their area of specialization.

Degree, Major and Emphasis or Concentration

The following definitions are offered for clarification:

- **Degree:** A broad area of study within specialization
- **Major:** A general area of study within a specialization
- **Emphasis or Concentration:** A more specific area of study within a specialization

Advanced Standing

A student who has had similar or equal educational experiences to those required in ATC's curricula may be granted advanced standing upon approval of the courses for transfer and the successful completion of required exemption examinations.

Advanced Placement DANTES (DSST) & CLEP

ATC accepts results from the College Level Examination Program (CLEP), DANTES (DSST), International Baccalaureate (IB) and the Advanced Placement (AP) tests for advanced placement and exemption of classes.

The College Board (AP), DANTES, and Education Testing Service (CLEP) provide guidelines for awarding credit based on their respective tests. These guidelines are followed by ATC in awarding credit.

International Baccalaureate Credit (IB)

Aiken Technical College will award credit for completion of an IB course with an examination grade of "4" or higher. IB courses taught through the Advanced Placement program (AP) will require a score of "3" or better on the AP examination. Student should notify Admissions and Records that they have earned these scores in order for the Admissions and Records Office to officially post their credit(s).

For each level of credit to be awarded, a specific course prefix and number are listed as an exemption on the student's transcript. The College updates the list of scores as new information is received from the testing agencies. The student must achieve the following scores to receive college credit:

Advanced Placement Test	Score
American History	3
American Government/Politics	3
Art History	3
Biology	3
Calculus AB	3
Calculus BC	3
Chemistry	3
Computer Science	3
Computer Science: A	3
Computer Science: AB	3
English Language & Comp	3
English Lit. & Comp	3
European History	3
Government & Politics (US)	3
Macroeconomics	3
Microeconomics	3
Math: Calculus AB	3
Microeconomics	3
Physics B	3
Physics C: Elec. & Mag	3
Physics C: Mechanics	3
Psychology	3
Spanish Language	3
Spanish Literature	3
Statistics	3
United States History	3
World History	3

Standard for Awarding Credit by Examination (CLEP)

ATC Course	CLEP Exam	Score	Credits
CHM 110	General Chemistry	50	4
CPT 101	Info. Systems & Computer Applications	50	3
ECO 210	Principles of Macroeconomics	50	3
ECO 211	Principles of Microeconomics	50	3
ENG 101	Freshman College Composition	50	3
ENG 102	Analysis & Interpretation of Literature	50	3
ENG 205	English Literature	50	3
FRE 101	Level 1 French Language	50	4
FRE 101 & 102	Level 2 French Language	52	8
GER 101	Level 1 German Language	50	4
GER 101 & 102	Level 2 German Language	52	8
HIS 101	Western Civilization 1	50	3
HIS 102	Western Civilization 2	50	3
HIS 201	History of the U.S.	50	3
HIS 202	History of the U.S. 2	50	3
MAT 110	Algebra	50	3
MAT 111	Trigonometry	50	3
MAT 140	Calculus with Elementary Functions	50	4
MGT 101	Principles of Management	50	3
MKT 101	Principles of Marketing	50	3
PSC 201	American Government	50	3
PSY 201	Intro. to Psychology	50	3
PSY 203	Human Growth & Development	50	3
PSY 210	Educational Psychology	50	3
SOC 101	Intro. to Sociology	50	3

ATC Course	DANTES Exam	Score	Credits
ACC 101	Principles of Financial Accounting	47	3
ART 101	Art of the Western World	48	3
BUS 140	Business Math	48	3
CPT 101	Intro. to Computing	45	3
CRJ 101	Criminal Justice	49	3
CRJ 130	Intro. to Law Enforcement	45	3
ENG 160	Technical Writing	46	3
HUS 208	Drug and Alcohol Abuse	49	3
LEG 122	Business Law 2	44	3
MAT 110	Fundamentals of College Algebra	47	3
MAT 120	Principles of Statistics	48	3
MGT 150	Principles of Supervision	46	3
MGT 201	Human Resource Management	46	3
MGT 240	Organizational Behavior	48	3
PHI 110	Ethics in America	46	3
PSY 203	Lifespan Dev. Psychology	46	3
PSY 231	Fundamentals of Counseling	45	3
REL 103	Intro. to World Religions	48	3
SFT 109	Here's To Your Health	48	3
SPA 101	Level 1 Spanish Language	50	4
SPA 101 & 102	Level 2 Spanish Language	63	8
SPC 205	Principles of Public Speaking	47	3

B-Grade Equivalent Scores

Exam Title 2008 Updated Exams	Criterion-Referenced Cut Score	Calculated B-Grade Equivalent
Criminal Justice	400	428
Ethics in America	400	422
Fundamentals of College Algebra	400	434
Here's to Your Health	400	426
Intro. to Computing	400	432
Intro. to World Religions	400	426
Management Information Systems	400	430
Personal Finance	400	433
Principles of Statistics	400	441
Substance Abuse (formerly Drug & Alcohol Abuse)	400	428

DANTES (DSST) Testing Program Institutional Credit By Exam

Where approved by the Department Chair, students may take exemption exams for courses in subject matter they believe they have already mastered. Generally, students must apply to the Department Chair and pay the required fee before taking the exemption exam. If the request is denied or the student does not pass the exam, the student must take the course to obtain credit for it. The exam fee is non-refundable.

Military Training Credit

ATC is a member of Service Members' Opportunity College Associate Degree (SOCAD) and awards credit for military training and DANTES test scores based on recommendations made by the American Council on Education in its Guide to Evaluation of Military Training.

When actual training is verified through the appropriate military documents (DD-214 and DD-295), the training descriptions and recommendations from the Guide may be evaluated so that

specific equivalent courses at ATC can be assigned credit on a pass/fail basis.

Advisement

Academic advisement is an essential component of each ATC student's achievement of his or her educational, career and personal goals. It is accomplished through the utilization of a full range of college and community resources. To be successful, each student must establish a positive rapport with his or her academic advisor. Together, the student and advisor will develop a program completion plan that will lead to graduation.

To successfully complete an academic program at ATC, each student should be aware that advisees (students) have a number of responsibilities. Advisees must:

1. State and explain personal goals, values, abilities, inabilities, and interests.
2. Contact the assigned advisor periodically to keep the lines of communication open and to keep the advisor aware of changes, problems, etc.
3. Make appointments for advisement and registration as early as possible to get the classes desired and keep all scheduled appointments with the advisor. As a courtesy, always call to cancel and reschedule if needed.
4. Become aware of the College's policies and procedures as outlined in the ATC Student Handbook beginning on page 201 of this catalog.
5. Bring all essential materials needed for advisement and scheduling.
6. Accept responsibility for all decisions regarding career, educational and personal goals.

Career Development students are assisted in this process through Counseling Services, and credit students are assigned a faculty advisor.

Attendance Requirements for Satisfactory Progress

It is the policy of Aiken Technical College to encourage and support student academic achievement and progress by adopting an 80 percent minimum attendance policy for all credit classes. The calculation of absences begins with the date of the first class meeting. (The only exception to this requirement is in those courses which permit enrollment on an ongoing basis.)

1. One absence is defined as failing to attend one hour of class, lab, or shop. For example, if a class meets two hours per day and a student misses one of those hours, then he or she is charged with one absence.
2. A student should attend all class and lab meetings. Individual faculty members are authorized to set attendance standards higher than the 80 percent minimum to reflect the needs and objectives of a given course. It is the student's responsibility to see the instructor about missed work.
3. Withdrawals: The student is responsible for contacting their instructor(s) and asking to be withdrawn online through the instructor's WebAdvisor. Disciplinary and administrative withdrawal cases are exceptions.
4. Violations of attendance requirements may change the eligibility of the student for financial aid or veterans benefits.

Auditing Courses

A student who desires to attend classes regularly but does not wish to take examinations or receive grades or credit may register as an audit student. The decision to be an audit student must be made at the time of registration and approved by the faculty member. Once the class has started, the status cannot be changed.

Once a student has enrolled to audit a course, he or she cannot take the course for credit or vice versa within the same semester. An audit student may choose whether to participate in class discussions and take tests. An audit student must pay the same fees charged to students taking the class for credit.

Changing Schedules

A student may change schedules through the add/drop period each semester.

To add or drop a course during the add/drop period, the student may use WebAdvisor or go through his/her advisor.

Course Exemptions

Exemption exams (Institutional Credit by Exam) are available for any student who wishes to avoid repeating subject matter which has already been mastered. A student seeking to exempt courses for which he/she has not already registered must complete an Exemption Exam Request Form available through the Enrollment Management Office. If the exam request is approved, a \$30 fee will be charged for the exam. Upon the successful completion of the exam under the appropriate instructor's supervision, a grade of "E" will be entered on the student's transcript for the class exempted. If the student does not pass the exemption exam, he or she must enroll through normal procedures in order to receive credit. See "Advanced Standing," page 38. A student already enrolled in a course is also eligible

for a course exemption. In such cases, a student may request an exemption exam from the instructor after the fifth class day of the term. If the instructor deems such an exam appropriate, he or she will set a time, date, and location for the exam and report the results to the Enrollment Management Office. To exempt, the student must earn at least a "C" on the exam.

A grade of A, B or C will be posted on the student's record. A student who earns less than a "C" on the exam must remain in the class to earn credit.

Early Alert

At the end of the third week of classes, instructors report to the Enrollment Management Office the names of students whose work is considered unsatisfactory. A student who is notified that his/her grades are deficient at this time is referred to the Academic Success Center or Counseling Services for assistance. It is up to the student to get the help he or she needs in order to be successful in classes.

Grade Point Average (GPA)

A grade point average (GPA) is maintained for each credit student. The grade point average is determined by dividing the sum of the grade points earned for each course by the total number of credit hours attempted.

A program grade point average of 2.0 is required for graduation. To determine GPA, numerical values are assigned to final grades as follows:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

Grades

Aiken Technical College students are awarded one of the following grades for each course in which they are officially enrolled based on the stated criteria:

- A*** Represents excellent work as demonstrated by ability to master course content. “A” is used in GPA calculations, earns credit hours, and carries a value of four grade points for each credit hour.
- B*** Represents above average work as demonstrated by mastery of a significant portion of course content. “B” is used in GPA calculations, earns credit hours, and carries a value of three grade points for each credit hour.
- C*** Represents satisfactory work as demonstrated by an average mastery of course content. “C” is used in GPA calculations, earns credit hours, and carries a value of two grade points for each credit hour.
- D*** Represents work which is below average and shows a minimum comprehension of course content. “D” is used in GPA calculations, earns credit hours, and carries a value of one grade point for each credit hour.
- F*** Represents a failure to meet minimum course objectives. “F” is used in GPA calculations, earns no credit hours, and carries zero grade points for each credit hour attempted.
- I** Represents “Incomplete” and is assigned at the discretion of the faculty member when a student has made satisfactory progress toward meeting the course requirements but (a) has not satisfactorily completed a final project or assignment, (b) has not taken and/ or passed all required tests and has been given the option of a makeup test, or (c) has missed the final exam for an acceptable reason but has not made up the exam by the time grades are due. An “I” does not affect GPA calculations, earns no credit hours, generates no grade points, and defaults to “F” automatically after one semester unless the instructor denotes a different grade. It is the student’s responsibility to resolve an “I” grade prior to the end of the following semester.
- E** Represents “Exempt” and is used when a student passes an AP, CLEP, DANTES, IB or exemption exam for a particular course, or demonstrates proficiency in the skills or content to be mastered in that course through continuing education credits (CEUs), work experience, experiential or military experience training. “E” is not used in GPA calculations and does not generate grade points but does earn credit hours.
- TR** Represents “Transfer Credit” and is assigned for allowable equivalent credit earned at other colleges for which a minimum grade of “C” was earned. “TR” is not used in GPA calculations and generates no grade points but does earn credit hours.
- AU** Represents “Audit” and is not used in GPA calculations, earns no credit hours, and carries no grade points.
- U** Represents “Unsatisfactory” and denotes unsatisfactory progress in a developmental or Continuing Education course. “U” does not affect GPA calculations, earns no credit hours or Continuing Education Units (CEUs), and generates no grade points.
- W** Represents “Withdrawn” and is used in either of the following cases: (a)

a student withdraws after the end of the add/drop period but on or before the midterm date or (b) a student withdraws from classes after midterm because of extenuating circumstances and is passing those classes in which he or she is enrolled. “W” is not used in GPA calculations, earns no credit hours, and carries zero grade points for each credit attempted.

WF Represents “Withdrawn Failing” and may be used when a student is failing and formally withdraws from a class after midterm. “WF” is used in GPA calculations, earns no credit hours, and carries zero grade points for each credit hour attempted.

* Note: Grades awarded for developmental courses will not be used in GPA calculations. See page 202 for GPA calculation.

Grade Change

A student who believes that an error has been made in the assignment of a grade should contact the faculty member involved as soon as possible. Failure to act within five (5) working days of the next semester disqualifies the student from further consideration.

Review of Student Grades (Appeals)

The assignment of grades should be based on information provided in the course syllabus. Therefore grades are given at the discretion of the faculty member and course grades are not subject to an appeal through the vice president of student services. Students must seek a review of their assigned grade through the faculty member, department chair, dean and Vice President of Education and Training.

Graduation

Commencement exercises to award associate’s degrees, diplomas and

certificates are held annually on campus. A student is eligible for graduation when he/she completes the requirements for a degree, diploma or certificate. The student must complete an Application for Graduation and turn in the form to the Enrollment Management Office by the deadline for the appropriate semester.

Graduation Requirements

All students who expect to receive a degree, diploma or certificate from Aiken Technical College must complete a number of requirements. Specific course requirements for each major are defined later in this catalog. Regardless of the level of award, all students must meet the following requirements:

1. Complete all general education requirements specified for the award.
2. Complete all program credit hours.
3. Complete all academic course credit with a minimum of a cumulative 2.0 program grade point average (GPA).
4. Complete all residency requirements (courses taken at ATC) as specified for each award. A student must take and earn a minimum of 25 percent of credits required for graduation from a degree, diploma or certificate program of study at Aiken Technical College. Regardless of the comparability of courses and the number of courses successfully completed at other accredited post-secondary institutions, a student must successfully complete a minimum of three higher-level courses (as determined by the academic advisor) representative of the major program or discipline at Aiken Technical College. The total of both courses accepted for transfer and courses exempted cannot exceed 75 percent of the credits required for completion of a program.
5. Complete all financial obligations to the College.

6. Complete all proper applications for graduation by the established deadline.
7. A student who achieves a cumulative 4.00 grade point average qualifies to graduate “With Highest Honors.” A student who achieves a cumulative 3.75-3.99 grade point average qualifies to graduate “With High Honors.” A student who achieves a cumulative 3.50-3.74 grade point average qualifies to graduate “With Honors.”

Program Awards

Aiken Technical College recognizes successful program completion by awarding associate degrees, diplomas or certificates.

Associate degrees are conferred for satisfactory completion of course work at both the technical and college-transfer level. The time required for completing an associate’s degree ranges from four to five semesters for full-time students, depending on the program of study and/or the course load. An evening student can expect to attend seven to nine semesters.

Diplomas certifying satisfactory performance of prescribed work are awarded upon completion of the equivalent of at least three semesters of full-time study.

Certificates are awarded to students who complete special training programs with a duration of the equivalent of two full-time semesters or more.

Developmental courses or other prerequisites may add to the time required for a student to graduate.

Repeating Courses

When a course is taken more than once, only the last grade earned for the course is calculated in the program and cumulative GPA.

Standards of Progress

Satisfactory

Academic Progress

To remain in good standing, a student enrolled in regular curriculum classes must maintain a 2.0 grade point average (GPA). Financial aid students must also meet other Standards of Academic Progress as outlined in the “Award Terms and Conditions” brochure.

A. Degree, Diploma and Certificate

Programs: Program GPA of 2.0 is required to graduate from any degree, diploma or certificate program.

B. Career Development:

A student enrolled as Career Development (CD) must comply with the same standards of progress as described above.

C. Developmental Education

Courses: An ATC student enrolled in developmental education courses must make satisfactory academic progress in each discipline in which he or she is enrolled in order to proceed to the next course. This requires a student to earn a grade of “A,” “B” or “C” in all developmental education courses.

Academic Warning

The first time a student fails to meet academic standards, he/she faces the following actions:

1. The student is urged to seek study skills assistance or counseling.
2. The student is restricted to taking no more than 12 semester hours in the fall or spring semester (nine semester hours during the summer term).

If a student raises his/her semester average above the minimal standards but his/her cumulative GPA remains below standard, the student remains on Academic Warning status with the same limitations noted above.

Academic Probation

If both the semester and cumulative GPAs are still under a 2.0 GPA after one semester in Academic Warning status, the student faces the following actions:

1. The student must take any needed developmental course(s).
2. The student is limited to nine (9) semester hours in fall or spring semester (six during summer session).
3. The student should note the potential for Suspension following the “Probation” semester if he/she does not maintain the required GPA for the term. In addition, if either the semester or cumulative GPA remains below standard, the student will remain on Probation with all of its limitations.

Academic Suspension

If both the cumulative and semester GPAs are below a 2.0 GPA after one semester in academic probation status, the student will be suspended for one semester. If the student has made some progress during the semester and believes that he/she has unusual mitigating circumstances, he/she may appeal in writing to the Director of the One Stop Career Center. A student is not immediately readmitted under normal circumstances.

Actions:

1. A letter will be sent to the student with the status and instructions for appeal.
2. The student is prohibited from enrollment for ONE SEMESTER unless he/she successfully appeals. (Summer term does not count as a suspended semester.)

The initial decision of the designated college official regarding suspension may be further appealed to the vice president of student services. After consultation with the vice president of student services rules on the student’s appeal. The decision of the vice president of student services regarding suspension is final.

If the student is readmitted on appeal or has been readmitted after serving a semester of non-attendance, he/she will be continued/readmitted on PROBATIONARY status with a limit of 9 semester hours.

Academic Dismissal

If a student is readmitted to ATC and fails to maintain a 2.0 GPA during the readmission semester, he/she will be dismissed from the College.

Actions:

1. A letter will be sent to the student with the status and instructions for appeal.
2. The student is prohibited from further academic enrollment at ATC unless readmitted under the “Fresh Start Policy.” See below.

Suspension/Dismissal Appeals

Suspension or dismissal for academic reasons is based on the College’s Standards of Progress. Students in academic difficulty usually benefit from a period of time to refocus their academic pursuits, earn support funds and review career decisions. Therefore the College will require these students to withdraw from the College for a selected period of time. Appeals of this suspension or dismissal are made to the vice president of student services or his/her designee.

Fresh Start Policy

Aiken Technical College recognizes that a student’s circumstances may change through the years. The “Fresh Start Policy” permits a student who has been academically suspended or dismissed to be readmitted after at least one full academic year of non-attendance.

To be readmitted, the student must appeal to the vice president of student services through the director of the One Stop Career Center in writing, asking for an interview to explain how his/her circumstance has changed.

If readmitted under this policy, the student is readmitted on probationary status and can take a maximum of nine (9) credit hours. He/she will be permanently dismissed from the College if he/she does not earn a 2.0 GPA for the semester of readmission. **The student's cumulative GPA is not adjusted upon re-entry to the College.**

Acceptable mitigating circumstances for appealing Academic Suspension are:

1. Hospitalization for an extended period of time (doctor's verification must be attached to appeal).
2. Divorce/separation/family crisis causing extreme hardship (Divorce Decree, Separation Agreement, or other verifiable documents must be attached to appeal).
3. Death or serious illness in the immediate family causing extreme hardship (a verifiable document must be attached to appeal).
4. Other verifiable circumstances causing hardship and significantly contributing to poor academic performance (a verifiable document must be attached to the appeal).

Non-acceptable circumstances for appealing Academic Suspension are:

1. A low GPA.
2. Transportation problems.
3. Changes in employment schedule.
4. Failure to withdraw officially from classes.
5. Taking too many courses or taking the wrong courses.
6. Minor illness in immediate family.
7. Childcare problems.

Withdrawal/Termination Effect on Satisfactory Progress for all Students Enrolled in Credit Courses

1. The withdrawal period begins on the first day of class after the add/drop period.
2. A student must initiate a withdrawal form on or prior to the midterm date to receive a grade of "W."
3. A student who is failing and withdraws after the midterm date or whose last date of attendance is after the midterm date may be assigned a grade of "WF."
4. A student who is failing and fails to initiate a withdrawal before the final exam period receives a grade of "F" for the course.

Transfer to Other Colleges

Entrance requirements for transfer students vary widely among colleges and universities. The South Carolina Commission on Higher Education has determined that certain courses offered in the Associate in Arts and Associate in Science degree programs will transfer to South Carolina public four-year colleges and universities (see pages 116-117).

The College offers many courses which may transfer. **Transfer of credits is a privilege granted by the institution to which the student plans to transfer.**

All applications and requests for transfer of credits are evaluated individually by the receiving college or university.

Each student must complete courses with grades acceptable to the college to which the student seeks transfer.

ATC strongly recommends that a student discuss transferring to a four-year institution with a representative of that institution early in his/her academic career at ATC.

[Contents](#)

[Admissions](#)

[Policies << Page 37](#)

Student Life

Resources to Help You Succeed

[Programs >> Page 61](#)

[Courses](#)

[Training & Business Development](#)

[People](#)

[Handbook](#)

[Maps](#)

[Index](#)

The mission of the Student Services Division is to help each Aiken Technical College student reach his/her full potential through the team efforts of Enrollment Management, Veteran's Affairs, Counseling, Financial Aid, One Stop Career Center (Placement) and Student Life staff.

Enrollment Management Office Services

The mission of the Enrollment Management Office is to assist the College in fulfilling its mission by recruiting and accepting qualified applicants to the College, monitoring veterans affairs and maintaining student records according to required policies.

ATC has an "open-door" admissions policy. This policy allows admission of all high school graduates, high school equivalency certificate (GED) recipients, college transfer students and others who are eighteen years of age or older. For additional information on admissions procedures, see page 12.

Personnel in the Enrollment Management Office assist currently and previously enrolled students in the following ways:

ATC Transcripts

ATC transcripts are issued at no charge. Transcripts are processed and mailed or transmitted for locally approved institutions via electronic data exchange (SPEEDE). The College does not fax transcripts. In addition, transcripts will not be sent for any student who has an unpaid financial obligation to the College.

Confidentiality of Records

The Enrollment Management Office is authorized to release student information. This office adheres to the Family Educational Rights and Privacy Act (FERPA) regarding release of student

information. A student who does not want directory information released should contact the Enrollment Management Office and complete a form for non-release of directory information. Upon proof of dependency, parents or guardians may receive confidential information regarding their dependent student (see Release of Student Information on page 52).

Enrollment Certification

The Enrollment Management Office certifies a student's enrollment for previous loans (through the National Student Loan Clearinghouse), parental insurance coverage, Department of Social Services requirements, employment and other purposes. Verification letters/forms will be processed/completed one week after the add/drop period. Letters/forms will be available at the front desk in the Enrollment Management Office for student pick up. A photo I.D. is required for pick-up. Verification letters/forms left for one month will be destroyed.

Graduation

A student who plans to graduate should obtain a graduation application from the Enrollment Management Office. The form must be completed by the student's academic advisor, signed by the student and submitted to the Admissions and Records Office according to the specified due dates.

Name/Address Changes

The Enrollment Management Office makes an official change to the addresses on a student's records only through a student's written request to the Enrollment Management Office or documentation from the U.S. Postal Service. Address accuracy is essential for the student to receive information. This office also handles requests for residency changes for tuition purposes.

Self-Registration Center

The Self-Registration Center (SRC),

located in Room 309, is where all new ATC students come to learn how to use WebAdvisor. The SRC computers are also available for current students to access their WebAdvisor accounts and to register for classes.

Verification of Grades/GPA

A student who needs to verify grades/GPA for automobile insurance, company reimbursement of tuition, or other purposes should contact the Enrollment Management Office.

Career and Placement Services

Career Services

One of the essential services provided to students through the Counseling Services Office is Career Services. It is designed to assist both prospective and currently enrolled students to understand how an educational program fits into their career goals. Utilizing various assessment instruments, career exploration and job search activities, the counselors assist students in deciding on a career path. ATC encourages all students to investigate the opportunities available through the Counseling Services Office. Resources to assist in this process include:

- Individual career counseling
- Assessment of interests and personality
- Various occupational information through the One Stop Career Center
- Kuder Career Development Program

One Stop Career Center

One Stop's mission is to establish and continuously improve an accessible, seamless and customer-focused system for reaching out and helping employers, job seekers and workers in obtaining the workforce development assistance they need and desire. The Lower Savannah Workforce Investment Board in partnership with Aiken Technical College offers

students, graduates and the community resources to explore careers, search for employment opportunities, receive assistance with resumes, cover letters, interviewing and dressing for success. The Center is a gateway for applying for assistance through the Workforce Investment Act (WIA).

The career exploration resource *Career Scope* is used. The staff of the Center will assist you in using this inventory and will interpret the results for you and then assist in exploring Labor Market Information for areas of interest.

The One Stop Career Center assists individuals and groups in finding full- or part-time employment. Any person interested in employment may come to Room 166 in the Ashley J. Little Building to "check" the job board, the job books and other resources about the availability of jobs in the community. Specific services include weekly job listings, Internet job information, on-campus interviews, employment referrals and career exploration inventories. Patrons may use the Internet to search for jobs in a particular region or local listings that have not come directly to the Center. Additional services offered are:

- Resume preparation, critique and assistance
- Mailing, e-mailing, or faxing of resumes to employers
- Cover letter preparation
- Referrals to job openings
- Completion of applications
- Workshops on interviewing, job searching and dressing for success
- Tips on how to keep a job

Counseling Services

The mission of Counseling Services at Aiken Technical College is to increase the potential for every student's success by providing services that meet the goals and

outcomes identified by the student. ATC maintains a staff of professional counselors who are available both day and evening to counsel any student confidentially regarding academic, professional, personal or social concerns. A student can meet with a counselor on a walk-in basis or by making an appointment. Specific services include:

- Pre-admission, academic, and career counseling for potential and current students
- Services for special needs students, i.e., the disabled, single parents and displaced homemakers
- Orientation and new student advisement
- Transfer assistance
- Placement testing information for new students and special-needs student
- Student emergencies
- Advising for Career Development, transient, dual-enrolled and home-schooled students

Orientation

Three types of orientation are available to a student entering ATC. Entering students meet with a counselor at the point of acceptance to the college. The meeting provides an explanation of placement test scores and information about placement. The meeting also provides students with basic information concerning getting started in college, including policies about transfer, conduct rules, refunds, advanced standing and academic standards and information about academic advising, financial aid opportunities, tutoring and campus safety and locations of key services.

In addition, each semester ATC offers a credit course titled College Skills (COL 103). This class provides a student with the resources needed to improve study habits, enhance test-taking skills and explore career opportunities. A third type of orientation is available online at the ATC website orientation.atc.edu. It captures everything

covered in the meeting new students learn by meeting with a counselor.

Protected Health Information

The Health Insurance Portability and Accountability Act (HIPAA) requires certain designated components within Aiken Technical College to maintain the privacy of protected health information (PHI) and to provide individuals with notice of the College's legal duties and privacy practices with respect to PHI.

HIPPA describes how medical information about you may be used and disclosed and how you can get access to this information. For further information concerning HIPPA and PHI, contact Aiken Technical College's Human Resources Office.

Release of Student Information

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, describes the conditions under which information about a student can be released. It is the policy of Aiken Technical College to follow these guidelines to protect the privacy of students.

The following student rights are covered by the Act and afforded to all eligible students of the College:

1. The right to inspect and review information in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to prevent disclosure without consent of personally identifiable information from the student's records (with certain exceptions).

4. The right to secure a copy of the College's policy.
5. Parents who can establish proof of dependency by presenting a copy of their tax return to the Registrar or designee may view the records of a dependent without the written consent of said dependent.
6. The right to file complaints with the U.S. Department of Education concerning alleged failures by the College to comply with the provisions of the Act.

Each of these rights, with any limitations or exceptions, is explained in the College's policy statement which may be obtained from the Enrollment Management Office. A form authorizing parents or others to review student financial aid or student services files is available in the Enrollment Management and the Financial Aid Offices.

Directory Information

The College may provide directory information in accordance with the provisions of the Act without the written consent of an eligible student, unless that student requests in writing that such information not be disclosed. The items listed below are designated as directory information and may be released on any student for any purpose at the discretion of the College unless a written request for non-disclosure is on file: name, address, e-mail, telephone number, dates of attendance, major field of study, awards, honors, degree(s) conferred and previous institution(s) attended.

A student who wishes to request non-disclosure of the above items may submit a written request to the Enrollment Management Office. The College may not provide the parent of a student over eighteen years of age any information about the student's progress without the explicit written consent of the student or a copy

of IRS tax forms indicating the student is a dependent of the parent seeking such information.

Special Student Services

ATC provides special services to students with disabilities. Our goal is to improve the educational development of all students by offering an understanding and supportive campus environment. A counselor is available to provide direct assistance to these students. In order for a student to receive class accommodations based on a disability, the student must submit documentation supporting the request. The counselor will review the documentation, determine the appropriate accommodation, and notify the student. The student will then take the form to each of his/her instructors each semester.

ATC encourages student independence by creating and maintaining an accessible physical environment and by providing a supportive psychological environment.

Student Activities

The mission of the Student Activities Office is to provide an opportunity for the ATC student to become involved in campus life by offering a variety of entertainment and special events. A student participating in student educational activities gains the opportunity to develop and enhance his/her social and leadership skills.

Gregg-Graniteville Student Activities Center

The ATC Gregg-Graniteville Student Activities Center provides the student with a central location to spend time between classes. The center houses a cafeteria, the ATC Bookstore, a game room, the ATC Wellness Center and office space for student organizations.

Intramurals

ATC's intramural sports program is designed to offer a variety of challenging and enjoyable activities to all ATC students.

Student Government

All credit students at ATC are members of the Student Government Association (SGA). The SGA seeks to promote activities for all students and often plans activities and programs which are open to the College community. The SGA's goals are to maintain high standards of scholarship and honor, to preserve the integrity of the institution and its educational environment, to assist in administering regulations, to serve as the liaison between the administration and the student body and to transact business pertaining to the student body. The offices for SGA are president, vice president, secretary and treasurer.

Student Organizations

The College encourages all ATC students to participate in campus organizations. Campus organizations are open to all students without discrimination on the basis of sex, color, age, religion, national origin or disability. Each student organization is educationally based and has clearly defined goals and objectives.

Student organizations include publications, the Student Government Association (SGA), men's varsity basketball, women's varsity softball, intramural athletic programs, professional clubs, Tau Alpha Pi (Electronic Engineering), academic clubs and Phi Theta Kappa (the international scholastic honor society for two-year colleges). Other campus activities provide students with a variety of opportunities for out-of-class learning as well as community service opportunities.

Athletics

The College men's basketball team, the ATC Knights, competes in Region 10, Division I of the NJCAA.

The Lady Knights, ATC's women's fast-pitch softball team, began play in the fall of 2004. The team also competes in Region 10, Division 1 of the NJCAA.

Policies involving intercollegiate sports are formulated and monitored through the Athletic Oversight Committee in the College Governance Structure.

Library and Learning Resources Center

The ATC Library serves students, faculty, staff and residents of the College's service area. It contains a collection of more than 55,000 items including books, periodicals, audiovisual materials and online databases. The library has an instructional media collection available for student use in the library.

The library supports the academic, technical and job training programs of the College. The Library and Learning Resources Center include a full-service media department, areas for study and research and areas for viewing audiovisual materials. Two fully equipped computer labs are also available for patron use.*

A coin-operated copier and printers are also available in the library.

Overdue book fines are computed at **25 cents per day** for regular two-week loan items. **Students must present a valid ATC identification card to check out materials.**

Reference and Research Assistance

- Interlibrary loan
- Instruction on library research skills
- Self-service photocopying equipment
- Full library services to Distance Learning students

Computerized Library Technology

- Computer work stations to assist with class research projects *
- Student access to the Internet *

Library Hours

Monday-Thursday..... 8 a.m - 9 p.m.

Friday..... 8 a.m. - 4 p.m.

Saturday..... 8 a.m. - 12 p.m.

Sunday..... CLOSED

Variations for holidays, break sessions, and exam periods are posted in the library in advance. The library is closed on Saturdays during the summer term.

Computer Use Statement

Student computer workstations are reserved for the express purpose of providing access to computer programs and the Internet, and are NOT to be used to store a student's personal or course work information. Unless an instructor has given specific instructions, a student's personal or class work files must be stored on portable media such as a USB storage device or diskette.

Unauthorized stored files, including those saved on a hard drive, may be deleted without prior notice. The college assumes no liability for the loss of unauthorized stored files.

According to ATC Computer Ethics Procedure (2-2-111.01), the College reserves the right to monitor, manage, and control the usage of computer resources and to make changes in these procedures without prior notice to users. The following is a partial list of the kinds of uses that could subject users to penalties by the College or an outside authority:

Harassment (unwanted communication);

- Sexual harassment (including accessing pornographic sites offensive to others);
- Violation of another's privacy;
- Destruction of equipment or software;

- Violation of computer security system;
- Unauthorized use of accounts or access codes;
- Attempts to capture or break passwords;
- Violation of copyright or software agreements (especially downloading multimedia or other documents);
- Academic dishonesty (plagiarizing or purchasing online assignments);
- Violation of College policy or local, state or federal law;
- Criminal, unethical, or dishonest usage: "spamming," "spoofing," etc;
- Using computing facilities for personal gain without contractual agreement with the College;
- Changing computer settings, such as removing, altering, or installing software, wall paper or screen savers unless instructed to do so as a part of a class, etc.

Student violation of the above may result in the following disciplinary actions initiated by the Vice President of Student Services:

- Verbal warning (usually first offense);
- The assignment of ten (10) hours of Community Service completed within two weeks;
- The assignment of a five (5) page paper on Internet ethics due within two weeks;
- Immediate suspension from ATC classes (administrative withdrawal without refund) if the disciplinary action is not completed or the offense warrants immediate action by the College.

Media

The Media Department provides media hardware and software to support the College's academic programs. The Media Department assists area industries and agencies by lending media audiovisuals and equipment, providing teleconference facilities and coordinating these services for industries and agencies.

The Media Department offers assistance to the faculty and staff for production of instructional and/or presentation materials using various media.

Test Center

The Test Center provides a quiet, supervised environment where students can take make-up tests. The testing coordinator administers make-up tests, placement tests and a variety of continuing education and skills certification tests. Students must present a valid ID card or other form of picture ID to take a test.

Test Center Hours

Monday-Thursday..... 8 a.m. - 6 p.m.
 Tuesday & Wednesday..... 8 a.m. - 5 p.m.
 Friday..... 9 a.m. - 1 p.m.
 Saturday..... 9 a.m. - 1:30 p.m.
 Sunday..... CLOSED

Tutoring Services

Aiken Technical College's Academic Success Center (ASC) is located in room 770. The Center's purpose is to enhance student learning by offering support services in a friendly customer-oriented environment. The ASC provides currently enrolled students free tutoring in math, writing, computer technology, and other requested subjects. Appointments are not necessary, but services are contingent upon the availability of qualified tutors and offered on a first-come, first-served basis.

The Academic Success Center is open Monday through Thursday from 8 a.m. to 6 p.m., and Fridays 8 a.m. to 12 p.m. During the summer terms the ASC is open Monday through Thursday from 8 a.m. to 6 p.m. and closed on Fridays. Study skills workshops are available through the Center each semester. Topics will vary, but upcoming workshop dates, times, and details will be posted on My ATC and around campus. The Center also offers Internet support for MyATC, WebAdvisor,

and online registration for students who need assistance with College Web services.

Bookstore

The ATC Bookstore, located in the Gregg-Graniteville Student Activities Center, carries textbooks and materials to support all classes offered by the College.

Bookstore Hours

Monday-Thursday.....7:45 a.m. - 6:15 p.m.
 Friday.....7:45 a.m. - 1 p.m.
 In addition to new and used textbooks and other school supplies, the Bookstore offers a large selection of ATC sportswear.

Returns

Academic Textbooks:

15 calendar days after start of class, a copy of the student's class schedule is required during summer and term 3 classes.

Non-Textbook Merchandise:

15 calendar days from date of purchase

No Returns on:

Reference items, clearance items, total testing, special orders and perishable items.

An original cash register receipt must be presented to the bookstore as proof of purchase on all items returned. Textbooks must be in their original shrink-wrap for return. Textbooks must be in original condition free from markings or damage in any manner. Store personnel decisions are final on the condition of the return. Software, multimedia products and electronics are refundable in their original unopened packaging only.

Refunds

If you paid by check, a check refund form must be completed. A refund check will be processed and mailed from the ATC business office. If you paid by credit card, your return will be credited back to your credit card account. If you paid by a sponsor voucher or Pell Grant, the return will be credited to the sponsor or Pell.

Distance Learning

A variety of technologies are used to bring courses to the college and deliver them to other locations. Some distance learning courses may be time and place sensitive just like traditional courses. Others may allow students access to instruction at any time of the day or night. Because instructors and classmates may not be present, students who take distance learning classes must be good independent learners.

More information about distance learning in general is provided in the Student Handbook section of this catalog (pages 224-226) and in the Distance Learning section of the college's web site. Specific information about courses is provided in the Course Schedule and in the Distance Learning section of the College's website.

Enrollment procedures are usually, but not always, the same for distance learning courses as they are for traditional courses. Contact your advisor or Counseling Services for information about distance learning courses offered in your program of study.

Drug Free Campus Policy

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol, narcotics, drugs or other controlled substances at the workplace and in the educational setting. Unlawful use for these purposes is defined as a violation of federal/state/local regulations, policy, procedures, rules and legal statutes.

Educational setting includes both institutional premises and approved educational sites off campus. Students may be suspended or dismissed from the College for violations of this policy. For the complete policy, see pages 230-233 of the Student Handbook in the back of this catalog.

English Fluency Requirements

ATC maintains procedures to ensure that all permanent and adjunct faculty possess adequate proficiency in both written and spoken English. The College will respond appropriately to student concerns regarding an instructor's English fluency. Students should address any concerns about the English fluency to a counselor in the Counseling Services Office.

General Educational Development (GED)

Although the College does not provide testing for the GED or a program for GED students, a student who wishes to prepare to take the General Educational Development (GED) Test to receive high school equivalency certificate may take classes in writing, reading and math. Day and evening classes are available. To receive a GED, interested parties should contact the Adult Basic Education Office within their local public school district or ATC Counseling Services Office at (803) 593-9231, ext. 1298, for more information.

Health Services and First Aid

Because ATC is a commuter campus, the College provides only basic first aid for minor injuries. However, the College will assist a student who becomes ill in securing transportation home or to a doctor or hospital.

Student Conduct

The Student Handbook section of this catalog contains the Student Code and Grievance Procedure (see pages 214-223). It is the responsibility of all students to be aware of their rights and responsibilities while attending ATC.

A student may be dismissed for aggravated or repeated violations of student regulations. A student dismissed because of his/her conduct may be readmitted only upon the recommendation of the vice president of student services and the approval of the College president.

Student Insurance

A group policy paid by ATC from student fees provides accident insurance for all registered students. Students are insured while on College premises during scheduled class days and on College-sponsored activities and trips. Coverage does not extend to students attending athletics events as spectators or attending other social activities.

Student Parking

All vehicles on campus must display a current ATC parking permit. Parking permits are for a full academic year (August to August). Students should obtain permanent and temporary permits during registration or later through the ATC Public Safety Office. Permits must be clearly visible. Permits may not be altered. Temporary decals may be obtained in the bookstore for students driving a different vehicle on a temporary basis. At no time may an enrolled student park in visitor or faculty parking spaces. Unpaid traffic fines double five working days from issuance. Grades, transcripts and registration privileges will be withheld until all parking fines are paid. For full information on parking regulations and fines, see page 209 in the Student Handbook section of this catalog.

Telephone Calls

ATC cannot provide for the receipt or delivery of personal messages, flowers, etc. Classes will not be interrupted for this purpose.

Public telephones available for student use are located in the 700-800 Building and the Gregg-Graniteville Student Activities Center (900). Should a family emergency occur such as death, serious illness or serious injury, Counseling Services will make every effort to notify the student of the situation.

Telephone Directory

The main number of Aiken Technical College is (803) 593-9231. Students should contact one of these offices with specific questions.

Office	Extension
Admissions and Records	1247
ATC Testing Center	1772
Campus Security	1414
Cashier's Office	1206
Counseling/Career Svs	1298 / 1524
Credit Transfer	1247
Financial Aid	1248 / 1241
Job Placement	1293
Online Courses	1764
Placement Testing	1520
Self-Registration Center	1240
Student Activities	1604
Students with Disabilities	1520
Single Parent Program	1222
Transfer Assistance	1521
Veterans Services	1244
Training & Business Dev.	1230 / 1242

See the Student Handbook in the back of this catalog for additional listings.

Search faculty extensions on the ATC website www.atc.edu. Click on Faculty/Staff tab and search members by last name.

Tobacco Products

The use of tobacco products is prohibited on the ATC campus. These products include, but are not limited to: cigarettes, cigars, pipes and smokeless tobacco.

Visitors

Visitors not attending a specific ATC function must check in with Counseling Services upon their arrival on campus. Students may not take visitors to class with them except with special administrative approval. Under no circumstances should children of students be allowed to enter classrooms or be left unattended on campus. No pets except seeing-eye dogs are allowed on campus. Owners of seeing-eye dogs must make prior arrangements for their animals to accompany them to class.

[Contents](#)

[Admissions](#)

[Policies](#)

[Student Life << Page 49](#)

Programs

Career Paths Available at ATC

[Courses >> Page 113](#)

[Training & Business Development](#)

[People](#)

[Handbook](#)

[Maps](#)

[Index](#)

Programs of Study Indexed by Topic Cluster

The College's education and training certificates, diplomas and degrees are organized under career clusters based on an occupational and industrial approach. The clusters are organized around broad industry areas or economic sectors. The clusters are provided to allow students the opportunity to pursue a full range of educational programs based on a career interest.

DEGREE	SUBJECT	PAGE
Associate in Arts		64
Associate in Science		64
Associate in Applied Science	General Technology	65
Associate in Applied Science	General Technology (Automotive Technology)	99
Associate in Applied Science	General Technology (Engineering Graphics Tech.)	106
Associate in Applied Science	General Technology (Multimedia & Marketing)	88
Certificate	General Studies	66
Certificate	Business Transfer	67
Health Science		
Associate in Applied Science	Nursing	68
Associate in Applied Science	Radiologic Technology	68
Diploma in Applied Science	Expanded Duty Dental Assisting	69
Diploma in Applied Science	Nursing (PN)	70
Diploma in Applied Science	Surgical Technology	71
Certificate	Medical Assistant	72
Certificate	Medical Coding	73
Certificate	Emergency Medical Technology - Paramedic	74
Certificate	Pre-Allied Health	75
Certificate	Pre-Allied Health (Nursing)	75
Certificate	Pre-Allied Health (Exp. Duty Dental Assisting)	75
Certificate	Pre-Allied Health (Radiologic Technology)	75
Certificate	Pre-Allied Health (Surgical Technology)	75
Certificate	Pre-Nursing	76
Certificate	Pre-Dental Hygiene	76
Certificate	Pre-Pharmacy Technician	77
Business, Management & Administration		
Associate in Applied Science	Administrative Office Technology	78
Certificate	Basic Administrative Office Technology	78
Certificate	Basic Administrative Office Support	79
Associate in Applied Science	Management	79
Certificate	Basic Business	80
Certificate	Small Business Management	81
Certificate	Business Transfer	81
Marketing, Sales & Service		
Associate in Applied Science	Marketing	82
Certificate	Marketing Specialist	83
Finance		
Associate in Applied Science	Accounting	83
Certificate	General Accounting	84

Information Technology

Associate in Applied Science	Computer Technology (Networking)	85-86
Associate in Applied Science	Computer Technology (Programming)	85-86
Certificate	Basic Computer Technology	86
Certificate	Computer Game Design	86
Certificate	Computer Networking	87
Certificate	Internet Programming	87
Certificate	Web Page Design	87
Associate in Applied Science	General Technology (Multimedia & Marketing)	88
Certificate	Basic Multimedia	89

Human Services

Associate in Applied Science	Human Services	90
Certificate	Alcohol and Drug Abuse	91
Certificate	Basic Human Services	91
Certificate	Gerontology	92

Education and Training

Associate in Applied Science	Early Care and Education	92
Certificate	Basic Early Childhood Education	93
Certificate	Childcare Management	94
Certificate	Basic Early Childhood Development	94

Law, Public Safety, Corrections & Security

Associate in Applied Science	Criminal Justice	95
Certificate	Basic Criminal Justice	96

Manufacturing

Associate in Applied Science	Industrial Maintenance Technology	97
Certificate	Basic Industrial Maintenance	98
Certificate	Electrical/Maintenance	98
Associate in Applied Science	General Technology (Automotive Technology)	99
Certificate	Basic Automotive	100
Certificate	Advanced Automotive	100
Certificate	Basic Air Conditioning/Refrigeration	101
Certificate	Advanced Air Conditioning/Refrigeration	101
Certificate	Basic Welding - Level I	102
Certificate	Advanced Welding - Level II	102
Certificate	Basic Machine Tool	103
Certificate	Computerized Numerical Control (CNC)	103

Science, Technology, Engineering and Mathematics

Associate in Applied Science	Electronics Engineering Technology	104
Certificate	Basic Electronics Engineering Technology	105
Certificate	Computer Electronics	105
Associate in Applied Science	General Technology (Engineering Graphics Tech.)	106
Certificate	Basic Engineering Graphics	107
Certificate	Computer Aided Design (CAD)	107
Certificate	Pre-Engineering	108
Associate in Applied Science	Radiation Protection Technology	109
Certificate	Basic Radiation Protection Technology	110
Certificate	Radiological Control Technology	110

Associate in Arts

The Associate in Arts Degree prepares the student to transfer to a four-year college or university to study in the areas of fine arts, education, humanities, social sciences or business. With the assistance of an academic advisor, a student may plan a program of study to meet the requirements of the college to which the student wishes to transfer using the guidelines below.

General Education: 35 Credits

Humanities/Fine Arts 15 credits

ENG 101 English Composition I	3
ENG 102 English Composition II	3
SPC 205 Public Speaking	3
Select Humanities/Fine Arts courses totaling 6 credits from the list on page 114.	6

Physical Sciences, Natural Sciences and Mathematics 14 credits

MAT 110 College Algebra	3
<i>AND Select ONE course from:</i>	
MAT 111 College Trigonometry	3
MAT 120 Probability and Statistics	3
MAT 122 Finite College Mathematics	3
Select Physical Sciences and/or Natural Sciences courses totaling 8 credits from the list on page 115.	8

Social/Behavioral Sciences 6 credits

Select Social/Behavioral Sciences courses totaling 6 credits from the list on page 115.	6
---	---

Major Requirement: 18 Credits

CPT 101 Intro to Computers	3
----------------------------	---

-AND-

Courses totaling 15 credit hours must be selected from those listed on pages 116-117. However, you should consult with your advisor to select courses that will meet your particular transfer objectives.

Electives: 8 Credits

Courses must be selected from those listed on pages 116-117. However, you should consult with your advisor to select electives that will meet your particular transfer objectives.

Total Credits Required: 61*

**All courses taken toward this degree MUST be selected from the list of college transfer courses on pages 116-117.*

Other courses that are listed on an official articulation agreement may be considered on a case-by-case basis. For clarification on which courses count towards Humanities/Fine Arts; Social/Behavioral Sciences; or Physical Sciences, Natural Sciences and Mathematics credit requirements, please consult pages 114-115.

Associate in Science

The Associate in Science Degree prepares a student to transfer to a four-year college or university to study in the areas of natural/physical sciences, mathematics, engineering or business. With the assistance of an academic advisor, a student may plan a program of study to meet the requirements of the college to which the student wishes to transfer using the guidelines below.

General Education: 39 Credits

Humanities/Fine Arts 15 credits

ENG 101 English Composition I	3
ENG 102 English Composition II	3
SPC 205 Public Speaking	3

-AND-

Select Humanities/Fine Arts courses totaling 6 credits from the list on page 114.	6
---	---

Physical Sciences, Natural Sciences and Mathematics 18 credits

MAT 110 College Algebra	3
MAT 111 College Trigonometry	3
MAT 140 Geometry & Calculus	4
Select Physical Sciences and/or Natural Sciences courses totaling 8 credits from the list on page 115.	8

Social/Behavioral Sciences 6 credits

Select Social/Behavioral Sciences courses totaling 6 credits from the list on page 115.	6
---	---

Major Requirement: 18 Credits

CPT 101 Intro to Computers	3
----------------------------	---

-AND-

Courses totaling 15 credit hours must be selected from those listed on pages 116-117. However, you should consult with your advisor to select courses that will meet your particular transfer objectives.

Electives: 4 Credits

Courses must be selected from those listed on pages 116-117. However, you should consult with your advisor to select electives that will meet your particular transfer objectives.

Total Credits Required: 61*

**All courses taken toward this degree MUST be selected from the list of college transfer courses on pages 116-117.*

Other courses that are listed on an official articulation agreement may be considered on a case-by-case basis. For clarification on which courses count towards Humanities/Fine Arts; Social/Behavioral Sciences; or Physical Sciences, Natural Sciences and Mathematics credit requirements, please consult pages 114-115.

Associate in Applied Science: Major in General Technology

The Associate in Occupational Technology with a Major in General Technology Program enables a student to acquire expertise in a minimum of two technical specialties and to become multi-skilled. The program core consists of a primary technical specialty requiring a minimum of 28 semester hours and a secondary technical specialty requiring a minimum of 12 semester hours and an additional five semester hours of any other course.

Admission to the Associate in Applied Science with a Major in General Technology is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator.

In order to enter the General Technology program you must either have successfully completed ENG 032, MAT 031 and RDG 032 with a grade "C" or higher, or have acceptable placement scores.

General Education: 15 Credits

-ONE- of the following:

ENG 101 English Composition I	3
ENG 160 Technical Communications	3

-AND-

MAT 102 Intermediate Algebra	3
------------------------------	---

-OR-

MAT 155 Contemporary Mathematics	3
----------------------------------	---

-AND-

SPC 205 Public Speaking	3
Select Humanities/Fine Arts courses totaling 3 credits from the list on page 114.	3

Select Social/Behavioral Sciences courses totaling 3 credits from the list on page 115.	3
---	---

General Technology Emphasis Areas

A recommended plan of study for the following selected emphasis areas has been developed to assist students.

Associate in Applied Science: Major in General Technology: Emphasis in Automotive Technology.

A recommended plan of study for this emphasis area has been developed to assist students. See page 99.

Associate in Applied Science: Major in General Technology: Emphasis in Engineering Graphics Technology

A recommended plan of study for this emphasis area has been developed to assist students. See page 106.

Associate in Applied Science: Major in General Technology: Emphasis in Multimedia and Marketing

A recommended plan of study for this emphasis area has been developed to assist students. See page 88.

General Studies

The General Studies certificate provides an integrated option for students who seek an introduction to a variety of academic disciplines but are unable to gain immediate degree-seeking admission into their desired four-year college or university. This certificate is ideal for students who plan to transfer before completing a degree program at ATC.

Courses in this certificate prepare students for the Associate in Arts degree or Associate in Science degree at ATC; however, students who plan to seek a degree from ATC and then transfer are encouraged to enroll first into the General Studies Certificate program.

General Education: 18 Credits

Humanities/Fine Arts 9 credits

ENG 101 English Composition I 3

ENG 102 English Composition II 3

-OR-

SPC 205 Public Speaking 3

Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences 3

courses totaling 3 credits from the list on page 115.

Physical Sciences, Natural Sciences and Mathematics 3 credits

MAT 102 Intermediate Algebra 3

-OR-

MAT 110 College Algebra 3

General Education Elective 3 credits

Select courses totaling 3 credits from the list on pages 114-115. 3

Total Credits Required: 18*

**All courses taken toward this certificate MUST be selected from the list of college transfer courses on pages 116-117.*

Business Transfer Certificate

The Business Transfer Certificate provides the student with the opportunity to develop the skills necessary to transfer to a four year Business program.

Aiken Technical College has an articulation agreement with the University of South Carolina Aiken that will allow a student who completes the Business Transfer certificate to transfer all of the credits earned in the certificate to USCA.

The program display for the Business Transfer Certificate is listed on page 81.

Interdisciplinary Studies

ATC offers several courses in Interdisciplinary Studies (IDS). A student may take these courses as Humanities/Fine Arts choices in all of ATC's associate's degree programs and the General Studies certificate. A student may use IDS courses as electives in many of the College's programs. A student should consult his/her academic coordinator or advisor about specific program electives. A student who wishes to transfer IDS courses should consult the institution to which he/she plans to transfer.

Associate in Applied Science: Major in Nursing

The Associate in Applied Science with a Major in Nursing prepares graduates to provide direct patient care in a safe, effective manner across multiple settings and prepares students for licensure examination for registered nurses (NCLEX-RN). The course of study includes both theory presentation and supervised experience at affiliating health care agencies.

Students applying for any of the Health Science Programs must go through a separate application after being admitted to the College. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria is updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each competitive admissions program are available in the Enrollment Management Office, the Dean of Health Sciences Office, and the Health Science Advisors Office.

Students will be required to participate in off-campus clinical facilities and therefore will need reliable transportation. The nursing program is accredited by the National League for Nursing Accreditation Commission (NLNAC).

General Education: 30 Credits

Humanities/Fine Arts	9 credits
ENG 101 English Composition I	3
SPC 205 Public Speaking	3
Select Humanities/Fine Arts courses totaling 3 credits from the list on pages 114-115.	3

Physical Sciences, Natural Sciences and Mathematics **15 credits**

BIO 210 Anatomy & Physiology I	4
BIO 211 Anatomy & Physiology II	4
BIO 225 Microbiology	4
MAT 110 College Algebra	3

Social/Behavioral Sciences **6 credits**

PSY 201 General Psychology	3
PSY 203 Human Growth & Development	3

Major Requirements: 38 credits

NUR 101 Fundamentals of Nursing	6
NUR 106 Pharmacologic Basics in Nursing Practice	2
NUR 165 Nursing Concepts & Clinical Practice I	6
NUR 211 Nursing Care of the Childbearing Family	4
NUR 212 Nursing Care of Children	4
NUR 214 Mental Health Nursing	4
NUR 265 Concepts Clinical Practice II	6
NUR 267 Nursing Concepts & Clinical Practice IV	6

Total Credits Required: 68

Associate in Applied Science: Major in Radiologic Technology

The Associate in Applied Science Degree with a Major in Radiologic Technology prepares entry-level individuals to take and successfully pass the certification examination administered by the American Registry of Radiologic Technologists (ARRT) and to develop good communication and strong interpersonal skills to be able to competently perform within the healthcare environment.

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the College. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria is updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each competitive admissions program are available in the Enrollment Management Office, the Dean of Health Sciences Office, and the Health Science Advisors Office.

Students will be required to participate in off-campus training in working clinical facilities and therefore will need reliable transportation to get to these locations.

General Education: 23 Credits

Humanities/Fine Arts	9 credits
ENG 101 English Composition I	3
SPC 205 Public Speaking	3
Select Humanities/Fine Arts courses totaling 3 credits from the list on pages 114-115.	3

Physical Sciences, Natural Sciences and Mathematics **11 credits**

BIO 210 Anatomy and Physiology I	4
BIO 211 Anatomy and Physiology II	4
MAT 110 College Algebra	3

Social/Behavioral Sciences **3 credits**

PSY 201 General Psychology	3
----------------------------	---

Major Requirements: 69 Credits

AHS 102 Medical Terminology	3
CPT 101 Introduction to Computers	3
RAD 102 Radiology Patient Care Procedures	2
RAD 103 Computed Tomography	2
RAD 104 Introduction to Physics	1

RAD 110 Radiographic Imaging I	3
RAD 115 Radiographic Imaging II	3
RAD 121 Radiographic Physics	4
RAD 130 Radiographic Procedures I	3
RAD 136 Radiographic Procedures II	3
RAD 155 Applied Radiography I	5
RAD 165 Applied Radiography II	5
RAD 176 Applied Radiography III	6
RAD 201 Radiation Biology	2
RAD 205 Radiographic Pathology	2
RAD 230 Radiographic Procedures III	3
RAD 235 Radiography Seminar I	1
RAD 256 Advanced Radiography I	6
RAD 266 Advanced Radiography II	6
RAD 276 Advanced Radiography III	6

Total Credits Required: 92

Diploma in Applied Science: Major in Expanded-Duty Dental Assisting

The Diploma in Applied Science with a Major in Expanded-Duty Dental Assisting prepares the student to work closely with the dentist as a chair-side assistant, office manager and laboratory assistant providing preventative and restorative care.

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the College. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria is updated annually and students should review the current information for changes in the admissions process.

Information packets detailing the application process for each competitive admissions program are available in the Enrollment Management Office, the Dean

of Health Sciences Office, and the Health Science Advisors Office.

The program is accredited by the Commission on Dental Accreditation of the American Dental Association. A program graduate is eligible to take the Dental Assisting National Board Examination to become a Certified Dental Assistant.

Students will be required to participate in off-campus training in working clinical facilities and therefore will need reliable transportation to get to these locations.

General Education: 13 Credits

Humanities/Fine Arts 3 credits
ENG 160 Technical Communications 3

Physical Sciences, Natural Sciences and Mathematics 7 credits

BIO 112 Anatomy and Physiology 4
MAT 160 Math for Business & Finance 3

Social/Behavioral Sciences 3 credits
PSY 105 Personal/Interpersonal Psych. 3

Major Requirements: 38 Credits

AHS 113 Head and Neck Anatomy 1
DAT 105 Dental Charting and Documentation 3
DAT 113 Dental Materials 4
DAT 115 Ethics and Professionalism 1
DAT 118 Dental Morphology 2
DAT 121 Dental Health Education 2
DAT 122 Dental Office Management 2
DAT 123 Oral Medicine/Oral Biology 3
DAT 124 Expanded Functions/Specialties 1
DAT 127 Dental Radiography 4
DAT 154 Clinical Procedures I 4
DAT 164 Clinical Procedures II 4
DAT 177 Dental Office Experience 7

Total Credits Required: 51

Diploma in Applied Science: Major in Nursing (PN)

The Diploma in Applied Science with a Major in Nursing (PN) prepares graduates to provide direct patient care in a safe, effective manner across multiple settings and prepares students for licensure examination for practical nurses (NCLEX-PN). The course of study includes both theory presentation and supervised clinical experience at affiliating health care agencies.

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the College. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria is updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each competitive admissions program are available in the Enrollment Management Office, the Dean of Health Sciences Office, and the Health Science Advisors Office.

Students will be required to participate in off-campus training in working clinical facilities therefore students will need reliable transportation, since assigned clinical sites are off campus

General Education: 17 Credits

Humanities/Fine Arts 3 credits
ENG 101 English Composition I 3

Physical Sciences, Natural Sciences and Mathematics 11 credits

BIO 210 Anatomy & Physiology I 4
BIO 211 Anatomy and Physiology II 4
MAT 110 College Algebra 3

Social/Behavioral Sciences 3 credits
PSY 201 General Psychology 3

Major Requirements: 27 credits

PNR 110 Fundamentals of Nursing	5
PNR 120 Medical-Surgical Nursing I	5
PNR 122 Pharmacology	3
PNR 130 Medical-Surgical Nursing II	5
PNR 140 Medical-Surgical Nursing III	5
PNR 154 Maternal, Infant, and Child Nursing	5
PNR 181 Medical Calculations	1
PNR 182 Nursing of the Older Adult	2

Total Credits Required: 48

Licensed Practical Nurse to Associate Degree Nurse Transition

Licensed Practical Nurses (LPN) may also apply to continue their education by taking a transition course and then taking the final two semesters of the ADN program. This will lead to the awarding of the Associate Degree in Applied Science: Major in Nursing and prepares students for the licensure examination for registered nurses (NCLEX-RN).

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the College. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria is updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each competitive admissions program are available in the Enrollment Management Office, the Dean of Health Sciences Office, and the Health Science Advisors Office.

The first semester of the LPN to ADN Transition Program is as follows:

NUR 201 Transition Nursing	3
SPC 205 Public Speaking	3
Humanities/Fine Arts Elective	3

After successful completion of the first semester of the LPN to ADN Transition Program, the student will join the generic students for the last two semesters of the nursing program.

Diploma in Applied Science: Major in Surgical Technology

The Diploma in Applied Science with a Major in Surgical Technology will provide students with the surgical technologist skills needed for employment in medical facilities. Upon successful completion, the student will be eligible to take the national certification exam administered through The National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the College. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria is updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each competitive admissions program are available in the Enrollment Management Office, the Dean of Health Sciences Office, and the Health Science Advisors Office.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP),

on recommendation of the Accreditation Review Council on Education in Surgical Technology (ARC-ST). Graduates are eligible to take the national accreditation exam.

Students will be required to participate in off-campus training in working clinical facilities therefore students will need reliable transportation, since assigned clinical sites are off campus.

General Education: 13 Credits

Humanities/Fine Arts 3 credits

ENG 160 Technical Communications 3

-OR-

ENG 101 English Composition I 3

Physical Sciences, Natural Sciences and Mathematics 7 credits

BIO 112 Anatomy and Physiology 4

BIO 115 Basic Microbiology 3

Social/Behavioral Sciences 3 credits

PSY 105 Personal/Interpersonal Psychology 3

Major Requirements: 39 Credits

AHS 102 Medical Terminology 3

SUR 101 Intro. to Surgical Technology 5

SUR 102 Applied Surgical Technology 5

SUR 103 Surgical Procedures I 4

SUR 106 Advanced Surgical Procedures 2

SUR 111 Basic Surgical Practicum 7

SUR 114 Surgical Specialty Practicum 7

SUR 116 Basic Surgical Procedures 3

SUR 120 Surgical Seminar 2

SUR 130 Biomedical Science for the Surgical Technologist 1

Total Credits Required: 52

Medical Assistant Certificate

The Medical Assistant certificate prepares the student to assist the physician in performing selected diagnostic tests as well as business office procedures.

The Aiken Technical College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Recommended by the Medical Assisting Education Review Board (MAERB):

1361 Park St.

Clearwater, FL 33756

(727) 210-2350

www.caahep.org.

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the College. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria is updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each competitive admissions program are available in the Enrollment Management Office, the Dean of Health Sciences Office, and the Health Science Advisors Office.

Students will be required to participate in off-campus training in working clinical facilities therefore students will need reliable transportation, since assigned clinical sites are off campus.

General Education: 7 Credits

Humanities/Fine Arts 3 credits

ENG 101 English Composition I 3

-OR-

ENG 160 Technical Communications 3

Physical Sciences, Natural Sciences and Mathematics 4 credits

BIO 112 Basic Anatomy & Physiology 4

Major Requirements: 32 Credits

AHS 102 Medical Terminology 3

AHS 105 Medical Ethics and Law 2

MED 103 Medical Assisting Introduction 3

MED 105 Medical Assisting Office 5

MED 107 Medical Office Management 4

MED 112 Medical Assisting Pharmacology 2

MED 114 Medical Assisting Clinical Procedures 4

MED 156 Clinical Experience I 6

PSY 201 General Psychology 3

Total Credits Required: 39

Medical Coding Certificate

The medical coder is a health information specialist trained to assign diagnostic and procedural codes, applying both ICD-9-CM and CPT-IV classification systems for optimal reimbursement in a variety of health care settings. The medical coder will establish a familiarity with other coding and classification systems utilized in nontraditional health care settings as well as reimbursement-related issues and skills including DRG assignment/validation, federal reimbursement systems and operations of third party payors and billing departments. Students completing the program are encouraged to sit for the national coding examination to receive credentials as a Certified Coding Specialist (CCS), Certified Coding Apprentice (CCA), or Certified Procedural Coder (CPC).

Students will be required to participate in off-campus training at coding practicum sites; therefore students will need reliable transportation since assigned practicum sites are off campus.

General Education: 7 Credits**Humanities/Fine Arts** 3 credits

ENG 160 Technical Communications 3

Physical Sciences, Natural Sciences and Mathematics 4 credits

BIO 112 Basic Anatomy & Physiology 4

Major Requirements: 31 Credits

AHS 102 Medical Terminology 3

CPT 101 Introduction to Computers 3

HIM 110 Health Information Science 3

HIM 130 Billing and Reimbursement 3

HIM 135 Medical Pathology 3

HIM 137 Pharmacology for Coders 1

HIM 140 Current Procedural Technology I 3

HIM 150 Coding Practicum I 3

HIM 216 Coding and Classification I 3

HIM 225 Coding and Classification II 3

HIM 227 Senior Professional Competencies 3

Total Credits Required: 38

Emergency Medical Technology: Paramedic Certificate

A paramedic renders pre-hospital emergency care according to established medical protocols, performs triage and a variety of emergency medical treatments at the Basic and Advanced Life support level, provides continuing care and treatment while en route to an emergency medical facility, and monitors and reports changes in patient conditions. Under medical direction and following prescribed standing orders, the paramedic performs a variety of invasive and non-invasive therapies including but not limited to assessment and evaluation of the ill and injured, cardiopulmonary resuscitation and defibrillation, administration of drugs, agents and solutions, intubation and pulmonary ventilation, drawing of blood samples for analysis, application of dressing and bandages, and control of shock, and immobilization of fractures. The paramedic drives the ambulance to emergency scenes, transport accident victims and medical patients to hospitals, assists and coordinates with other emergency service agencies in rescue operations, handles radio communications during emergency and non-emergency situations motor vehicle accidents and other emergency situations. Also, the paramedic maintains the ambulance, equipment, and station; leads and participates in training classes for the public on cardiopulmonary resuscitation (CPR), renders standard first aid and emergency medical techniques; participates in public health education and screening, and acts as a preceptor for EMS students.

Students applying for any of the Health Science Programs must go through a separate application process after being admitted to the College. There are additional requirements in order to qualify for admission to each of these programs. The competitive admissions criteria is

updated annually and students should review the current information for changes in the admissions process. Information packets detailing the application process for each competitive admissions program are available in the Admissions and Records Office, the Dean of Health Sciences Office, and the Health Science Advisors Office.

In addition, applicants must also be a current South Carolina EMT – Intermediate and maintain that certification through the entire EMT – Paramedic program and National Registry Examination process.

Students will be required to participate in off-campus training in working clinical facilities and therefore will need reliable transportation, since assigned clinical sites are off campus.

Major Requirements: 33 Credits

EMS 111 Intermediate Emergency Care	5
EMS 115 Basic Trauma Life Support	1
EMS 116 Advanced Cardiac Life Support	1
EMS 120 Pharmacology	3
EMS 220 Paramedic Internship I	3
EMS 210 Advanced Emergency Medical Care I	5
EMS 214 Advanced Clinical Experience II	3
EMS 221 Paramedic Internship II	3
EMS 213 Advanced Emergency Medical Care II	4
EMS 217 Introduction to Electrocardiography	2
EMS 222 Paramedic Internship III	3

Total Credits Required: 33

Pre-Allied Health Certificate

The Pre-Allied Health Certificate program provides students with the general academic background required to be successful in a variety of health care related fields. It is also designed to prepare students to meet pre-requisites for admission into several health care specialty programs at ATC. Students will earn credits that help meet specific program prerequisites and apply toward program completion credit should the student be admitted to a selected program. Students should work closely with academic advisors to select courses that will help confirm their career choices and strengthen their academic skills.

Emphasis: Expanded Duty Dental Assisting

General Education: 13 Credits

Humanities/Fine Arts 3 credits
ENG 160 Technical Communications 3

Social/Behavioral Sciences 3 credits
PSY 105 Personal/Interpersonal Psychology 3

Physical/Natural Sciences/Mathematics 7 credits
BIO 112 Basic Anatomy & Physiology 4
MAT 160 Math for Business & Finance 3

Additional Requirements: 3 Credits
AHS 102 Medical Terminology 3

Total Credits Required: 16

Emphasis: Nursing

General Education: 13 Credits

Humanities/Fine Arts 3 credits
ENG 101 English Composition I 3

Social/Behavioral Sciences 3 credits
PSY 201 General Psychology 3

Physical/Natural Sciences/Mathematics 7 credits

BIO 210 Anatomy & Physiology I 4
MAT 110 College Algebra 3

Additional Requirements: 3 Credits

AHS 102 Medical Terminology 3

Total Credits Required: 16

Emphasis: Radiologic Technology

General Education: 13 Credits

Humanities/Fine Arts 3 credits
ENG 101 English Composition I 3

Social/Behavioral Sciences 3 credits
PSY 201 General Psychology 3

Physical/Natural Sciences/Mathematics 7 credits

BIO 210 Anatomy & Physiology I 4
MAT 110 College Algebra 3

Additional Requirements: 3 Credits

AHS 102 Medical Terminology 3

Total Credits Required: 16

Emphasis: Surgical Technology

General Education: 13 Credits

Humanities/Fine Arts 3 credits
ENG 160 Technical Communications 3

Social/Behavioral Sciences 3 credits
PSY 105 Personal/Interpersonal Psychology 3

Physical/Natural Sciences/Mathematics 7 credits

BIO 112 Basic Anatomy & Physiology 4
MAT 102 Intermediate Algebra 3

Additional Requirements: 3 Credits

AHS 102 Medical Terminology 3

Total Credits Required: 16

Pre-Nursing Certificate

The Pre-Nursing certificate provides students with the general academic background required to be successful in nursing and practical nursing programs. This certificate allows students to experience providing basic patient care in one course, AHS 117 – The Care of Patients. After successfully completing AHS 117, students may be eligible to test to become a certified nursing aide (CNA). Certified nurse aides, also called nursing assistants, provide basic patient care including monitoring patient vital signs, providing personal hygiene care, serving and assisting with meals, helping with mobility, and functioning as part of the nursing team. Nursing assistants may work in hospitals, private duty, assisted-living facilities, hospices, home health, and nursing homes. To be able to provide direct care to residents of South Carolina Medicaid-Certified nursing facilities, a person must be a certified nurse aide (CNA). Certification comes from South Carolina's Department of Health and Human Services (DHHS).

General Education: 21 Credits

BIO 210 Anatomy and Physiology I	4
BIO 211 Anatomy and Physiology II	4
BIO 225 Microbiology	4
ENG 101 English Composition I	3
MAT 110 College Algebra	3
PSY 201 General Psychology	3

Major Course Requirements: 4 Credits

AHS 117 The Care of Patients	4
------------------------------	---

Total Credits Required: 25

Pre-Dental Hygiene Certificate

The Pre-Dental Hygiene certificate provides the student with the general academic background required to make application to associate degree dental hygiene programs. Students who successfully complete the certificate are eligible for merit application to Midlands Technical College's dental hygiene program (Phase II).

Phase I - Aiken Technical College

General Education 33 Credits

Humanities/Fine Arts	9 credits
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Select Humanities/Fine Arts courses totaling 3 credits from the list on page 114, except ENG 101, 102, 160, SPC 205 or 210	3

Physical Sciences, Natural Sciences and Mathematics **18 credits**

BIO 115 Basic Microbiology	3
BIO 210 Anatomy and Physiology I	4
BIO 211 Anatomy and Physiology II	4
CHM 105 General/Organic/Biochemistry	4
MAT 102 Intermediate Algebra	3

Social/Behavioral Sciences **6 credits**

PSY 201 General Psychology	3
SOC 101 Introduction to Sociology	3

Additional Requirements: 3 Credits

CPT 101 Introduction to Computers	3
-----------------------------------	---

Phase I: Total Credits Required: 36

Phase II - Midlands Technical College

Five additional semesters of course work will be required at Midlands Technical College (MTC). A student completing Phases I and II will receive an Associate of Applied Science degree in dental hygiene.

Total Credits Required: 52

Pharmacy Technician Certificate

The Pre-Pharmacy Technician certificate trains the student to work as a health care specialist under the supervision of a registered pharmacist to properly prepare and dispense medications, perform dosage calculations, maintain patient records/profiles and enter data into record systems.

Students will be required to participate in off-campus training in working clinical facilities. Therefore, students will need reliable transportation, since assigned clinical sites are off campus.

The Aiken Technical College Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists.

General Education: 13 Credits

ENG 160 Technical Communications 3

-OR-

ENG 101 English Composition I 3

BIO 112 Basic Anatomy and
Physiology 4

MAT 101 Beginning Algebra 3

PSY 105 Personal/Interpersonal
Psychology 3

Major Requirements: 16 Credits

PHM 110 Pharmacy Practice 4

PHM 113 Pharmacy Calculations 3

PHM 114 Therapeutic Agents 3

PHM 118 Community Pharmacy
Seminar 1

PHM 124 Therapeutic Agents II 3

PHM 151 Pharmacy Technician
Practicum I 2

Total Credits Required: 29

Associate in Applied Science: Major in Administrative Office Technology

The Associate in Applied Science with a Major in Administrative Office Technology is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). Students develop communication, customer service, computer hardware and software, administrative, and information management skills needed to perform the duties of administrative support professionals. Emphasis is placed on equipping students to respond to the dynamic, computerized workplace. Graduates qualify for employment as administrative professionals, clerical or records management specialists in business, government, industry, and education fields. Job classifications range from entry-level to supervisor.

This program prepares individuals for the Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) exams and the Microsoft Computer Application Software (MCAS) certification. **Note: Certified Professionals can receive advanced placement based on test score qualifications.**

Admission to the Associate in Applied Science with a Major in Administrative Office Technology program is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator.

In order to enter the Administrative Office Technology program you must either have successfully completed ENG 032, MAT 031 and RDG 032 with a grade "C" or higher, or have acceptable placement scores.

While completing the above courses, you may enter the Basic Administrative Office Technology certificate program. All classes in the certificate program will transfer to the degree program.

General Education: 15 Credits

Humanities/Fine Arts	9 credits
ENG 101 English Composition	3
SPC 205 Public Speaking	3
Select Humanities/Fine Arts courses	3
totaling 3 credits from the list on page 114.	

Physical Sciences, Natural Sciences and Mathematics **3 credits**

MAT 102 Intermediate Mathematics	3
----------------------------------	---

Social/Behavioral Sciences **3 credits**

PSY 105 Personal/Interpersonal Psych.	3
---------------------------------------	---

Major Requirement: 33 Credits

AOT 105 Keyboarding	3
AOT 110 Document Formatting	3
AOT 141 Office Procedures I	3
AOT 161 Records Management	3
AOT 163 Word Processing	3
AOT 180 Customer Service	3
AOT 250 Advanced Info. Processing	3
AOT 251 Administrative Systems and Procedures	3
AOT 261 Office Spreadsheet	3
AOT 267 Integrated Information Processing	3
AOT 270 SCWE in Administrative Office Technology	3

Additional Requirements: 15 credits

ACC 101 Accounting Principles I	3
BUS 225 Social, Ethical and Legal Aspects of Business	3
CPT 257 Operating Systems	3
IST 281 Presentation Graphics	3
MGT 101 Principles of Management	3

Total Credits Required: 63

Basic Administrative Office Technology Certificate

This certificate will prepare students for entry into the AAS-Major in Administrative Office Technology and gives sufficient background in Administrative Office Technology to allow students to make appropriate career choices. It introduces students to the basic terminology and technical skills necessary in the administrative office profession. This certificate is designated for students who intend to pursue the AAS-Major in Administrative Office Technology and does not meet the conditional admissions requirements of the program.

General Education: 9 Credits

ENG 101 English Composition I 3

COL 103 College Skills 3

-OR-

Select Social/Behavioral Sciences courses totaling 3 credits from the list on page 115. 3

MAT 101 Beginning Algebra 3

Major Requirements: 15 Credits

AOT 105 Keyboarding 3

AOT 110 Document Formatting 3

AOT 163 Word Processing 3

AOT 180 Customer Service 3

IST 281 Presentation Graphics 3

Total Credits Required: 24

Associate in Applied Science: Major in Management

The Associate in Applied Science with a Major in Management degree prepares the student to perform the basic functions of management including planning, organizing, staffing, directing and controlling. Students also develop skills enabling them to communicate effectively both orally and in writing; develop and apply business ethics in managerial decision making; analyze and perform accounting operations; recognize and apply legal principles as they relate to business crimes, torts, and contracts; apply the principles of economics to business; and apply the principles of human resource management to the development of a competent business staff. This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Admission to the Associate in Applied Science with a Major in Management program is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator.

In order to enter the Management program you must either have successfully completed ENG 032, MAT 032 and RDG 032 with a grade "C" or higher, or have acceptable placement scores.

While completing these courses, you may enter the Basic Business Certificate program. All classes in the certificate program will transfer to the degree program.

General Education: 18 Credits

Humanities/Fine Arts 9 credits

ENG 101 English Composition 3

SPC 205 Public Speaking 3

Select Humanities/Fine Arts courses totaling 3 credits from the list on page 114.

**Physical Sciences, Natural Sciences
and Mathematics 3 credits**

Select ONE course from the following:

MAT 102 Intermediate Algebra	3
MAT 110 College Algebra	3
MAT 120 Probability and Statistics	3

Social/Behavioral Sciences 6 credits

ECO 210 Macroeconomics	3
-AND- Select Social/Behavioral Sciences courses totaling 3 credits from the list on page 115.	3

Major Requirements: 45 Credits

ACC 101 Accounting Principles I	3
ACC 102 Accounting Principles II	3
BAF 201 Principles of Finance	3
BUS 225 Social, Ethical and Legal Aspects of Business	3
BAF 230 Computers in Finance	3
BUS 140 Business Mathematics	3
MGT 101 Principles of Management	3
MGT 120 Small Business Mgt.	3
MGT 150 Fundamentals of Supervision	3
MGT 201 Human Resource Mgt.	3
MGT 270 Managerial Communications	3
MKT 101 Marketing	3
Select THREE courses from the following:	
BUS 135 Wage/Salary Administration	3
BUS 210 Intro. to E-Commerce in Business	3
MKT 110 Retailing	3
MKT 120 Sales Principles	3
MKT 240 Advertising	3

Additional Requirements: 3 Credits

CPT 101 Introduction to Computers	3
-----------------------------------	---

Total Credits Required: 66

**Basic Business
Certificate**

This certificate will prepare students for entry into the AAS-Major in Accounting, Management or Marketing and gives sufficient background in business to allow students to make appropriate career choices. It introduces the student to basic terminology and basic technical skill necessary in business professions. The certificate is designated for the student who intends to pursue the AAS-Major in Accounting, Management or Marketing and does not meet the conditional admissions requirements of the program.

General Education: 9 Credits

ENG 101 English Composition I	3
-------------------------------	---

COL 103 College Skills	3
------------------------	---

-OR-

Select Social/Behavioral Sciences courses totaling 3 credits from the list on page 115.

MAT 101 Beginning Algebra	3
---------------------------	---

Major Requirements: 12 Credits

ACC 101 Accounting Principles I	3
BUS 140 Business Mathematics	3
MGT 101 Principles of Mgt.	3
AND select one from the following:	
BAF 201 Principles of Finance -OR-	3
MKT 101 Marketing	3

Additional Requirements: 3 credits

CPT 101 Introduction to Computers	3
-----------------------------------	---

Total Credits Required: 24

Small Business Management Certificate

The Small Business Management certificate is designed for the student who is currently working for, operating or considering starting a small business. Entrepreneurial decision making and opportunity analysis on a practical level are emphasized.

General Education: 3 Credits

ENG 101 English Composition I 3

Major Requirements: 21 Credits

ACC 101 Accounting Principles I 3

BAF 230 Computers in Finance 3

BUS 135 Wage and Salary Administration 3

BUS 140 Business Mathematics 3

MGT 120 Small Business Mgt. 3

MGT 201 Human Resource Management 3

MKT 101 Marketing 3

Additional Requirements: 3 credits

CPT 101 Introduction to Computers 3

Total Credits Required: 27

Business Transfer Certificate

The Business Transfer Certificate provides the student with the opportunity to develop the skills necessary to transfer to a four year Business program.

Aiken Technical College has an articulation agreement with the University of South Carolina Aiken that will allow a student who completes the Business Transfer Certificate to transfer all of the credits earned in the certificate to USCA.

General Education: 24 Credits

Humanities/Fine Arts 12 credits

ENG 101 English Composition I 3

ENG 102 English Composition II 3

SPC 205 Public Speaking 3

Select one from the following:

HIS 201 American. History to 1877 3

HIS 202 American. History 1877+ 3

Physical Sciences, Natural Sciences and Mathematics 6 credits

MAT 110 College Algebra 3

MAT 122 Finite College Math. 3

Social/Behavioral Sciences 6 credits

ECO 210 Macroeconomics 3

ECO 211 Microeconomics 3

Major Requirements: 12 Credits

ACC 101 Accounting Principles I 3

ACC 102 Accounting Principles II 3

MGT 101 Principles of Management 3

MKT 101 Marketing 3

Additional Requirements: 3 credits

CPT 101 Introduction to Computers 3

Total Credits Required: 39

Associate in Applied Science: Major in Marketing

The Associate in Applied Science with a Major in Marketing degree prepares the student to perform the basic marketing functions including advertising, personal sales, public relations and sales promotion. The student will also develop the skills necessary to communicate effectively both orally and in writing; recognize patterns of consumer behavior; develop and apply basic market planning techniques; and have a general understanding of fundamental business operations, including accounting, computer applications and economic principles. This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Admission to the Associate in Applied Science with a Major in Marketing program is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator.

In order to enter the Marketing program you must either have successfully completed ENG 032, MAT 032 and RDG 032 with a grade "C" or higher, or have acceptable placement scores.

While completing the above courses, you may enter the Basic Business Certificate program. All classes in the certificate program will transfer to the degree program.

General Education: 18 Credits

Humanities/Fine Arts 9 credits

ENG 101 English Composition	3
SPC 205 Public Speaking	3
Select Humanities/Fine Arts courses totaling 3 credits from the list on pages 114-115.	3

Physical Sciences, Natural Sciences and Mathematics 3 credits

Select ONE course from the following:

MAT 102 Intermediate Algebra	3
MAT 110 College Algebra	3
MAT 120 Probability and Statistics	3

Social/Behavioral Sciences 6 credits

ECO 210 Macroeconomics	3
Select Social/Behavioral Sciences courses totaling 3 credits from the list on pages 114-115.	3

Major Requirements: 45 Credits

ACC 101 Accounting Principles I	3
ACC 102 Accounting Principles II	3
BAF 201 Principles of Finance	3
BAF 230 Computers in Finance	3
BUS 140 Business Mathematics	3
BUS 210 Intro. to E-Commerce in Business	3
BUS 225 Social, Ethical and Legal Aspects of Business	3
CPT 162 Intro. to Web Page Publishing	3
MGT 101 Principles of Management	3
MGT 120 Small Business Mgt.	3
MKT 101 Marketing	3
MKT 110 Retailing	3
MKT 120 Sales Principles	3
MKT 240 Advertising	3
MGT 270 Managerial Communications	3

Additional Requirements: 3 credits

CPT 101 Introduction to Computers	3
-----------------------------------	---

Total Credits Required: 66

Marketing Specialist

The Marketing Certificate prepares the student for entry-level positions in the ever-expanding fields of marketing, retailing, and sales. The program is designed to give the student an understanding of the various basic skills required for a successful job applicant.

General Education: 3 Credits

ENG 101 English Composition I 3

Major Requirements: 9 Credits

BUS 140 Business Mathematics 3

MKT 101 Marketing 3

Select TWO courses from the following:

BUS 210 Introduction to E-Commerce
in Business 3

MKT 110 Retailing 3

MKT 120 Sales Principles 3

MKT 240 Advertising 3

Additional Requirements: 3 credits

CPT 101 Introduction to Computers 3

Total Credits Required: 18

Associate in Applied Science: Major in Accounting

The Associate in Applied Science with a Major in Accounting prepares the student to record and post transactions, prepare adjusting entries and financial statements, perform general accounting operations, process accounting information through a microcomputer to produce various accounting records and maintain books for municipalities, state and government agencies. A graduate will be prepared to work independently or as a team member with management.

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Admission to the Associate in Applied Science with a Major in Accounting program is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator.

In order to enter the Accounting program you must either have successfully completed ENG 032, MAT 031 and RDG 032 with a grade "C" or higher, or have acceptable placement scores.

While completing the above courses you may enter the Basic Business Certificate program. All classes in the certificate program will transfer to the degree program.

General Education: 18 Credits

Humanities/Fine Arts 6 credits

ENG 101 English Composition 3

SPC 205 Public Speaking 3

Select Humanities/Fine Arts courses totaling 3
3 credits from the list on pages 114-115.

**Physical Sciences, Natural Sciences
and Mathematics** 3 credits

Select ONE course from the following:

MAT 102 Intermediate Algebra	3
MAT 110 College Algebra	3
MAT 120 Probability and Statistics	3

Social/Behavioral Sciences 6 credits

ECO 210 Macroeconomics	3
Select Social/Behavioral Sciences courses totaling 3 credits from the list on pages 114-115.	3

Major Requirements: 48 Credits

ACC 101 Accounting Principles I	3
ACC 102 Accounting Principles II	3
ACC 120 Federal Income Tax	3
ACC 150 Payroll Accounting	3
ACC 201 Intermediate Accounting I	3
ACC 202 Intermediate Accounting II	3
ACC 230 Cost Accounting I	3
ACC 231 Cost Accounting II	3
ACC 240 Computerized Accounting	3
ACC 265 Not-for-Profit Accounting	3
BAF 201 Principles of Finance	3
BAF 230 Computers in Finance	3
BUS 140 Business Mathematics	3
BUS 225 Social, Ethical and Legal Aspects of Business	3
MGT 101 Principles of Management	3
MGT 270 Managerial Communications	3

Additional Requirements: 3 credits

CPT 101 Introduction to Computers	3
-----------------------------------	---

Total Credits Required: 69

General Accounting Certificate

The General Accounting Certificate program prepares the student for entry-level positions in the fast-growing field of bookkeeping, general accounting, record keeping and payroll.

General Education: 3 Credits

ENG 101 English Composition I	3
-------------------------------	---

Major Requirements: 15 Credits

ACC 101 Accounting Principles I	3
ACC 150 Payroll Accounting	3
ACC 240 Computerized Accounting	3
BAF 230 Computers in Finance	3
BUS 140 Business Mathematics	3

Additional Requirements: 3 credits

CPT 101 Introduction to Computers	3
-----------------------------------	---

Total Required Credits: 21

Associate in Applied Science: Major in Computer Technology

Students majoring in Computer Technology may select an emphasis in either Networking or Programming. The major requirements for both emphasis areas are the same and allow the student to study operating systems, computer hardware, programming languages, web page creation, database management and system analysis and design.

The Networking emphasis provides students with the knowledge and skills in hardware- and software-specific concepts needed to install, maintain and troubleshoot today's complex interconnected business systems.

The Programming emphasis provides students with the knowledge and skills in desktop and web programming languages and software applications needed to create, maintain, and troubleshoot software systems and web sites for today's businesses.

Admission to the Associate in Applied Science with a Major in Computer Technology program is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator.

In order to enter the Computer Technology program you must either have successfully completed ENG 032, MAT 032 and RDG 032 with a grade "C" or higher, or have acceptable placement scores.

While completing the above courses, you may enter the Basic Computer Technology Certificate program. All classes in the certificate program will transfer to the degree program.

General Education: 15 Credits

Humanities/Fine Arts	9 credits
SPC 205 Public Speaking	3
Select Humanities/Fine Arts courses totaling 3 credits from the list on page 114.	3

-AND- one of the following:

ENG 101 English Composition I	3
ENG 160 Technical Communications	3

Physical Sciences, Natural Sciences and Mathematics

3 credits	
Select ONE course from the following:	
MAT 102 Intermediate Algebra	3
MAT 110 College Algebra	3

Social/Behavioral Sciences

3 credits
Select Social/Behavioral Sciences courses totaling 3 credits from the list on page 115.

Major Requirements: 33 Credits

CPT 101 Introduction to Computers	3
CPT 162 Intro. to Web Page Design	3
CPT 168 Programming Logic & Design	3
CPT 209 Computer Systems	3
CPT 212 Visual Basic Programming	3
CPT 238 Internet Scripting	3
CPT 239 Active Server Pages	3
CPT 242 Database	3
CPT 257 Operating Systems	3
IST 201 Cisco Internetworking Concepts	3
Select ONE course from the following based on Emphasis:	
Networking: IST 261 Advanced Network Management	3
Programming: CPT 265 Advanced Systems and Procedures	3

Additional Requirements Must Be Selected From ONE Emphasis:

Networking Emphasis

Additional Requirements: 18 Credits

IST 202 Cisco Router Configuration	3
IST 203 Advanced Cisco Router Configuration	3
IST 204 Cisco Troubleshooting	3
IST 246 Integrated Digital Network	3
IST 259 Electronic Messaging	3
IST 291 Fundamentals of Network Security I	3

Programming Emphasis

Additional Requirements: 18 Credits

CPT 232 C++ Programming I	3
CPT 240 Internet Programming With Databases	3
CPT 252 Digital Animation	3
CPT 283 PHP Programming I	3
CPT 284 ActionScript Programming I	3
IST 238 Adv. Tools for Website Design	3

Total Credits Required: 66

Basic Computer Technology Certificate

This certificate will prepare students for entry into the AAS-Computer Technology and gives a sufficient background in computer technology to allow students to make appropriate career choices. It introduces the student to the skills necessary to work with the basic software packages used in business today as well as skills in microcomputer operating systems and basic Web page creation in a Windows environment. This certificate is designated for the student who intends to pursue the AAS-Computer Technology and does not meet the conditional admissions requirements of the program.

General Education: 9 Credits

ENG 101 English Composition I 3

-OR-

ENG 160 Technical Communications 3

COL 103 College Skills 3

-OR-

Select Social/Behavioral Sciences courses totaling **3** credits from the list on page 115.

MAT 101 Beginning Algebra 3

Major Requirements: 12 Credits

CPT 162 Intro. to Web Page Publishing 3

CPT 257 Operating Systems 3

IST 201 Cisco Internetworking Concepts 3

-AND- Select ONE courses from the following:

CPT 168 Programming Logic and Design 3

CPT 209 Computer Systems Management 3

IST 238 Adv. Tools for Web Site Design 3

Additional Requirements: 3 Credits

CPT 101 Introduction to Computers 3

Total Credits Required: 24

Computer Game Design Certificate

The Computer Game Design certificate provides students with the skills to understand and apply computer game design and development concepts. Students are prepared for entry-level employment in the game design and related fields. Topics covered include game programming fundamentals, game math and physics, 2D and 3D graphics, and animation.

Admission to the Computer Game Design certificate is restricted to those who have met the prerequisite requirements and/

or have the permission of the academic coordinator. The certificate in Computer Game Design is designed to enhance skills of those who already have, or are pursuing, the Associate in Applied Science with a Major in Computer Technology degree and/or have computer programming experience.

Major Requirements: 21 Credits

CPT 168 Programming Logic & Design	3
CPT 232 C++ Programming I	3
CPT 233 C++ Programming II	3
CPT 252 Digital Animation	3
CPT 269 3D Digital Animation	3
CPT 284 ActionScript Programming I	3
CPT 288 Computer Game Dev. I	3

Total Credits Required: 21

Computer Networking Certificate

Graduates who earn the Computer Networking certificate have the training and skills necessary to design, build and install personal computers and network systems. Personal computer troubleshooting, high-level TCP/IP design and active directory administration are among the skills taught in this certificate.

Major Requirements: 21 Credits

CPT 209 Computer Systems Management	3
CPT 257 Operating Systems	3
IST 201 Cisco Internetworking Concepts	3
IST 202 Cisco Router Configuration	3
IST 203 Advanced Cisco Routing Configuration	3
IST 204 Cisco Troubleshooting	3
IST 246 Integrated Digital Network	3

Total Credits Required: 21

Internet Programming Certificate

The Internet Programming certificate prepares students with the skills and training in the programming techniques to create, maintain, and troubleshoot web pages and web sites that contain complex programming for E-commerce, dynamic content delivery from databases, and continual updates of the web page layout.

Major Requirements: 30 Credits

CPT 162 Intro. to Web Page Publishing	3
CPT 168 Programming Logic & Design	3
CPT 238 Internet Scripting	3
CPT 239 Active Server Pages	3
CPT 240 Internet Programming with Databases	3
CPT 242 Database	3
CPT 252 Digital Animation	3
CPT 283 PHP Programming I	3
CPT 284 ActionScript Programming I	3
IST 238 Advanced Tools for Web Site Design	3

Total Credits Required: 30

Web Page Design Certificate

The Web Page Design certificate provides students with the skills and training in the design and programming techniques needed to create, maintain and troubleshoot web pages and websites.

Major Requirements: 24 Credits

CPT 160 Digital Vector Graphics I	3
CPT 161 Introduction to Digital Raster Graphics I	3
CPT 162 Introduction to Web Page Publishing	3
CPT 168 Programming Logic and Design	3

CPT 252 Digital Animation	3
IST 238 Adv. Tools for Web Site Design	3

Select ONE course from the following:

CPT 238 Internet Scripting	3
CPT 239 Active Server Pages	3
CPT 283 PHP Programming I	3
CPT 284 ActionScript Programming I	3

Select ONE course from the following:

CPT 251 Digital Video Production	3
CPT 269 3D Digital Animation	3
CPT 293 Advanced Microcomputer Multimedia Applications	3

Total Credits Required: 24

Associate in Applied Science: Major in General Technology: Emphasis in Multimedia and Marketing

Graduates of the Associate in Applied Science with a Major in General Technology and an Emphasis in Multimedia and Marketing are prepared to be employed in the field of computer-based multimedia production in a marketing environment. The degree provides the student with the skills to work with various media — text, graphics, HTML, animation, sound, web and video production — to be used in computer-based multimedia production.

Admission to the Associate in Applied Science with a Major in General Technology: Emphasis in Multimedia and Marketing program is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator.

In order to enter the Computer Technology/Multimedia/Marketing program you must either have successfully completed ENG 032,

MAT 032 and RDG 032 with a grade “C” or higher, or have acceptable placement scores.

While completing these courses you may enter the Basic Multimedia Certificate program. All classes in the certificate program will transfer to the degree program.

General Education: 15 Credits

Humanities/Fine Arts 9 credits

SPC 205 Public Speaking	3
Select Humanities/Fine Arts courses totaling 3 credits from the list on page 114.	3

-AND- one of the following:

ENG 101 English Composition I	3
ENG 160 Technical Communications	3

Physical Sciences, Natural Sciences and Mathematics 3 credits

MAT 102 Intermediate Algebra	3
------------------------------	---

Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the list on page 115.	3
---	---

Major Requirements: 45 Credits

Primary Technical Specialty: 33 credits

Multimedia

CPT 101 Introduction to Computer Concepts	3
CPT 160 Digital Vector Graphics I	3
CPT 161 Intro. to Digital Raster Graphics I	3
CPT 162 Intro. to Web Page Publishing	3
CPT 251 Digital Video Production	3
CPT 252 Digital Animation	
CPT 257 Operating Systems	3
CPT 269 3D Digital Animation	3
CPT 293 Advanced Microcomputer Multimedia Applications	3
CPT 295 Desktop Publishing Applications	3
IST 238 Adv. Tools for Website Design	3

Secondary Technical Specialty: 12 credits**Marketing**

MKT 101 Marketing 3

-AND- Select THREE courses from the following:BUS 210 Introduction to E-Commerce
in Business 3

MKT 110 Retailing 3

MKT 120 Sales Principles 3

MKT 240 Advertising 3

Additional Requirements: 6 Credits

Select TWO from the following:

ART 101 Art History & Appreciation 3

ART 105 Film as Art 3

ART 111 Basic Drawing 3

ART 289 Digital Photography 3

ARV 121 Design 3

BUS 130 Business Communications 3

MGT 120 Small Business Mgt. 3

Total Credits Required: 66**Basic Multimedia
Certificate**

This certificate will prepare students for entry into the AAS-General Technology Emphasis in Multimedia and Marketing and gives a sufficient background in multimedia to allow students to make appropriate career choices. It introduces the student to the skills necessary to work with various media – text, graphics, animation, and HTML – used in computer-based multimedia production. This certificate is designated for the student who intends to pursue the AAS-General Technology Emphasis in Multimedia and Marketing and does not meet the conditional admissions requirements of the program.

General Education: 9 Credits

ENG 101 English Composition I 3

-OR-

ENG 160 Technical Communications 3

COL 103 College Skills 3

-OR-Select Social/Behavioral Sciences courses totaling **3** credits from the list on page 115.

MAT 101 Beginning Algebra 3

Major Requirements: 12 Credits

CPT 160 Digital Vector Graphics 3

CPT 161 Introduction to Digital
Raster Graphics I 3CPT 162 Introduction to Web Page
Publishing 3**-AND-** Select ONE courses from the following:

CPT 252 Digital Animation 3

IST 238 Advanced Tools for Web Site
Design 3CPT 295 Desktop Publishing
Applications 3**Additional Requirements: 3 Credits**

CPT 101 Introduction to Computers 3

Total Credits Required: 24

Associate in Applied Science: Major in Human Services

The Associate in Applied Science with a Major in Human Services degree prepares the student to work as a paraprofessional in agencies that provide services to a variety of populations. The program combines classroom and supervised field placement experiences.

Graduates are prepared for employment opportunities with federal, state and local social services agencies and programs, and private health and human services organizations. The program is designed to provide the student opportunities to earn specialty certificates in Alcohol and Drug Abuse, Gerontology and Social Services Assistant—while earning the Human Services Associate degree. This degree meets requirements for the Human Services - Board Certified Practitioner Examination.

Admission to the Associate in Applied Science with a Major in Human Services program is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator.

In order to enter the Human Services program you must either have successfully completed ENG 032, MAT 032 and RDG 032 with a grade “C” or higher, or have acceptable placement scores.

While completing the above courses, you may enter the Basic Human Services Certificate program. All classes in the certificate program will transfer to the degree program.

General Education: 15 Credits

Humanities/Fine Arts	9 credits
ENG 101 English Composition I	3
SPC 205 Public Speaking	3
Select Humanities/Fine Arts courses totaling 3 credits from list on page 114.	3

Physical Sciences, Natural Sciences and Mathematics

3 credits	
Select ONE course from the following:	
MAT 102 Intermediate Algebra	3
MAT 110 College Algebra	3

Social/Behavioral Sciences

3 credits	
SOC 205 Social Problems	3

Major Requirements: 27 Credits

HUS 101 Introduction to Human Services	3
HUS 209 Case Management	3
PSY 105 Personal/Interpersonal Psychology	3
PSY 201 General Psychology	3
PSY 203 Human Growth and Development	3
PSY 212 Abnormal Psychology	3
PSY 230 Interviewing Techniques	3
PSY 231 Counseling Techniques	3
PSY 235 Group Dynamics	3

Field Placement Requirements: 6 Credits

HUS 150 Supervised Field Placement I	3
HUS 151 Supervised Field Placement II	3

Additional Requirements: 14 Credits

CPT 101 Introduction to Computers	3
-AND-	
Select courses totaling a minimum of 11 credits from the following:	
HUS 112 Services for the Elderly	2
HUS 134 Activity Therapy	3
HUS 205 Gerontology	3

HUS 206 Death and Dying	3	PSY 230 Interviewing Techniques	3
HUS 208 Alcohol and Drug Abuse	3	PSY 231 Counseling Techniques	3
PSY 237 Crisis Management	3	PSY 235 Group Dynamics	3
PSY 240 Ethnicity and Minority Issues	3	PSY 237 Crisis Management	3
SOC 210 Juvenile Delinquency	3	PSY 240 Ethnicity and Minority Issues	3
		SOC 210 Juvenile Delinquency	3

Total Credits Required: 62 (minimum)

Note: The student must obtain certification in CPR and First Aid prior to graduation.

Alcohol and Drug Abuse Certificate

The Alcohol and Drug Abuse certificate prepares the student to work as a paraprofessional with agencies involved in the prevention, intervention and treatment of addictions. The program combines classroom and supervised field placement experience in rehabilitation centers and public or private agencies which treat alcohol and drug abuse problems. Students must have or be enrolled in a related associate, bachelor or masters degree program to earn this certificate - which meets partial requirements for the Certified Addictions Counselor - Level One Examination; or have approval of the Human Services academic coordinator.

Admission to the Alcohol and Drug Abuse certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator. The Alcohol and Drug Abuse certificate is designed to enhance the skills of those who are earning the Associate in Applied Science - Major in Human Services.

Major Requirements: 27 Credits

HUS 150 Supervised Field Placement I	3
HUS 208 Alcohol and Drug Abuse	3
PSY 105 Personal/Interpersonal Psychology	3

Total Credits Required: 27

Note: The student must obtain certification in CPR and First Aid prior to graduation.

Basic Human Services Certificate

This certificate will prepare students for entry into the AAS-Major in Human Services and gives sufficient background in human services to allow students to make appropriate career choices. It introduces the student to basic terminology and basic technical skills necessary in human services professions. The certificate is designated for the student who intends to pursue the AAS-Major in Human Services and does not meet the conditional admissions requirements of the program.

General Education: 9 Credits

ENG 101 English Composition I	3
PSY 105 Personal/Interpersonal Psychology	3
MAT 101 Beginning Algebra	3

Major Requirements: 12 Credits

HUS 101 Intro. to Human Services	3
PSY 201 General Psychology	3
PSY 230 Interviewing Techniques	3
SOC 205 Social Problems	3

Additional Requirements: 3 Credits

CPT 101 Introduction to Computers	3
-----------------------------------	---

Total Credits Required: 24

Note: The student must obtain certification in CPR and First Aid prior to graduation.

Gerontology Certificate

The Gerontology certificate prepares the student to work as a paraprofessional with agencies involved in delivering services to the elderly. The program combines classroom with supervised field placement experiences in hospital settings, nursing homes, hospice, assisted living facilities, public or home care agencies, and private settings. Students must have or be enrolled in a related associate, bachelor or masters degree program to earn this certificate; or have approval of the Human Services academic coordinator.

Admission to the Gerontology certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator. The Gerontology certificate is designed to enhance the skills of those earning the Associate in Applied Science - Major in Human Services.

Major Requirements: 26 Credits

HUS 112 Services for the Elderly	2
HUS 134 Activity Therapy	3
HUS 151 Supervised Field Placement II	3
HUS 205 Gerontology	3
HUS 206 Death and Dying	3
PSY 105 Personal/Interpersonal Psychology	3
PSY 230 Interviewing Techniques	3
PSY 231 Counseling Techniques	3
PSY 235 Group Dynamics	3

Total Credits Required: 26

Note: The student must obtain certification in CPR and First Aid prior to graduation.

Associate in Applied Science: Major in Early Care and Education

The Associate in Applied Science with a Major in Early Care and Education prepares the student to work with children and families in child development centers, family and group homes and agencies serving children and families. This degree is designed as an occupational degree. It is not intended as a transfer degree or articulation into four-year programs. This degree does not lead to teacher certification. Employment opportunities include lead teacher, teaching assistant, paraprofessional, education specialist, family service worker, director and assistant director.

All students must undergo an authorized records check, provide current TB test results and undergo a health assessment when entering the program.

Admission to the Associate in Applied Science with a Major in Early Care and Education program is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator. In order to enter the Early Care and Education program, you must either have successfully completed ENG 032, MAT 032 and RDG 032 with a grade "C" or higher, or have acceptable placement scores.

While completing the above courses, you may enter the certificate in Basic Early Childhood Education program. All classes in the certificate program will transfer to the degree program.

General Education: 15 Credits

Humanities/Fine Arts	9 credits
ENG 101 English Communications	3
SPC 205 Public Speaking	3
Select Humanities/Fine Arts courses	3
totaling 3 credits from the list on page 114.	

Physical Sciences, Natural Sciences and Mathematics 3 credits

Select ONE course from the following:

MAT 102 Intermediate Algebra	3
MAT 110 College Algebra	3

Social/Behavioral Sciences 3 credits

PSY 201 General Psychology	3
----------------------------	---

Major Requirements: 45 Credits

ECD 101 Intro. to Early Childhood	3
ECD 102 Growth and Development I	3
ECD 105 Guidance and Classroom Management	3
ECD 106 Observation of Young Children	3
ECD 107 Exceptional Children	3
ECD 108 Family and Community Relations	3
ECD 131 Language Arts	3
ECD 132 Creative Experiences	3
ECD 133 Science and Math Concepts	3
ECD 135 Health, Safety, and Nutrition	3
ECD 201 Principles of Ethics and Leadership in Early Care and Development	3
ECD 203 Growth and Development II	3
ECD 237 Methods and Materials	3
ECD 243 Supervised Field Placement	3
ECD 252 Diversity Issues in Early Care and Education	3

Additional Requirements: 6 Credits

CPT 101 Introduction to Computers	3
Select ONE course from the following:	
ECD 138 Movement and Music for Young Children	3
SAC 101 Best Practices in School-Age and Youth Care Skills	3

Total Credits Required: 66

Note: Every student must obtain certification in CPR and First Aid prior to graduation.

Basic Early Childhood Education Certificate

This certificate will prepare students for entry into the AAS-Major in Early Care and Education and gives sufficient background in early care and education to allow students to make appropriate career choices. It introduces the student to basic terminology and basic technical skill necessary in the early care profession. The certificate is designated for the student who intends to pursue the AAS-Major in Early Care and Education and does not meet the conditional admissions requirements of the program.

All students must undergo an authorized records check, provide current TB test results and undergo a health assessment when entering the program.

General Education: 9 Credits

COL 103 College Skills	3
ENG 101 English Composition I	3
MAT 101 Beginning Algebra	3

Major Requirements: 15 Credits

ECD 101 Introduction to Early Childhood	3
ECD 102 Growth and Development I	3
ECD 105 Guidance-Classroom Management	3
ECD 135 Health, Safety and Nutrition	3

Additional Requirements: 3 Credits

CPT 101 Introduction to Computers	3
-----------------------------------	---

Total Credits Required: 24

Note: Every student must obtain certification in CPR and First Aid prior to graduation.

Childcare Management Certificate

The Childcare Management certificate provides the student with the basic knowledge of management, supervisory and administrative skills for early childhood environments, introduces concepts related to small business management, assists in developing skills to manage multi-age groups of diverse children and assists in developing human relations skills in working with children, parents, colleagues and the community.

This certificate is designed for the individual with extensive work experience in the early childhood classroom in preparation for supervision/management positions. Admission to this certificate requires permission from the academic coordinator.

All students must undergo an authorized records check, provide current TB test results and undergo a health assessment when entering the program.

General Education: 3 Credits

Select ONE course from the following:

MAT 102 Intermediate Algebra	3
MAT 160 Math for Business & Finance	3

Major Requirements: 33 Credits

ECD 102 Growth and Development I	3
ECD 105 Guidance-Classroom Management	3
ECD 106 Observation of Young Children	3
ECD 107 Exceptional Children	3
ECD 108 Family & Community Relations	3
ECD 135 Health, Safety and Nutrition	3
ECD 203 Growth and Development II	3
ECD 237 Methods and Materials	3
MGT 101 Principles of Management	3
MGT 120 Small Business Management	3
MGT 150 Fundamentals of Supervision	3

Additional Requirements: 3 Credits

CPT 101 Introduction to Computers	3
-----------------------------------	---

Total Credits Required: 39

Note: Every student must obtain certification in CPR and First Aid prior to graduation.

Early Childhood Development Certificate

The Early Childhood Development Certificate provides the student with the skills to assume the role and responsibilities of a person employed in the early childhood profession, to assume the personal qualities necessary for effective care giving and to demonstrate an awareness of a curriculum which is developmentally appropriate for young children.

Major Requirements: 27 Credits

ECD 101 Introduction to Early Childhood	3
ECD 102 Growth and Development I	3
ECD 105 Guidance-Classroom Management	3
ECD 107 Exceptional Children	3
ECD 131 Language Arts	3
ECD 132 Creative Experiences	3
ECD 133 Science and Math Concepts	3
ECD 135 Health, Safety and Nutrition	3
ECD 203 Growth and Development II	3

Total Credits Required: 27

Note: All students must undergo an authorized records check, provide current TB test results and undergo a health assessment when entering the Early Childhood program. Every student must obtain certification in CPR and First Aid

Associate in Applied Science: Major in Criminal Justice

The Associate Applied Science with a Major in Criminal Justice is designed for the student currently working in the Criminal Justice field who wants to complete a degree program that will allow him/her to transfer to a senior institution and for the student who does not want to transfer to a senior institution, but seeks to complete a formal educational process in his/her chosen professional field. It is also designed for the student who is seeking an introduction to higher education in the field of Criminal Justice.

Admission to the Associate in Applied Science with a Major in Criminal Justice program is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator.

In order to enter the Criminal Justice program, you must either have successfully completed ENG 032, MAT 032 and RDG 032 with a grade "C" or higher, or have acceptable placement scores.

While completing the above courses, you may enter the Basic Criminal Justice certificate program. All classes in the certificate program will transfer to the degree program.

General Education: 18 Credits

Humanities/Fine Arts 9 credits

ENG 101 English Composition I	3
SPC 205 Public Speaking	3
Select Humanities/Fine Arts courses totaling 3 credits from the list on page 114.	3

Physical Sciences, Natural Sciences and Mathematics 3 credits

MAT 102 Intermediate Algebra	3
------------------------------	---

Social/Behavioral Sciences 6 credits

PSY 201 General Psychology	3
SOC 210 Juvenile Delinquency	3

Major Requirements: 45 Credits

CRJ 101 Intro to Criminal Justice	3
CRJ 110 Police Patrol	3
CRJ 115 Criminal Law I	3
CRJ 125 Criminology	3
CRJ 140 Criminal Justice Report Writing	3
CRJ 202 Criminalistics	3
CRJ 217 Crime Scene Investigations for Major Incidents and Mass Crime	3
CRJ 224 Police Community Relations	3
CRJ 230 Criminal Investigations I	3
CRJ 235 Practical Crime Scene Investigations	3
CRJ 237 Defensive Tactics for Law Enforcement	3
CRJ 239 Terrorism & Homeland Security	3
CRJ 242 Correctional Systems	3
CRJ 246 Special Problems in Criminal Justice	3
CRJ 250 Criminal Justice Internship I	3

Additional Requirements. 3 Credits

CPT 101 Intro. to Computers	3
-----------------------------	---

Total Credits Required: 66

Note: Every student must obtain certification in CPR and Basic First Aid prior to graduation.

Basic Criminal Justice Certificate

This certificate will prepare students for entry into the AAS-Major in Criminal Justice and gives sufficient background in criminal justice to allow students to make appropriate career choices. It introduces the student to basic terminology and basic technical skill necessary in the criminal justice profession. This certificate is designated for the student who intends to pursue the AAS-Major in Criminal Justice and does not meet the conditional admissions requirements of the program.

General Education: 9 Credits

ENG 101 English Composition I	3
COL 103 College Skills	3

-OR-

Select Social/Behavioral Sciences courses totaling 3 credits from the list on page 115.	3
---	---

MAT 101 Beginning Algebra	3
---------------------------	---

Major Requirements: 12 Credits

CRJ 101 Intro. to Criminal Justice	3
CRJ 110 Police Patrol	3
CRJ 115 Criminal Law I	3
CRJ 125 Criminology	3

Additional Requirements: 3 Credits

CPT 101 Introduction to Computers	3
-----------------------------------	---

Total Credits Required: 24

Associate in Applied Science: Major in Industrial Maintenance Technology

The Associate in Applied Science with a Major in Industrial Maintenance Technology combines the detailed study of Industrial Electricity/ Electronics and Industrial Maintenance Mechanics to prepare the student to be an electromechanical technician capable of the installation, repair and calibration of both basic and contemporary types of industrial machinery. The program's goal is to produce a graduate with the workmanship, design and problem-solving capabilities to allow him/her to excel as a multi-trade technician.

Admission to the Associate in Applied Science with a Major in Industrial Maintenance Technology program is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator.

In order to enter the Industrial Maintenance Technology program you must either have successfully completed ENG 032, MAT 032 and RDG 032 with a grade "C" or higher, or have acceptable placement scores.

While completing the above courses, you may enter the Electrical/Maintenance certificate program. All classes in the certificate program will transfer to the degree program.

General Education: 15 Credits

Humanities/Fine Arts 9 credits
 SPC 205 Public Speaking 3
 Select Humanities/Fine Arts courses totaling 3 credits from the list on page 114.

-AND- one of the following:

ENG 101 English Composition I 3
 ENG 160 Technical Communications 3

Physical Sciences, Natural Sciences and Mathematics 3 credits

MAT 102 Intermediate Algebra 3
 -OR-
 MAT 155 Contemporary Mathematics 3

Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences 3
 courses totaling 3 credits from the list on page 115.

Major Requirements: 46 Credits

CIM 131 Computer Integrated Manufacturing* 3
 EEM 145 Motor Controls 3
 EEM 162 Process Control 3
 EEM 166 Commercial/Industrial Wiring 4
 EEM 201 Electronics Devices 1 3
 EEM 215 DC/AC Machines 3
 EEM 221 DC/AC Drives 3
 EEM 251 Programmable Controllers 3
 EEM 275 Technical Troubleshooting 3
 EET 140 Digital Electronics* 3
 IMT 113 Power Tools Operations 2
 IMT 121 Drive Systems 2
 IMT 122 Couplings 2
 IMT 126 Introduction to Mechanical Installation 2
 IMT 131 Hydraulics and Pneumatics 4
 IMT 151 Piping Systems 3

Additional Requirements: 8 Credits

EGR 105 Safety in the Workplace 1
 EGT 123 Industrial Print Reading 2
 MTT 145 Machining of Metals 3
 WLD 102 Introduction to Welding 2

Total Credits Required: 69

* Refer to page 108

Basic Industrial Maintenance Technology Certificate

This certificate will prepare students for entry into the AAS-Major in Industrial Maintenance Technology and gives sufficient background in industrial maintenance to allow students to make appropriate career choices. It introduces the student to basic terminology and basic technical skill necessary in the industrial maintenance profession. This certificate is designated for the student who intends to pursue the AAS-Major in Industrial Maintenance Technology and does not meet the conditional admissions requirements of the program.

General Education: 9 Credits

ENG 101 English Composition I 3

-OR-

ENG 160 Technical Communications 3

COL 103 College Skills 3

-OR-

Select Social/Behavioral Sciences courses totaling 3 credits from the list on page 115. 3

MAT 101 Beginning Algebra 3

Major Requirements: 13 Credits

EEM 145 Motor Controls I 3

EEM 166 Commercial/Industrial Wiring 4

IMT 113 Power Tools Operations 2

IMT 121 Drive Systems 2

IMT 122 Couplings 2

Additional Requirements. 3 Credits

CPT 101 Intro. to Computers 3

Total Credits Required: 25

Electrical/Maintenance Certificate

The Electrical/Maintenance Certificate develops competencies in electrical and mechanical areas as related to Maintenance Mechanics.

General Education: 6 credits

ENG 160 Technical Communications 3

-OR-

ENG 101 English Composition I 3

MAT 102 Intermediate Algebra 3

-OR-

MAT 155 Contemporary Mathematics 3

Major Requirements: 21 Credits

EEM 145 Motor Control I 3

EEM 166 Commercial/Industrial Wiring 4

EEM 215 DC/AC Machines 3

IMT 113 Power Tools Operations 2

IMT 121 Drive Systems 2

IMT 122 Couplings 2

IMT 126 Introduction to Mechanical Installations 2

IMT 151 Piping Systems 3

Total Credits Required: 27

Associate in Applied Science: Major in General Technology: Emphasis in Automotive Technology

This program prepares the student to meet entry level technical skills needed to be successful in the automotive service industry. The student learns theory and practical applications used in diagnosing problems and repairing today's highly technical automobiles.

Admission to the Associate in Applied Science with a Major in General Technology, Emphasis in Automotive Technology program is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator.

In order to enter the Automotive Technology program you must either have successfully completed ENG 032, MAT 032 and RDG 032 with a grade "C" or higher, or have acceptable placement scores.

While completing these courses you may enter the Basic Automotive Service Certificate program. All classes in the certificate program will transfer to the degree program.

General Education: 15 Credits

Humanities/Fine Arts 9 credits

SPC 205 Public Speaking 3
 Select Humanities/Fine Arts courses totaling 3 credits from the list on page 114.

-AND- one of the following:

ENG 101 English Composition I 3
 ENG 160 Technical Communications 3

Physical Sciences, Natural Sciences and Mathematics 3 credits

MAT 102 Intermediate Algebra 3
 -OR-
 MAT 155 Contemporary Mathematics 3

Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the list on page 115.

Major Requirements: 50 Credits

Primary Technical Specialty: 38 credits

AUT 105 Beginning Engine Repair 4
 AUT 111 Brakes 3
 AUT 116 Manual Transmission and Axle 4
 AUT 122 Suspension & Alignment 4
 AUT 132 Automotive Electricity 4
 AUT 145 Engine Performance 3
 AUT 149 Ignition and Fuel Systems 4
 AUT 152 Automatic Transmission 4
 AUT 153 Automatic Transmission Diagnosis 3
 AUT 161 Introduction to Automotive Maintenance 1
 AUT 262 Advanced Automotive Diagnosis and Repair 4

Secondary Technical Specialty: 12 credits

Select 12 credits from any single prefix (BUS, EEM, MTT, WLD, etc.) that are approved by the academic coordinator.

Additional Requirements: 5 Credits

EGR 105 Safety in the Workplace 1
 AUT 241 Automotive Air Conditioning 4

Total Credits Required: 70

Basic Automotive Service Certificate

This certificate will prepare students for entry into the AAS-General Technology emphasis in Automotive Technology and gives sufficient background in automotive technology to allow students to make appropriate career choices. It introduces the student to the skills necessary to work with basic hand tools and common maintenance procedures in automotive technology. This certificate is designated for the student who intends to pursue the AAS-General Technology emphasis in Automotive Technology and does not meet the conditional requirements of the program.

General Education: 9 Credits

ENG 101 English Composition I 3

-OR-

ENG 160 Technical Communications 3

COL 103 College Skills 3

-OR-

Select Social/Behavioral Sciences courses totaling 3 credits from the list on page 115. 3

MAT 101 Beginning Algebra 3

Major Requirements: 13 Credits

AUT 111 Brakes 3

AUT 105 Beginning Engine Repair 4

AUT 122 Suspension & Alignment 4

AUT 161 Introduction to Automotive Maintenance 1

EGR 105 Safety in the Workplace 1

Additional Requirements: 3 Credits

CPT 101 Introduction to Computers 3

Total Credits Required: 25

Advanced Automotive Service Certificate

The Advanced Automotive Service Certificate prepares the student to diagnose and repair engine and transmission related performance problems and heating and air conditioning problems. Students must complete the Basic Automotive Service Certificate before entering this program.

General Education: 3 Credits

MAT 102 Intermediate Algebra 3

-OR-

MAT 155 Contemporary Mathematics 3

Major Requirements: 23 Credits

AUT 132 Automotive Electricity 4

AUT 145 Engine Performance 3

AUT 149 Ignition and Fuel Systems 4

AUT 241 Automotive Air Conditioning 4

AUT 262 Advanced Auto Diagnosis and Repair 4

Select from the following:

AUT 116 Manual Transmissions and Axles 4

-OR- Both

AUT 152 Automatic Transmissions 4

AUT 153 Automatic Transmission Diagnosis 3

Total Credits Required: 26

Basic Air Conditioning/ Refrigeration Certificate

This certificate will prepare students for entry into the Advanced Air Conditioning/Refrigeration Certificate or the AAS-General Technology and gives a sufficient background in AC/Ref. to allow students to make appropriate career choices. It introduces the student to basic terminology and basic technical skill necessary in the residential AC/Ref. profession. This certificate is designated for the student who intends to pursue the Advanced AC/Ref. Certificate or the AAS-General Technology and does not meet the conditional admissions requirements of the program

General Education: 9 Credits

ENG 101 English Composition I 3

-OR-

ENG 160 Technical Communications 3

COL 103 College Skills 3

-OR-

Select Social/Behavioral Sciences courses totaling 3 credits from the list on page 115. 3

MAT 101 Beginning Algebra 3

Major Requirements: 15 Credits

ACR 101 Fundamentals of Refrigeration 5

ACR 102 Tools & Service Techniques 3

ACR 106 Basic Electricity for HVAC/R 4

ACR 140 Automatic Controls 3

Additional Requirements. 3 Credits

CPT 101 Intro. to Computers 3

Total Credits Required: 27

Advanced Air Conditioning Refrigeration Certificate

The Advanced Air Conditioning/Refrigeration certificate provides students with those additional skills necessary for the installation, repair and calibration of air conditioning, refrigeration and heating systems.

Admission to the Advanced Air Conditioning/Refrigeration Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator. The Certificate in Advanced Air Conditioning/Refrigeration is designed to enhance skills of those who already have earned the Basic Air Conditioning/Refrigeration certificate.

General Education: 3 Credits

MAT 102 Intermediate Algebra 3

-OR-

MAT 155 Contemporary Mathematics 3

Major Requirements: 18 Credits

ACR 107 Wiring Diagrams 2

ACR 110 Heating Fundamentals 4

ACR 120 Basic Air Conditioning 4

ACR 131 Commercial Refrigeration 4

ACR 210 Heat Pumps 4

Total Credits Required: 21

Basic Welding Certificate

This certificate will prepare students for entry into the Advanced Welding Certificate or AAS-General Technology and gives sufficient background in welding technology to allow students to make appropriate career choices. It introduces the student to the skills necessary to work in the welding profession. This certificate is designated for the student who intends to pursue the Advanced Welding Certificate or AAS-General Technology emphasis in Automotive Technology and does not meet the conditional requirements of the program.

General Education: 9 Credits

ENG 101 English Composition I 3

-OR-

ENG 160 Technical Communications 3

COL 103 College Skills 3

-OR-

Select Social/Behavioral Sciences courses totaling 3 credits from the list on page 115. 3

MAT 101 Beginning Algebra 3

Major Requirements: 16 Credits

WLD 101 Cutting Process 1

WLD 102 Introduction to Welding 2

WLD 103 Print Reading I 1

WLD 108 Gas Metal Arc Welding 4

WLD 111 Arc Welding I 4

WLD 132 Gas Tungsten Arc Welding 4
- Ferrous

Additional Requirements: 3 Credits

CPT-101 Introduction to Computers 3

Total Credits Required: 28

Advanced Welding Certificate

This program is designed for students that have completed the Basic Welding certificate or students that can demonstrate basic welding skills. The Advanced Welding certificate courses cover welding symbols, common weld metal discontinuities, AWS and ASME welder performance qualification requirements and destructive and non-destructive testing methods. Welding proficiency of SMAW, FCAW of full penetration welds on mild steel and GTAW and GMAW of fillet and full penetration welds on aluminum will be accomplished.

Admission to the Advanced Welding-Level II certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator. The Certificate in Advanced Welding-Level II is designed to enhance skills of those who already have earned the Basic Welding-Level I certificate.

General Education: 3 Credits

MAT 102 Intermediate Algebra 3

-OR-

MAT 155 Contemporary Mathematics 3

Major Requirements: 17 Credits

WLD 105 Print Reading II 1

WLD 117 Specialized Arc Welding 4

WLD 140 Weld Testing 1

WLD 152 Gas Tungsten Arc Welding 4

WLD 160 Fabrication Welding 3

WLD 170 Qualification Welding 4

Total Credits Required: 20

Basic Machine Tool Certificate

This certificate will prepare students for entry into the Computerized Numerical Control certificate or the AAS-General Technology and gives a sufficient background in Machine Tool to allow students to make appropriate career choices. It introduces the student to conventional machine tools, hand tools, basic measuring tools, layout procedure and inspection. This certificate is designed for the student who intends to pursue the Computerized Numerical Control or the AAS-General Technology and does not meet the conditional admissions requirements of this program.

General Education: 9 Credits

ENG 101 English Composition I 3

-OR-

ENG 160 Technical Communications 3

COL 103 College Skills 3

-OR-

Select Social/Behavioral Sciences courses totaling 3 credits from the list on page 115. 3

MAT 101 Beginning Algebra 3

Major Requirements: 15 Credits

EGT 123 Industrial Printing 2

MTT 111 Machine Tool Theory and Practice I 5

MTT 112 Machine Tool Theory and Practice II 5

MTT 143 Precision Measurements 2

EGR 105 Safety in the Workplace 1

Additional Requirements: 3 Credits

CPT-101 Introduction to Computers 3

Total Credits Required: 27

Computerized Numerical Control (CNC) Certificate

The Computerized Numerical Control certificate is for machinists desiring to upgrade or start CNC programming. This program includes the principles of CNC and programming, as well as Computer-Aided Design (CAD) and Computer-Aided Manufacturing (CAM).

Admission to the Computerized Numerical Control (CNC) certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator. The Certificate in Computerized Numerical Control (CNC) is designed to enhance skills of those who already have earned the Basic Machine Tool certificate and/or the experienced machinist desiring to upgrade or start CNC programming.

Note: Twelve semester-hours in Machine Tool or equivalent related experience approved by the academic coordinator is required for admission.

General Education: 3 Credits

MAT 102 Intermediate Algebra 3

-OR-

MAT 155 Contemporary Mathematics 3

Major Requirements: 22 Credits

EGT 110 Engineering Graphics I 4

EGT 130 Geometric Dimensioning/ Tolerancing Applications 3

EGT 152 Fundamentals of CAD 3

MTT 250 Principles of CNC 3

MTT 254 CNC Programming I 3

MTT 255 CNC Programming II 3

CIM 131 Computer Integrated Manufacturing 3

Total Credits Required: 25

Associate in Applied Science: Major in Electronics Engineering Technology

The Associate in Applied Science with a Major in Electronics Engineering Technology prepares technicians who support electrical/electronics engineers and other technical professionals in the design, development, modification and testing of electronic circuits, devices and systems. This major and emphasis also includes instruction in science, mathematics and the electronics necessary to support learning in practical circuit feasibility, prototype development and testing, systems analysis (including design, selection, installation, calibration, and testing), solid-state and microminiature circuits and the application of technical data to specific problems in the electronics field.

Admission to the Associate in Applied Science with a Major in Electronics Engineering Technology, Emphasis in Automotive Technology program is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator.

In order to enter the Electronics Engineering Technology program you must either have successfully completed ENG 032, MAT 102 and RDG 032 with a grade "C" or higher, or have acceptable placement scores.

While completing the above courses, you may enter the Basic Electronics certificate program. All classes in the Basic Electronics Certificate program will transfer to the Electronics Engineering Technology program.

General Education: 19 Credits

Humanities/Fine Arts	6 credits
ENG 160 Technical Communications	3

-OR- Both

ENG 101 English Composition I	3
SPC 205 Public Speaking	3

Select Humanities/Fine Arts courses totaling **3** credits from the list on page 114.

Physical Sciences, Natural Sciences and Mathematics **10 credits**

MAT 110 College Algebra	3
MAT 111 College Trigonometry	3
PHY 201 Physics I	4

Social/Behavioral Sciences **3 credits**

Select Social/Behavioral Sciences courses totaling 3 credits.	3
--	---

Major Requirements: 41 Credits

EET 113 Electrical Circuits I	4
EET 114 Electrical Circuits II	4
EET 130 Network Devices	3
EET 140 Digital Electronics*	3
EET 141 Electronic Circuits	4
EET 227 Electrical Machinery	3
EET 231 Industrial Electronics	4
EET 235 Programmable Controllers	3
EET 241 Electronic Communications	4
EET 251 Microprocessor Fundamentals	4
EGR 130 Engineering Technology Applications and Programming*	3
EGR 255 Engineering Technology Senior Systems Project	2

Additional Requirements: 9 Credits

CPT-101 Introduction to Computers	3
CIM 131 Computer Integrated Manufacturing*	3
EGT 152 Fundamentals of CAD*	3

Total Credits Required: 69

Basic Electronics Engineering Technology Certificate

This certificate will prepare students for entry into the AAS-Electronics Engineering Technology and gives a sufficient background in electronics engineering technology to allow students to make appropriate career choices.

It introduces the student to basic skills necessary to work with basic DC circuits, digital circuits, computers, applications and programming in electronics engineering technology. This Certificate is designated for the student who intends to pursue the AAS-Electronics Engineering Technology and does not meet the conditional admissions requirements of the program.

General Education: 9 Credits

ENG 101 English Composition I 3

-OR-

ENG 160 Technical Communications 3

COL 103 College Skills 3

-OR-

Select Social/Behavioral Sciences courses totaling 3 credits from the list on page 115. 3

MAT 102 Intermediate Algebra 3

Major Requirements: 13 Credits

EET 113 Electrical Circuits I 4

EET 140 Digital Circuits* 3

EGR 130 Engineering Technology Applications and Programming* 3

EGT 152 Fundamentals of CAD* 3

Additional Requirements: 3 credits

CPT 101 Introduction to Computers 3

Total Credits Required: 25

Computer Electronics Certificate

Admission to the Computer Electronics certificate program requires the completion of the prerequisites listed below. Graduates of the certificate in Computer Electronics program receive the skills and training in digital electronics, microprocessor interfacing, computer hardware/software and networking. Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks and other areas requiring knowledge of electronics and computer systems.

Admission to the Computer Electronics certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator. The certificate in Computer Electronics is designed to enhance skills of those who already have the Associate in Applied Science with a Major in Electronics Engineering Technology degree.

Entry into this program is restricted to those students having met all prerequisites for the following courses.

Major Requirements: 20 Credits

CPT 168 Programming Logic & Design 3

CPT 209 Computer Systems Management 3

CPT 257 Operating Systems 3

EET 141 Electronic Circuits 4

EET 251 Microprocessor Fundamentals 4

IST 201 Cisco Networking Concepts 3

Total Credits Required: 20

*Refer to page 108

Associate in Applied Science: Major in General Technology: Emphasis in Engineering Graphics

The Associate in Applied Science with a Major in General Technology with Emphasis in Engineering Graphics Technology is the combined study of Industrial Drafting, Computer-Aided Drafting and Computer-Aided Manufacturing.

This program is designed to produce a drafter capable of creating detailed engineering drawings. Emphasis is on computer-generated drawings and programming for Computer-Aided Manufacturing using AutoCAD, MicroStation and SolidWorks software for computer-aided drafting and modeling, plus MasterCAM software for computer-aided manufacturing.

Admission to the Associate in Applied Science with a Major in General Technology, Emphasis in Engineering Graphics program is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator.

In order to enter the Engineering Graphics program you must either have successfully completed ENG 032, MAT 032 and RDG 032 with a grade "C" or higher, or have acceptable placement scores.

While completing these courses, you may enter the Basic Engineering Graphics Technology certificate program. All classes in the certificate program will transfer to the degree program.

General Education: 15 Credits

Humanities/Fine Arts	9 credits
SPC 205 Public Speaking	3

Select Humanities/Fine Arts courses totaling **3** credits from the list on page 114.

-AND- one of the following:

ENG 101 English Composition I	3
ENG 160 Technical Communications	3

Physical Sciences, Natural Sciences and Mathematics **3 credits**

MAT 102 Intermediate Algebra	3
------------------------------	---

Social/Behavioral Sciences **3 credits**

Select Social/Behavioral Sciences courses totaling **3** credits from the list on page 115.

Major Requirements: 43 Credits

Primary Technical Specialty 29 credits

EGT 115 Engineering Graphics II	4
EGT 130 Geometric Dimensioning and Tolerancing Applications	3
EGT 155 Intermediate CAD	2
EGT 210 Engineering Graphics III	4
EGT 215 Mechanical Drawing Applications	4
EGT 260 CAD Symbols Creation	2
EGT 110 Engineering Graphics I	4

-OR BOTH-

EGT 102 Technical Drawing	2
EGT 109 Introduction to Engineering Design Graphics	3

EGT 151 Introduction to CAD	3
-----------------------------	---

-OR- BOTH-

EGT 150 Basic CAD	2
EGT 290 Computer Aided Design I	1
EGT 152 Fundamentals of CAD*	3

Secondary Technical Specialty 14 credits

MTT 111 Machine Tool Theory and Practice I	5
MTT 250 Principles of CNC	3

MTT 254 CNC Programming I	3
CIM 131 Computer Integrated Manufacturing*	3

Additional Requirements: 7 Credits

CPT 101 Introduction to Computers	3
EGR 105 Safety in the Workplace	1
EGR 130 Engineering Technology Applications and Programming*	3

Total Credits Required: 65

*Refer to page 108

Basic Engineering Graphics Certificate

This certificate will prepare students for entry into the AAS-General Technology Emphasis in Engineering Graphics and gives a sufficient background in engineering graphics technology to allow students to make appropriate career choices. It introduces the student to basic skills necessary to work with engineering drawings in the industrial drafting field. This Certificate is designated for the student who intends to pursue the AAS-General Technology Emphasis in Engineering Graphics and does not meet the conditional admissions requirements of the program.

General Education: 9 Credits

ENG 101 English Composition I	3
-------------------------------	---

-OR-

ENG 160 Technical Communications	3
----------------------------------	---

COL 103 College Skills	3
------------------------	---

-OR-

Select Social/Behavioral Sciences courses totaling 3 credits from the list on page 115.

MAT 101 Beginning Algebra	3
---------------------------	---

Major Requirements: 13 Credits

EGT 110 Engineering Graphics I	4
--------------------------------	---

-OR BOTH-

EGT 102 Technical Drawing	2
---------------------------	---

EGT 109 Introduction to Engineering Design Graphics	3
---	---

EGT 115 Engineering Graphics II	4
---------------------------------	---

EGT 152 Fundamentals of CAD*	3
------------------------------	---

EGT 155 Intermediate CAD	2
--------------------------	---

Additional Requirements: 3 credits

CPT 101 Introduction to Computers	3
-----------------------------------	---

Credits Required: 25

Computer Aided Design (CAD) Certificate

The Computer Aided Design certificate provides the person already possessing conventional drafting skills an opportunity to acquire computer aided drafting skills.

Admission to the Computer Aided Design (CAD) certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator. The Computer Aided Design (CAD) certificate is designed to enhance skills of those who already have earned the Basic Engineering Graphics certificate.

General Education: 3 Credits

MAT 102 Intermediate Algebra	3
------------------------------	---

Major Requirements: 24 Credits

EGT 110 Engineering Graphics I	4
--------------------------------	---

-OR BOTH-

EGT 102 Technical Drawing	2
---------------------------	---

EGT 109 Introduction to Engineering Design Graphics	3
---	---

EGT 115 Engineering Graphics II	4
---------------------------------	---

EGT 130 Geometric Dimensioning and Tolerancing Applications 3

EGT 210 Engineering Graphics III 4

EGT 215 Mechanical Drawing Applications 4

Choose a Path:

MicroStation

EGT 151 Introduction to CAD 3

-OR BOTH-

EGT 150 Basic CAD 2

EGT 290 Computer Aided Design 1

-AND-

EGT 260 CAD Symbols Creation 2

AutoCAD:

EGT 152 Fundamentals of CAD* 3

EGT 155 Intermediate CAD 2

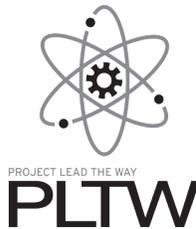
Additional Requirements: 3 credits

CPT 101 Introduction to Computers 3

Credits Required: 30

*Project Lead the Way

Aiken Technical College is proud to be a PLTW partner. If you took Project Lead the Way classes in high school, you may already have earned credits toward a degree in Engineering Technology.



The Computer and Engineering Technology department at Aiken Technical College is offering courses, as indicated by asterisks above, that apply toward the Project Lead the Way classes taught in high school

Pre-Engineering Certificate

This certificate is designed for students who are interested in pursuing a career or advanced education in a STEM-related field. The certificate courses were selected based on their transferability to engineering or engineering technology two-year and four-year degree programs. The course sequence is intended to provide students with a broad exposure to the various engineering disciplines including electrical, mechanical, industrial, manufacturing, and civil engineering.

General Education: 14 Credits

ECO 210 Macroeconomics 3

MAT 140 Analytical Geometry and Calculus I 4

MAT 141 Analytical Geometry and Calculus II 4

PSC 201 American Government 3

Major Requirements: 12 Credits

CIM 131 Computer Integrated Manufacturing* 3

EET 140 Digital Electronics* 3

EGR 130 Engineering Technology Applications and Programming* 3

EGT 152 Fundamentals of CAD* 3

Total Credits Required: 26

Associate in Applied Science: Major in Radiation Protection Technology

The Associate in Applied Science with a major in Radiation Protection Technology (RPT), also known as Radiological Control (RADCON), provides the student with the opportunity to develop the skills necessary to evaluate a work site requiring radiological controls. Students will be able to design a plan to minimize personnel exposure to radiation, perform required radiological surveys for radiation and radioactive contamination, and manage a radiation protection program at a nuclear or Department of Energy (DOE) facility within the boundaries of radiological protection standards. Additionally, students will examine radiological survey data to detect and resolve errors in equipment operations.

Admission to the Associate in Applied Science with a Major in Radiation Protection Technology program is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator.

In order to enter the Radiation Protection Technology program you must either have successfully completed ENG 032, MAT 102 and RDG 032 with a grade “C” or higher, or have acceptable placement scores.

While completing the above courses, you may enter the General Studies - Radiation Protection Certificate program. All classes in the certificate program will transfer to the degree program.

General Education: 37 credits

Humanities/Fine Arts 9 credits

ENG 160 Technical Communications 3

-OR BOTH-

ENG 101 English Composition I 3

SPC 205 Public Speaking 3

-AND-

ENG 260 Advanced Technical Communication 3

Select Humanities/Fine Arts courses totaling 3 credits from the list on page 114.

Physical Sciences, Natural Sciences and Mathematics 25 credits

Mathematics (9 credits)

MAT 110 College Algebra 3

MAT 111 College Trigonometry 3

MAT 120 Probability & Statistics 3

Chemistry (4 credits)

CHM 105 General/Organic/Biochemistry 4

-OR BOTH-

CHM 110 College Chemistry I 4

CHM 111 College Chemistry II 4

Physics (8 credits)

PHY 201 Physics I 4

PHY 202 Physics II 4

-OR BOTH -

PHY 221 University Physics I 4

PHY 222 University Physics II 4

Biology (4 credits)

BIO 101 Biological Science I 4

Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the list on page 115.

Major Requirements: 29 Credits

NET 105 Reactor Components and Systems 3

RPT 101 Introduction to Radiation Protection 1

RPT 103 Radiation Fundamentals 4

RPT 113 Radiation Monitoring	4
RPT 120 Hazardous Waste Operations & Emergency Response	1
RPT 223 Radiation Dosimetry	3
RPT 233 Radioactive Materials Handling	3
RPT 243 Radiological Safety and Response	4
RPT 253 Radiation Protection	3
RPT 290 RPT Internship	3

Additional Requirements: 4 credits

CPT 101 Introduction to Computers	3
EGR 105 Safety in the Workplace	1

Total Credits Required: 70

Basic Radiation Protection Technology Certificate

This certificate will prepare students for entry into the AAS-Radiation Protection Technology and give a sufficient background in Radiation Protection Technology to allow a student to decide if this is the correct career choice. It provides the student with the skills necessary to work with basic terminology and technology identification in Radiation Protection. This certificate is designated for student who intends to pursue the AAS-Radiation Protection Technology and do not meet the conditional admissions requirements of the program.

General Education: 9 Credits

ENG 101 English Composition I	3
-OR-	
ENG 160 Technical Communications	3

COL 103 College Skills	3
------------------------	---

-OR-

Select Social/Behavioral Sciences courses totaling **3** credits from the list on page 115.

MAT 102 Intermediate Algebra	3
------------------------------	---

Major Requirements: 10 Credits

BIO-101 Biological Science I	4
CHM-105 General/Organic/Biochemistry	4
EGR-105 Safety in the Workplace	1
RPT-101 Introduction to Radiation Protection Technology	1

Additional Requirements: 3 credits

CPT 101 Introduction to Computers	3
-----------------------------------	---

Credits Required: 22

Radiological Control Technology Certificate

The Certificate in Radiological Control Technology (RADCON), also known as Radiation Protection Technology, is meant for those students who possess an associate degree or higher in a related technical discipline. The certificate supplements the previous education by providing the student with the opportunity to develop the skills necessary to evaluate a work site requiring radiological controls. Students will be able to design a plan to minimize personnel exposure to radiation, perform required radiological surveys for radiation and radioactive contamination, and manage a radiation protection program at a nuclear or Department of Energy (DOE) facility within the boundaries of radiological protection standards. Additionally, students will examine radiological survey data to detect and resolve errors in equipment operations.

Admission to the Radiological Control (RADCON) certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the academic coordinator. The Certificate in Radiological Control (RADCON) is designed to augment skills of those who already have an associate or bachelor's degree in a related technical discipline.

General Education: 11 Credits

Humanities/Fine Arts 3 credits

ENG 260 Adv. Technical Communications 3

Physical Sciences, Natural Sciences and Mathematics 8 credits

Select TWO courses from the following:

PHY 201 Physics I 4

PHY 202 Physics II 4

BIO 101 Biological Science 4

CHM 105 General/Organic/Biochemistry 4

Major Requirements: 26 Credits

NET 105 Reactor Components and Systems 3

RPT 101 Introduction to Radiation Protection 1

RPT 103 Radiation Fundamentals 4

RPT 113 Radiation Monitoring 4

RPT 120 Hazardous Waste Operations and Emergency Response 1

RPT 223 Radiation Dosimetry 3

RPT 233 Radioactive Materials Handling 3

RPT 243 Radiological Safety and Response 4

RPT 253 Radiation Protection 3

Total Credits Required: 37

[Contents](#)

[Admissions](#)

[Policies](#)

[Student Life](#)

[Programs << Page 61](#)

Courses

Descriptions of Courses Offered at ATC

[Training & Business Development >> Page 167](#)

[People](#)

[Handbook](#)

[Maps](#)

[Index](#)

General Education Elective Courses

Unless otherwise indicated, students in technical programs may select any of the courses listed below to satisfy program requirements for courses in the Humanities/Fine Arts category and/or courses in the Social/Behavioral Sciences category and/or courses in the Physical/Natural Sciences and Mathematics category.

Note: Students enrolled in the Associate in Arts, Associate in Science and General Studies Certificate Programs MUST select courses from the official list of transfer courses on pages 116-117 to fulfill degree and certificate requirements.

Courses may be taken online or in the classroom. Students should consult with their advisors before enrolling in an online course.

Humanities & Fine Arts Courses

Course	Title	Credits
ART 101	History & Appreciation of Art	3
ART 105	Film As Art	3
ART 108	History of Western Art	3
ART 111	Basic Drawing	3
ART 289	Digital Photography	3
ARV 121	Design	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 160	Technical Communications	3
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3

ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 230	Women in Literature	3
ENG 236	African-American Literature	3
ENG 260	Advanced Technical Communications	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
HIS 101	Western Civ. to 1689	3
HIS 102	Western Civ. Post 1689	3
HIS 201	American History: Discovery to 1877	3
HIS 202	American History: 1877 to Present	3
IDS 101	Human Thought and Learning	3
IDS 201	Leadership Development	3
JOU 101	Intro. to Journalism	3
MUS 105	Music Appreciation	3
PHI 101	Intro. to Philosophy	3
PHI 110	Ethics	3
PHI 115	Contemporary Moral Issues	3
RDG 101	College Reading	3
REL 103	Comparative Religion	3
SPA 101	Beginning Spanish I	4
SPA 102	Beginning Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
SPC 205	Public Speaking	3
SPC 210	Oral Interpretation of Literature	3
THE 101	Introduction to Theatre	3

Social & Behavioral Sciences Courses

Course	Title	Credits
ANT 101	General Anthropology	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
GEO 101	Intro. to Geography	3
GEO 102	World Geography	3
HUS 101	Intro. to Human Services	3
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSY 105	Personal/Interpersonal Psychology	3
PSY 201	General Psychology	3
PSY 203	Human Growth and Development	3
PSY 206	Health Psychology	3
PSY 208	Human Sexuality	3
PSY 212	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage and the Family	3
SOC 205	Social Problems	3
SOC 206	Social Psychology	3
SOC 210	Juvenile Delinquency	3
SOC 220	Sociology and the Family	3
SOC 235	Thanatology	3

Physical/Natural Sciences & Mathematics Courses

Course	Title	Credits
BIO 101	Biological Science I	4
BIO 102	Biological Science II	4
BIO 105	Principles of Biology	4
BIO 210	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
BIO 225	Microbiology	4
CHM 110	College Chemistry I	4

CHM 111	College Chemistry II	4
CHM 211	Organic Chemistry I	4
MAT 102	Intermediate Algebra	3
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
MAT 120	Probability & Statistics	3
MAT 122	Finite College Mathematics	3
MAT 130	Elementary Calculus	3
MAT 140	Analytical Geometry & Calculus I	4
MAT 141	Analytical Geometry & Calculus II	4
MAT 155	Contemporary Mathematics	3
MAT 160	Math for Business & Finance	3
MAT 250	Elementary Mathematics I	3
MAT 251	Elementary Mathematics II	3
PHY 201	Physics I	4
PHY 202	Physics II	4

Special Note: General Education elective courses listed on pages 114-115 may be applied **only once** to satisfy curriculum requirements. They may NOT be applied to both categories at any time.

Technical College Courses Transferable to Senior Institutions

College transfer courses are widely accepted for academic credit in South Carolina and other states; however, the acceptance of transfer credits is strictly the responsibility of the receiving institution. Therefore, students are encouraged to contact the institution they wish to attend for guidance. Many of these institutions will accept transfer credits for official transfer courses as well as many other courses taught at Aiken Technical College. NOTE: Students enrolled in the Associate in Arts, Associate in Science and General Studies Certificate Programs MUST select courses from the official college transfer courses listed below to fulfill degree and certificate requirements. NOTE: Courses in Blue are not currently offered at ATC.

Course #	Title	Credits
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
ANT 101	General Anthropology	3
ART 101	History & Appreciation of Art	3
ART 105	Film as Art	3
ART 108	History of Western Art	3
AST 101	Solar System Astronomy	4
AST 102	Stellar Astronomy	4
BIO 101	Biological Science I	4
BIO 102	Biological Science II	4
BIO 210	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
BIO 225	Microbiology	4
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
CHM 112	College Chemistry III	4
CHM 211	Organic Chemistry I	4
CHM 212	Organic Chemistry II	4
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 203	American Lit. Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 230	Women in Literature	3
ENG 236	African-American Lit.	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GEO 101	Introduction to Geography	3
GEO 102	World Geography	3
GER 102	Elementary German II	4
HIS 101	Western Civ. to 1689	3
HIS 102	Western Civ: Post 1689	3
HIS 201	American History: Discovery to 1877	3
HIS 202	American History: 1877 to Present	3
HUS 101	Intro. to Human Services	3
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
MAT 120	Probability & Statistics	3
MAT 122	Finite College Math	3
MAT 130	Elementary Calculus	3
MAT 140	Anal. Geometry/Calculus I	4
MAT 141	Anal. Geometry/Calculus II	4
MAT 242	Differential Equations	4
MUS 105	Music Appreciation	3
PHI 101	Intro. to Philosophy	3
PHI 105	Introduction to Logic	3

PHI 106	Logic II/Inductive Reasoning	3
PHI 110	Ethics	3
PHI 115	Contemporary Moral Issues	3
PHY 201	Physics I	4
PHY 202	Physics II	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
PHY 223	University Physics III	4
PSC 201	American Government	3
PSC 215	State & Local Government	3
PSY 201	Introduction to Psychology	3
PSY 203	Human Growth & Dev.	3
PSY 208	Human Sexuality	3
PSY 212	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage & the Family	3
SOC 205	Social Problems	3
SOC 206	Social Psychology	3
SOC 210	Juvenile Delinquency	3
SOC 220	Sociology & the Family	3
SOC 235	Thanatology	3
SPA 101	Beginning Spanish I	4
SPA 102	Beginning Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
SPC 205	Public Speaking	3
SPC 210	Oral Interpretation of Literature	3
THE 101	Intro. to the Theatre	3

Numbering System

3.0-0.0-3.0

First number: Class hours per week.

Second number: Lab hours per week.

Third number: Credits earned for successful completion of class.

Some courses may be offered online. Students should consult with their advisors before enrolling in an online course.

IMPORTANT: Prerequisites that are developmental courses (for example: ENG 031, ENG 032, MAT 031, MAT 032, RDG 031, RDG 032) may be met either through acceptable placement test scores or through successful completion of the course with a grade of "C" or better.

Accounting (ACC)

ACC 100 Basic Accounting

3.0-0.0-3.0

This course introduces basic accounting principles, including the accounting cycle, bookkeeping, the debit-credit procedure, journals, ledgers, and trial balances.

Prerequisite(s): MAT 031, RDG 031

Note: This course does not earn degree credit

ACC 101 Accounting Principles I

3.0-0.0-3.0

This course introduces basic accounting procedures for analyzing, recording and summarizing financial transactions; adjusting and closing the financial records at the end of the accounting cycle; and preparing financial statements.

Prerequisite(s): MAT 032, RDG 032 or ACC 100

ACC 102 Accounting Principles II

3.0-0.0-3.0

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

Prerequisite(s): ACC 101, BUS 140, MAT 101

ACC 120 Federal Income Tax

3.0-0.0-3.0

This course is a study of the income tax structure from the standpoint of the individual, partnership, and corporation.

Prerequisite(s): ACC 101

ACC 150 Payroll Accounting

3.0-0.0-3.0

This course introduces the major tasks of payroll accounting; employment practices; federal, state, and local governmental laws and regulations; internal controls; and various forms and records. Computer simulation included.

Prerequisite(s): ACC 101

ACC 201 Intermediate Accounting I

3.0-0.0-3.0

This course explores the fundamental processes of accounting theory, including the preparation of financial statements.

Prerequisite(s): ACC 102

ACC 202 Intermediate Accounting II

3.0-0.0-3.0

This course covers the applications of accounting principles and concepts in account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports.

Prerequisite(s): ACC 201

ACC 230 Cost Accounting I

3.0-0.0-3.0

This course is a study of the accounting principles involved in job order cost systems.

Prerequisite(s): ACC 102

ACC 231 Cost Accounting II

3.0-0.0-3.0

This course is a study of the accounting principles involving processing and standard cost systems.

Prerequisite(s): ACC 230

ACC 240 Computerized Accounting

3.0-0.0-3.0

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports, and documents.

Prerequisite(s): ACC 101, CPT 101

ACC 265 Not-For-Profit Accounting

3.0-0.0-3.0

This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.

Prerequisite(s): ACC 101

Air Conditioning and Refrigeration Technology (ACR)

ACR 101 Fundamentals of Refrigeration

3.0-6.0-5.0

This course covers the refrigeration cycle, refrigerants, pressure/temperature relationship, and system components.

Prerequisite(s): MAT 031, RDG 031

ACR 102 Tools and Service Techniques

2.0-3.0-3.0

This course is a basic study of the uses of tools and service equipment used in the installation and repair of HVAC/R equipment.

Prerequisite(s): MAT 031, RDG 031

Corequisite(s): ACR 101

ACR 106 Basic Electricity for HVAC/R

3.0-3.0-4.0

This course includes a basic study of electricity, including Ohm's Law and series and parallel circuits as they relate to heating, ventilating, air conditioning, and/or refrigeration systems.

Prerequisite(s): MAT 031, RDG 031

ACR 107 Wiring Diagrams

2.0-0.0-2.0

This course covers the basic requirements for interpretation of wiring diagrams used in air conditioning and refrigeration equipment.

Prerequisite(s): MAT 031, RDG 031, ACR 110, ACR, 120

Corequisite(s): ACR 210

ACR 110 Heating Fundamentals

2.0-6.0-4.0

This course covers the basic concepts of oil, gas, and electric heat, as well as their components and operation.

Prerequisite(s): ACR 106

ACR 120 Basic Air Conditioning

2.0-6.0-4.0

This course is a study of various types of air conditioning equipment including electrical components, schematics, and service to the refrigerant circuit.

Prerequisite(s): ACR 101, ACR 106

ACR 131 Commercial Refrigeration

2.0-6.0-4.0

This course is a study of maintenance and repair of commercial refrigeration systems.

Prerequisite(s): ACR 101, ACR 106

ACR 140 Automatic Controls

2.0-3.0-3.0

This course is a study of the adjustment, repair, and maintenance of a variety of pressure- and temperature-sensitive automatic controls.

Prerequisite(s): ACR 101, ACR 106

ACR 210 Heat Pumps

3.0-3.0-4.0

This course is a study of theory and operational principles of the heat pump.

Prerequisite(s): ACR 101, ACR 106

Allied Health (AHS)

AHS 101 Introduction to Health Professions

2.0-0.0-2.0

This course provides a study of the health professions and the health care industry.

Prerequisite(s): None

AHS 102 Medical Terminology

3.0-0.0-3.0

This course covers medical terms including roots, prefixes, and suffixes with emphasis on spelling, definition, and pronunciation.

Prerequisite(s): ENG 032, RDG 032

AHS 105 Medical Ethics and Law

2.0-0.0-2.0

This course provides a study of ethical conduct and legal responsibilities related to health care.

Prerequisite(s): RDG 032

AHS 113 Head and Neck Anatomy

0.0-3.0-1.0

This course provides a detailed study of the structure of the head and neck with emphasis on structure as it pertains to the study of dental science.

Prerequisite(s): BIO 112, admission into EDA program

AHS 116 Patient Care Relations

3.0-0.0-3.0

This course includes a study of the psychological and emotional effects of illness, hospitalization, and recuperation upon the patient, the health care providers, and others.

Prerequisite(s): RDG 032

AHS 126 Health Calculations

1.0-0.0-1.0

This course is a study of the mathematical concepts needed in health science studies.

Prerequisite(s): MAT 032

AHS 155 Special Topics In Health Care

3.0-0.0-3.0

This course emphasizes specialized job-related education in health care.

Prerequisite(s): ENG 032, RDG 032

Administrative Office Technology (AOT)

AOT 105 Keyboarding

3.0-0.0-3.0

This course focuses on the mastery of touch keyboarding and formatting principles of business documents and MLA/APA research papers.

Prerequisite(s): RDG 032

AOT 110 Document Formatting

3.0-0.0-3.0

This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies.

Prerequisite(s): AOT 105

AOT 141 Office Procedures I

3.0-0.0-3.0

This is an introductory course to a variety of office procedures and tasks using business equipment, systems and procedures.

Prerequisite(s): AOT 105, AOT 163, MAT 032

AOT 161 Records Management

3.0-0.0-3.0

This course emphasizes records management functions and various types of information systems, technology and procedures.

Prerequisite(s): AOT 105

AOT 163 Word Processing

3.0-0.0-3.0

This course introduces the basic concepts of information processing. Proficiency in Core certification skills in Microsoft Word is emphasized.

Prerequisite(s): RDG 032

AOT 180 Customer Service

3.0-0.0-3.0

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.

Prerequisite(s): ENG 032, RDG 032

AOT 250 Advanced Information Processing

3.0-0.0-3.0

This course emphasizes complex applications of information processing software using advanced features and concepts. Proficiency in Expert certification skills in Microsoft Word is emphasized.

Prerequisite(s): AOT 163

AOT 251 Administrative Systems and Procedures

3.0-0.0-3.0

This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks.

Prerequisite(s): AOT 110, AOT 141, AOT 161, AOT 163, ENG 101 or ENG 160

AOT 261 Office Spreadsheet Applications

3.0-0.0-3.0

This course emphasizes the concepts of spreadsheets for information management in an office environment.

Prerequisite(s): RDG 032, MAT 032

AOT 267 Integrated Information Processing

3.0-0.0-3.0

This course covers the applications of integrated computer software.

Prerequisite(s): AOT 105, AOT 163, AOT 261, IST 281

AOT 270 SCWE in Administrative Office Technology

0.0-12.0-3.0

This course integrates office skills within an approved work site related to Administrative Office Technology.

Prerequisite(s): AOT 110, AOT 161, AOT 163, AOT 180, ENG 101 or ENG 160, approval of academic coordinator

Art (ART and ARV)

ART 101 Art History and Appreciation

3.0-0.0-3.0

This is an introductory course to the history and appreciation of art, including the elements and principles of visual arts.

Prerequisite(s): ENG 032, RDG 031 or acceptable placement test scores

ART 105 Film As Art

3.0-0.0-3.0

This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples.

Prerequisite(s): ENG 031, RDG 031

ART 108 History of Western Art

3.0-0.0-3.0

This course is a visual and historical survey of western art form from the Renaissance through modern times. The techniques, forms, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environment which produced them.

Prerequisite(s): ENG 032, RDG 032

ART 111 Basic Drawing

3.0-0.0-3.0

This course provides an introduction to the materials and the basic techniques of drawing.

Prerequisite(s): ENG 032, RDG 032

ART 289 Digital Photography

3.0-0.0-3.0

This course is a study of the principles, terminology, techniques, tools, and materials of basic digital photography. Images produced in this course will address the needs of the visual communication industry.

Prerequisite(s): ENG 032, RDG 032

ARV 121 Design

3.0-0.0-3.0

This course covers basic theories, vocabulary, principles, techniques, media, and problem-solving in basic design.

Prerequisite(s): ENG 032, RDG 032

Automotive Technology (AUT)

AUT 105 Beginning Engine Repair

2.0-6.0-4.0

A basic study of minor engine repairs, this course includes in-frame repairs, cylinder head reconditioning, and timing belt replacement. Also included in the course is the study of basic engine systems.

Prerequisite(s): RDG 031

AUT 111 Brakes

2.0-3.0-3.0

This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems including cylinder and caliper service and machining of rotors and drums.

Prerequisite(s): RDG 032

AUT 116 Manual Transmission & Axle

3.0-3.0-4.0

This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles and manual transmissions and transaxles.

Prerequisite(s): MAT 032, RDG 032

AUT 122 Suspension and Alignment

3.0-3.0-4.0

This course is a study of suspension and steering systems including non-adjustable and adjustable wheel alignment angles and application of balancing and alignment equipment.

Prerequisite(s): MAT 032, RDG 032

AUT 132 Automotive Electricity

2.0-6.0-4.0

This course is a study of electricity as used in automotive applications. This course includes DC and AC principles and their various uses in the automobile. The relationship between Ohm's Law and actual automotive circuits is demonstrated. Component operation and diagnosis is included.

Prerequisite(s): MAT 032, RDG 032

AUT 145 Engine Performance

2.0-3.0-3.0

This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and manuals. Logical thinking is also included in the course. Heavy emphasis is placed on emission-related problems.

Prerequisite(s): AUT 149

AUT 149 Ignition & Fuel Systems

3.0-3.0-4.0

This course is a study of ignition system operation and how it relates to fuel systems for proper engine operation, including widely used electronic ignition and fuel injection operation, diagnosis, and repair.

Prerequisite(s): AUT 132

AUT 152 Automatic Transmission

2.0-6.0-4.0

This course is a basic study of power flow and hydraulics, including torque converter operation.

Corequisite(s): AUT 153

AUT 153 Automatic Transmission Diagnosis

2.0-3.0-3.0

This course is a basic study of power flow charts and their use in diagnosing automatic transmissions, including the use of pressure testing in diagnosing automatic transmission concerns, repair, and overhaul procedures.

Corequisite(s): AUT 152 or approval of academic coordinator

AUT 161 Introduction to Automotive Maintenance

1.0-0.0-1.0

This course is an introduction to the automotive maintenance. Topics will include basic tool usage, shop safety, fluid service, tires, basic electrical and automotive systems theory.

Prerequisite(s): MAT 031, RDG 031

AUT 241 Automotive Air Conditioning

2.0-6.0-4.0

This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, and servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures.

Prerequisite(s): AUT 132

AUT 262 Advanced Automotive Diagnosis and Repair

1.0-9.0-4.0

This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tool and digital multimeter operation.

Prerequisite(s): AUT 145

BAF Courses: See Business

Biology (BIO)

BIO 101 Biological Science I

3.0-3.0-4.0

This course is the first in a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology. Laboratory exercises supplement lectures.

Prerequisite(s): High school biology is recommended

BIO 102 Biological Science II

3.0-3.0-4.0

This course includes classifications of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. Laboratory exercises supplement lectures.

Prerequisite(s): BIO 101

BIO 105 Principles of Biology

3.0-3.0-4.0

This is an introductory biology course, unifying biology concepts and principles at all levels. Emphasis is on environmental issues and ecological principles.

Prerequisite(s): High school biology is recommended

BIO 112 Basic Anatomy and Physiology

3.0-3.0-4.0

This course is a basic integrated study of the structure and function of the human body. Topics include the molecular theory of life, the cell and its functions, the skeletal structure, and muscles and their physiology. Laboratory sessions relate closely to lecture material.

Prerequisite(s): High school biology is recommended

BIO 115 Basic Microbiology

2.0-3.0-3.0

This is a general course in microbiology including epidemiology and presence, control, and identification of microorganisms. The student performs routine microbiologic laboratory procedures with emphasis on practical application of classroom studies.

Prerequisite(s): Successful completion of any college-level biology course with laboratory or approval of academic coordinator

BIO 150 Anatomy Review for Kinesiology

1.0-0.0-1.0

This course is a study of the fundamentals of human movement to include detailed musculoskeletal and neuromuscular anatomy, an introduction to kinesiological terms, joint planes of movement, and analysis of motion.

Prerequisite(s): BIO 210, BIO 211

BIO 210 Anatomy and Physiology I

3.0-3.0-4.0

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. Laboratory sessions emphasize microscopic studies and dissections.

Prerequisite(s): BIO 112 or other college biology or chemistry course is strongly recommended

BIO 211 Anatomy and Physiology II

3.0-3.0-4.0

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. Laboratory sessions emphasize microscopic studies and dissections.

Prerequisite(s): BIO 210

BIO 225 Microbiology

3.0-3.0-4.0

This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification.

Prerequisite(s): Successful completion of any college-level biology course with laboratory or approval of academic coordinator

Business (BAF, BUS)

BAF 201 Principles of Finance

3.0-0.0-3.0

This is an introductory course to the field of finance. The monetary and credit systems are examined along with how the demand for funds is met in both the public and private sector. Quantitative features include financial ratios, the time value of money, capital budgeting and working capital budgeting.

Prerequisite(s): ACC 101, BUS 140

BAF 230 Computers in Finance

3.0-0.0-3.0

This course is a study of the operations of computers and available software. Spreadsheet software for financial applications—including amortization schedules, capital budgeting, and times value problems—is utilized. Quickbooks software application for the small business entrepreneur is utilized.

Prerequisite(s): ACC 101, CPT 101

BUS 135 Wage and Salary Administration

3.0-0.0-3.0

This course is a study of the proper recording and reporting of payroll with special emphasis on internal controls. Payroll computations, both manual and computer-generated, are included.

Prerequisite(s): ACC 101

BUS 140 Business Mathematics

3.0-0.0-3.0

This course provides applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payrolls and commission computations, introduction to stocks and bonds, and other accepted business practices.

Prerequisite(s): MAT 032

BUS 210 Introduction to E-Commerce in Business

3.0-0.0-3.0

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.

Prerequisite(s): ENG 032, RDG 032

BUS 225 Social, Ethical and Legal Aspects of Business

3.0-0.0-3.0

This course is a study of how the social, legal, economic, political, technological and ecological dimensions of the external environment affect business. Specific topics include values and ethics in business, business and government relations, corporate social performance, stakeholder responsibility and business law.

Prerequisite(s): ENG 032, MAT 032, MGT 101

Chemistry (CHM)

CHM 105 General/Organic/Biochemistry

3.0-3.0-4.0

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, and introduction to organic chemistry and biochemistry.

Prerequisite(s): MAT 102

CHM 110 College Chemistry I

3.0-3.0-4.0

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions, and states of matter, stoichiometry, gas laws, solutions, and equilibria. Laboratory work reinforces principles discussed in class and prepares students for advanced courses.

Prerequisite(s): MAT 102

CHM 111 College Chemistry II

3.0-3.0-4.0

This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and state of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry. An introduction to qualitative analysis is also included.

Prerequisite(s): CHM 110

CHM 211 Organic Chemistry I

3.0-3.0-4.0

This is the first in a sequence of courses that includes nomenclature, structure, and the properties and reaction mechanisms of basic organic chemistry with an introduction to biochemistry. Laboratory work reinforces the classroom discussions and gives practice in handling organic glassware.

Prerequisite(s): CHM 111

Computer Integrated Manufacturing (CIM)

CIM 131 Computer Integrated Manufacturing

2.0-3.0-3.0

This course is a comprehensive review of the total manufacturing operation. This is the Project Lead the Way specialty course Computer Integrated Manufacturing.

Prerequisite(s): EET 140, MAT 102 or MAT 155



College Skills (COL)

COL 103 College Skills

3.0-0.0-3.0

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success in college. It is designed to help students gain confidence in their ability to learn and succeed in college.

Prerequisite(s): None

Computer Technology (CPT)

CPT 101 Introduction to Computers

3.0-0.0-3.0

This course covers basic computer history, theory, and applications, including word processing, spreadsheets, databases, and the operating system. Applications covered include MS Word, MS Access, MS Excel, e-mail, and the Windows operating system.

Prerequisite(s): RDG 032

CPT 160 Digital Vector Graphics I

3.0-0.0-3.0

This course is a study of the principles, terminology, techniques, and tools used in vector computer graphics software to create and modify electronic art. Topics include selection tools, drawing paths, creating shapes, adding type, applying transformations, and managing layers. Software used is Adobe Illustrator.

Prerequisite(s): RDG 032

CPT 161 Introduction to Digital Raster Graphics I

3.0-0.0-3.0

This course is a study of the fundamental tools and techniques used in basic digital image creation and manipulation of raster computer graphic files. Topics include selection techniques, adding type, managing layers, applying special effects, and using painting tools. Software used is Adobe Photoshop.

Prerequisite(s): RDG 032

CPT 162 Intro. to Web Page Publishing

3.0-0.0-3.0

This course is a study of the fundamentals of web page design and implementation. This course teaches the foundation concepts of the HTML language.

Prerequisite(s): RDG 032

CPT 168 Programming Logic & Design

3.0-0.0-3.0

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as a means of solution presentation.

Prerequisite(s): MAT 101, RDG 032

CPT 208 Special Topics in Computer Technology

3.0-0.0-3.0

This course focuses on changes in computer technology, including topics of special interest not covered by other courses.

Prerequisite(s): Approval of academic coordinator

CPT 209 Computer Systems Management

2.0-3.0-3.0

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include, but are not limited to, hardware and software installation, configuration, operations, and troubleshooting.

Prerequisite(s): RDG 032

CPT 212 Visual Basic Programming

3.0-0.0-3.0

This course focuses on Windows programming using Visual Basic to create graphical user interfaces. The course examines forms, controls, graphical controls, loops, control arrays, database and traditional file processing, and application class scheduling.

Prerequisite(s): CPT 168

CPT 232 C++ Programming I

3.0-0.0-3.0

This introductory course in C++ Programming I emphasizes the designing, coding, testing and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers and strings. The focus of instruction is the use of C++ for beginning game programming.

Prerequisite(s): CPT 168

CPT 233 C++ Programming II

3.0-0.0-3.0

This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance, and virtual functions. The focus of instruction is the use of C++ for advanced game programming.

Prerequisite(s): CPT 232

CPT 238 Internet Scripting

3.0-0.0-3.0

This course is a study of Internet programming including the syntax of scripting languages and Internet programming concepts and examines topics related to client-side scripting language programming as well as introducing topics related to server-side scripting. This course focuses on JavaScript.

Prerequisite(s): CPT 162, CPT 168

CPT 239 Active Server Pages

3.0-0.0-3.0

This course is a study of Active Server Pages (ASP) programming to build, implement, and execute ASP scripts. Examines topics related to the syntax of server-side ASP scripting as well as the use of ASP with databases.

Prerequisite(s): CPT 162, CPT 168

CPT 240 Internet Programming with Databases

3.0-0.0-3.0

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content to the client browser. This course continues the study of ASP.

Prerequisite(s): CPT 239, CPT 242

CPT 242 Database

2.0-3.0-3.0

This course introduces database models and the fundamentals of database design. Topics include database structure, database processing, and application programs which access a database.

Prerequisite(s): CPT 168

CPT 251 Digital Video Production

3.0-0.0-3.0

This course is the study of basic aspects of digital video production. Topics include planning the project, asset creation and acquisition, management of assets, digital editing techniques, transition, titles, audio, and other effects. Also includes export of product to various media, including web export. Software used is Adobe Premiere.

Prerequisite(s): RDG 032

CPT 252 Digital Animation

3.0-0.0-3.0

This course is the study of basic aspects of computer animation. Topics include frame-by-frame animation, motion paths, tweening, import and export of objects, including web integrated export, morphing, layering, and creating special effects for web use. Software used is Adobe Flash.

Prerequisite(s): RDG 032

CPT 257 Operating Systems

3.0-0.0-3.0

This course examines the theory of operating systems and how operating system theory is implemented in current operating systems.

Prerequisite(s): RDG 032

CPT 265 Advanced Systems and Procedures

3.0-0.0-3.0

This course uses a complete case study to show the design, development, and implementation of a business system. The case study will be developed using a team approach to problem solving and systems development. This is the capstone course for the CPT Associate's Degree: Emphasis in Programming.

Prerequisite(s): CPT 212, CPT 239, CPT 242

CPT 269 3D Digital Animation

2.0-3.0-3.0

This course is a study of 3D computer graphics and animation. Topics include philosophy of 3D space, 3D modeling, texturing, lighting, materials, particles, dynamics, animation, cameras and rendering. Software used is *Maya*.

Prerequisite(s): RDG 032

CPT 280 SCWE in Computer Technology I

0.0-15.0-3.0

This course integrates computer technology skills within an approved work site related to the computer industry.

Prerequisite(s): Approval of academic coordinator

CPT 283 PHP Programming I

3.0-0.0-3.0

This course is an introduction to the PHP programming language and will cover topics related to the syntax of PHP language and how PHP can be used to design and develop dynamic, database-driven web pages.

Prerequisite(s): CPT 162, CPT 168

CPT 284 ActionScript Programming I

3.0-0.0-3.0

Introduction to the ActionScript programming language. Topics include syntax, event handlers, objects, functions, and working with Flash animations to design dynamic web pages.

Prerequisite(s): CPT 168, CPT 252

CPT 288 Computer Game Development

2.0-3.0-3.0

This course introduces computer game design and development using the Windows API model. Topics include creating 3D models using matrices, transformation, rotation, texture mapping, 3D lighting, meshes, sprites, particles, special effects and the application of game math and physics techniques.

Prerequisite(s): CPT 233

CPT 293 Advanced Microcomputer Multimedia Applications

3.0-0.0-3.0

This course covers advanced topics for microcomputer multimedia development utilizing advanced techniques in the use of text, graphics, animation, sound, video, and compact disk. Script language programming and its use in the development of interactive multimedia presentations are included.

Prerequisite(s): CPT 160, CPT 161, CPT 162, IST 238

CPT 295 Desktop Publishing Applications

3.0-0.0-3.0

This course is a study of application software used to design, edit and produce a variety of documents for marketing purposes. Software used is Adobe *InDesign*.

Prerequisite(s): CPT 101 or CPT 257 or AOT 163

Criminal Justice (CRJ)

CRJ 101 Introduction to Criminal Justice

3.0-0.0-3.0

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.

Prerequisite(s): ENG 032, RDG 032

Corequisite: ENG 101

CRJ 110 Police Patrol

2.0-3.0-3.0

This course provides an understanding of the duties, extent of authority, and responsibilities of the uniformed patrolman. Special emphasis is placed on patrol function-line activities, including traffic control and investigation, community relations, vice control, tactical units, civil disturbances, and preventive control.

Prerequisite(s): ENG 032, RDG 032

CRJ 115 Criminal Law I

3.0-0.0-3.0

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed.

Prerequisite(s): ENG 032, RDG 032

CRJ 125 Criminology

3.0-0.0-3.0

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

Prerequisite(s): ENG 032, RDG 032

CRJ 140 Criminal Justice Reporting

2.0-3.0-3.0

This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting and the value of accurate, complete and selective written articulation of information and observations.

Prerequisite(s): CPT 101, ENG 101

CRJ 202 Criminalistics

2.0-3.0-3.0

This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms identifications, pathology, toxicology, ballistics and clandestine operations.

Prerequisite(s): ENG 032, RDG 032

CRJ 217 Crime Scene Investigations for Major Incidents & Mass Crimes

2.0-3.0-3.0

This course introduces students to securing, documenting and processing a large geographical crime scene. Topics include implementation of an effective incident command system, obtaining necessary resources and overcoming unexpected obstacles associated with investigating a large geographical event. In addition police tactical operations and approaching and resolving dangerous situations will be studied.

Prerequisite(s): CRJ 115, CRJ 140
SPC 205

CRJ 224 Police Community Relations

3.0-0.0-3.0

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations. Furthermore, different ethical systems that police officers may encounter and how behaviors are judged will be discussed.

Prerequisite(s): ENG 032, RDG 032

CRJ 230 Criminal Investigation I

2.0-3.0-3.0

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in this course.

Prerequisite(s): CRJ 140

CRJ 235 Practical Crime Scene Investigations

2.0-3.0-3.0

This course is the study of practical, hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation and chain of custody of crime scenes and evidence taken from the crime scenes. This course is the study of practical, hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation, and chain of custody of crime scenes and evidence taken from the crime scenes. In addition, the science of fingerprints and the fingerprinting process at the jail will be studied.

Prerequisite(s): CRJ 115, CRJ 140
SPC 205

CRJ 237 Defensive Tactics for Law Enforcement

1.0-6.0-3.0

This course is the study of the methodologies and tactics for solving critical incidents that law enforcement must face, such as the arrest process, handcuffing, and felony car stops. In addition, levels of force will be studied.

Prerequisite(s): CRJ 115, CRJ 140, SPC 205, and approval from academic coordinator

CRJ 239 Terrorism & Homeland Security

3.0-0.0-3.0

This course provides an overview of the problem of terrorism and homeland security efforts by drawing on several disciplines. An emphasis is placed on problems and countermeasures within an “all-hazards” approach to protecting people and assets.

Prerequisite(s): ENG 032, RDG 032

CRJ 242 Correctional Systems

3.0-0.0-3.0

This course is an introduction to aspects of correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release.

Prerequisite(s): ENG 032, RDG 032

CRJ 246 Special Problems in Criminal Justice

1.0-6.0-3.0

This course examines issues within the criminal justice community/profession which are of special concern to students and practitioners due to such elements as timeliness, local concern, legalistics, and/or other dynamic factors of such issues. Students already employed in a professional capacity in Criminal Justice may substitute this course for CRJ 250.

Prerequisite(s): ENG 032, RDG 032 and approval from academic coordinator

CRJ 250 Criminal Justice Internship I

0.0-9.0-3.0

This course includes practical experience in a criminal justice or private security setting.

Prerequisite(s): Certified Peace Officer or CRJ 101, CRJ 115, clear background check, approval of academic coordinator

Cooperative Work Experience (CWE)

CWE 101-264 Cooperative Work Experience

Credit hours will vary

CWE opportunities are available in a variety of college programs. The student should have completed approximately half of his/her course work, have a good academic average, and be accepted by the applicable business or industry. See your academic advisor for details.

Expanded Duty Dental Assisting (DAT)

DAT 105 Dental Charting and Documentation

3.0-0.0-3.0

This course is the study of dental charting and documentation as it relates to direct patient care in general dentistry. The course will include a clinical observation with emphasis on documentation and clinical records.

Prerequisite(s): Admission into EDA program

DAT 113 Dental Materials

3.0-3.0-4.0

This course is a study of the physical and chemical properties of matter, and identification, characteristics, and manipulation of dental materials.

Prerequisite(s): Admission into EDA program

DAT 115 Ethics and Professionalism

1.0-0.0-1.0

This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal, and professional considerations. The state Dental Practice Act is reviewed.

Prerequisite(s): Admission into EDA program

DAT 118 Dental Morphology

1.0-3.0-2.0

This course emphasizes the development, eruption, and individual characteristics of each tooth and the surrounding structures. An overview of basic oral embryology and oral histology is also given.

Prerequisite(s): Admission into EDA program

DAT 121 Dental Health Education

1.0-3.0-2.0

This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.

Prerequisite(s): Admission into EDA program

DAT 122 Dental Office Management

2.0-0.0-2.0

This course provides a study of the business aspect of a dental office.

Prerequisite(s): Successful completion of all fall semester EDA courses and MAT 160

DAT 123 Oral Medicine/Oral Biology

3.0-0.0-3.0

This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.

Prerequisite(s): Successful completion of all fall semester DAT courses

DAT 124 Expanded Functions/ Specialties

0.0-3.0-1.0

This course offers practice in performing the expanded clinical procedures designated by the South Carolina State Board of Dentistry for Dental Assistants.

Prerequisite(s): Successful completion of all fall semester DAT courses

DAT 127 Dental Radiography

3.0-3.0-4.0

This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and use of radiation, radiographic film, exposure factors, interpretation of radiographs, and radiation hygiene.

Prerequisite(s): Successful completion of all fall semester DAT courses

DAT 154 Clinical Procedures I

2.0-6.0-4.0

This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistant's role in dental instrumentation. Also included: aseptic technique; infection control protocol; use and care of all dental equipment within the scope of the dental assistant's responsibilities.

Prerequisite(s): Admission into the EDA program

DAT 164 Clinical Procedures II*2.0-6.0-4.0*

This course introduces the instruments and chair-side procedures of the dental specialties. Students also participate in off campus clinicals.

Prerequisite(s): Successful completion of all fall semester DAT courses

DAT 177 Dental Office Experience*0.0-21.0-7.0*

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in clinical dentistry and office management.

Prerequisite(s): DAT 164

Early Childhood Development (ECD)

ECD 101 Introduction to Early Childhood*3.0-0.0-3.0*

This course includes an overview of the history, theories, and curriculum models of early education. Emphasis is on current trends/issues with a review of state/ national regulations. Characteristics of quality programs and professional teachers are explored in the course.

Prerequisite(s): None

ECD 102 Growth and Development I*3.0-0.0-3.0*

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on “total” development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

Prerequisite(s): RDG 032

ECD 105 Guidance-Classroom Management*3.0-0.0-3.0*

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive, proactive approach is stressed in the course.

Prerequisite(s): RDG 032

ECD 106 Observation of Young Children*2.0-3.0-3.0*

This course includes a variety of observation skills and techniques for the purposes of achieving program goals and objectives, providing for individual needs, guiding children, and designing environments. Focus is on the practical and appropriate use of these skills and techniques.

Prerequisite(s): ENG 101

ECD 107 Exceptional Children*3.0-0.0-3.0*

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher’s role in mainstreaming and early identification, and federal legislation affecting exceptional children.

Prerequisite(s): ECD 102, ENG 032

ECD 108 Family & Community Relations*3.0-0.0-3.0*

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

Prerequisite(s): ENG 101

ECD 131 Language Arts

3.0-0.0-3.0

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading, and pre-writing skills through planning, implementation, and evaluation of media, methods, techniques, and equipment. Methods of selection, evaluation, and presentation of children's literature are included.

Prerequisite(s): ECD 101, ECD 102, ENG 032, RDG 032

ECD 132 Creative Experiences

2.0-3.0-3.0

This course stresses the importance of creativity and independence in creative expression. A variety of age-appropriate media, methods, techniques, and equipment are utilized. Students plan, implement, and evaluate instructional activities.

Prerequisite(s): ECD 101, ECD 102, ENG 032, RDG 032

ECD 133 Science and Math Concepts

2.0-3.0-3.0

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities using a variety of methods and materials.

Prerequisite(s): ECD 101, ECD 102, MAT 031, ENG 032

ECD 135 Health, Safety, and Nutrition

3.0-0.0-3.0

This course covers a review of health/safety practices recommended for childcare and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally appropriate activities are also studied in the course.

Prerequisite(s): ENG 031, RDG 031

ECD 138 Movement and Music for Young Children

2.0-3.0-3.0

This course is a study of criteria for selecting and implementing appropriate experiences to support the physical and musical development of young children. The emphasis is on the selection of materials, equipment, and related design of indoor/outdoor environment.

Prerequisite(s): ECD 101, ECD 102, ENG 032

ECD 201 Principles of Ethics and Leadership in Early Care and Education

3.0-0.0-3.0

This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society.

Prerequisite(s): ECD 101, ENG 101

ECD 203 Growth and Development II

3.0-0.0-3.0

This course is in an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.

Prerequisite(s): ECD 102, ENG 032

ECD 237 Methods and Materials

2.0-3.0-3.0

This course includes an overview of developmentally appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

Prerequisite(s): ENG 101, ECD 107, ECD 131, ECD 132, ECD 133, ECD 203

ECD 243 Supervised Field Experience I*1.0-8.0-3.0*

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices.

Prerequisite(s): ECD 237 (Grade “C” or better), ECD 105, ECD 106, ECD 201 and approval of academic coordinator

ECD 252 Diversity Issues in Early Care and Educations*3.0-0.0-3.0*

This course meets the growing need for students in early care and education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, age, and socioeconomic levels.

Prerequisite(s): ENG 032, RDG 032

SAC 101 Best Practices in School-Age and Youth Care Skills*3.0-0.0-3.0*

This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school environments.

Prerequisite(s): None

Economics (ECO)**ECO 210 Macroeconomics***3.0-0.0-3.0*

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government’s role in economic decisions and growth.

Prerequisite(s): MAT 032, RDG 032

ECO 211 Microeconomics*3.0-0.0-3.0*

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.

Prerequisite(s): MAT 032, RDG 032

Industrial Electricity/ Electronics (EEM)**EEM 145 Motor Controls I***2.0-3.0-3.0*

This course covers the principles and applications of component circuits and methods of motor control.

Prerequisite(s): EEM 166, MAT 032, RDG 032

EEM 162 Process Control*2.0-3.0-3.0*

This course is an introduction to control systems theory and process control characteristics.

Prerequisite(s): EEM 201, EEM 251 and MAT 102 or MAT 155

EEM 166 Commercial/Industrial Wiring*3.0-3.0-4.0*

This course is a study of wiring methods and practice in commercial and industrial applications. The installation of miscellaneous raceway, conductor, and cable systems with relative mechanical fittings and electrical devices are examined.

Prerequisite(s): MAT 031, RDG 031

EEM 201 Electronic Devices I*2.0-3.0-3.0*

This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

Prerequisite(s): MAT 102 or MAT 155, RDG 032

EEM 215 DC/AC Machines*2.0-3.0-3.0*

This course is a study of applications, operations, and constructions of DC and AC machines.

Prerequisite(s): MAT 102 or MAT 155, EEM 201, RDG 032

EEM 221 DC/AC Drives*2.0-3.0-3.0*

This course covers the principles of operation and application of DC drives and AC drives.

Prerequisite(s): EEM 145, EEM 215, EEM 251

EEM 251 Programmable Controllers*2.0-3.0-3.0*

This course is an introduction to programmable control systems with an emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.

Prerequisite(s): EEM 145, EET 140

EEM 275 Technical Troubleshooting*2.0-3.0-3.0*

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.

Prerequisite(s): EEM 145, EEM 215, EEM 251, IMT 126

Electronics Engineering Technology (EET)**EET 113 Electrical Circuits I***3.0-3.0-4.0*

This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel and series-parallel circuits using Ohm's Law, Kirchoff's Laws and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

Prerequisite(s): MAT 102 or equivalent high school algebra course.

Corequisite(s): MAT 110

EET 114 Electrical Circuits II*3.0-3.0-4.0*

This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

Prerequisite(s): MAT 110, EET 113

Corequisite(s): MAT 111

EET 130 Network Devices*2.0-3.0-3.0*

This course studies semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits and other components. Circuits are modeled, constructed and tested.

Prerequisite(s): EET 113

EET 140 Digital Electronics*2.0-3.0-3.0*

This course is a study of the fundamentals of logic theory and circuits. Circuits are analyzed mathematically and tested using simulation software and electronic instruments.

Prerequisite(s): MAT 101 or have completed high school algebra, RDG 032

EET 141 Electronic Circuits

3.0-3.0-4.0

This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.

Prerequisite(s): EET 130, EET 140

EET 227 Electrical Machinery

2.0-3.0-3.0

This course is a study of AC and DC electromechanical energy conversion devices, theory, applications and control. Devices are tested and verified using electrical instruments.

Prerequisite(s): EET 114

EET 231 Industrial Electronics

3.0-3.0-4.0

This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits, and voltage converting interfaces. Circuits are constructed and tested.

Prerequisite(s): EET 141, EET 235

EET 235 Programmable Controllers

2.0-3.0-3.0

This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and troubleshooting techniques are applied to programmable controllers.

Prerequisite(s): EET 140

EET 241 Electronic Communications

3.0-3.0-4.0

This course is a study of the theory of transmitters and receivers with an emphasis on the receivers, mixers, IF amplifiers, and detectors. Some basic FCC rules and regulations are also covered. Also covered are modulation techniques, wave theory, antennas, and transmission lines. The mathematical analysis of these topics is emphasized.

Prerequisite(s): EET 130, EET 140

EET 251 Microprocessor Fundamentals

3.0-3.0-4.0

This course is a study of binary numbers; microprocessor operation; architecture, instruction sets, and interfacing with operating systems; and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested.

Prerequisite(s): EET 140, MAT 102

Engineering Technology (EGR)

EGR 105 Safety in Workplace

1.0-0.0-1.0

This course is a survey of safety regulations and personal safety. Emphasis is placed on industrial settings but will include general safety considerations such as eye protection, ergonomics, falls, general electrical hazards, blood borne pathogens, MSDS, and OSHA requirements.

Prerequisite(s): RDG 031

EGR 130 Engineering Technology Applications and Programming

2.0-3.0-3.0

This course covers the development and use of computer programs to solve engineering technology problems. This is the Project Lead the Way foundation course Principles of Engineering.

Prerequisite(s): MAT 101 or have completed high school algebra



EGR 255 Engineering Technology Senior Systems Project

(0.0-6.0-2.0)

This course includes an instructor-approved project which is designed, specified, constructed, and tested.

Prerequisite(s):: EET 130, EET 141, EET 235, MAT 111

Engineering Graphics Technology (EGT)

EGT 102 Technical Drawing

1.0-3.0-2.0

This course covers the application of drawing equipment and drawing techniques in the preparation of multi-view orthographic, pictorial, working and/or assembly drawings. Basic methods for dimensioning, tolerancing, sectioning and fit of mating parts as performed in industrial fabrication and assembly practices are included.

Prerequisite(s): RDG 031

Corequisite(s): EGT 109, EGT 152

EGT 109 Introduction to Engineering Design Graphics

2.0-3.0-3.0

This course is a study of basic graphical concepts for engineering graphics, including freehand sketching and computer applications.

Corequisite(s): EGT 102, EGT 152

EGT 110 Engineering Graphics I

2.0-6.0-4.0

This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings. Topics covered include the use of drafting equipment, lettering, sketching, geometric construction, orthographic drawing, sections, shop processes, and dimensioning.

Prerequisite(s): RDG 031

Corequisite(s): EGT 152

EGT 115 Engineering Graphics II

2.0-6.0-4.0

This course in engineering graphics science includes additional drawing techniques for industrial applications. Topics covered include detail and assembly drawing, fasteners and threads, and conventional and geometric tolerancing. Also included are drawings for sheet metal, piping, and welding industries.

Prerequisite(s): EGT 110 or both EGT 102, EGT 109

Corequisite(s): EGT 155

EGT 123 Industrial Print Reading

1.0-3.0-2.0

This course covers basic print reading and sketching for the industrial trade's area. Sketching of geometric shapes and interpretation of working shop drawings are also included.

Prerequisite(s): RDG 031, MAT 031

EGT 130 Geometric Dimensioning and Tolerancing Applications

3.0-0.0-3.0

This course covers interpreting, calculating tolerances, inspecting, computing geometrics of rejected parts, and analyzing the concepts of geometric control.

Prerequisite(s): MAT 102; EGT 110 or both EGT 102, EGT 109

EGT 150 Basic CAD

1.0-3.0-2.0

This course covers the basics of computer aided drafting, including hardware, software systems, and operating systems and development of skills for creating and plotting simple technical drawings.

Prerequisite(s): MAT 031, RDG 031

Corequisite(s): EGT 290

EGT 151 Introduction to CAD

2.0-3.0-3.0

This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings. This is an introductory course in MicroStation CAD.

Prerequisite(s): MAT 031, RDG 032

EGT 152 Fundamentals of CAD

2.0-3.0-3.0

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. The student will interact with the computer terminal, digitizer, and plotter to produce engineering drawings. This is an introductory course in AutoCAD. This is the Project Lead the Way course Introduction to Engineering Design.

Prerequisite(s): MAT 101 or have completed high school algebra, RDG 032

EGT 155 Intermediate CAD

1.0-3.0-2.0

This course covers advanced Computer-Aided Drafting skills, including topics such as creating isometrics and script files and customizing menus, text fonts, and hatch fonts to produce advanced drawings. This is an intermediate course in AutoCAD.

Prerequisite(s): EGT 152, EGT 110 or both EGT 102 and EGT 109

EGT 210 Engineering Graphics III

2.0-6.0-4.0

This advanced course in engineering graphics science covers the production of technical working drawings. It includes projects in industrial drafting disciplines such as welding, piping, structural steel, assemblies of parts and electronic diagrams.

Prerequisite(s): EGT 115, EGT 155

EGT 215 Mechanical Drawing Applications

3.0-3.0-4.0

This advanced drawing course covers industrial applications including basic design using the *SolidWorks* software.

Prerequisite(s): EGT 115, EGT 155

EGT 260 CAD Symbols Creation

1.0-3.0-2.0

This course is an advanced course, including creation and use of CAD symbols. The software platform will be MicroStation CAD.

Prerequisite(s): EGT 151 or work related experience and approval of academic coordinator.

EGT 290 Computer Aided Design I

0.0-3.0-1.0

This course focuses on AutoCAD basic skills. It covers how to create two-dimensional drawings using CAD commands: draw, edit, display, layer, settings, dimensions, block, plotting, creating and editing text entities and associative crosshatching techniques.

Prerequisite(s): MAT 031, RDG 031

Corequisite(s): EGT 150



PLTW

Emergency Medical Technology (EMS)

EMS 111 Intermediate Emergency Care

4.0-3.0-5.0

This course is a study of the concepts and skills related to general patient assessment, initial management of life threatening emergencies, airway management, pulmonary ventilation and oxygen administration, the pathophysiology of shock and treatment modalities for the shock syndrome, and pharmacological actions of groups of drugs and fluids. Emphasis is placed on administration of medication and fluid therapy, basic vehicle extraction, and rescue.

Prerequisite(s): None

EMS 115 Basic Trauma Life Support

1.0-0.0-1.0

This course is designed to educate the experienced pre-hospital healthcare provider in dealing with critically injured trauma patients in an emergency setting. An understanding of trauma care equipment, basic trauma-related and assessment skills are necessary. Current NAEMT PHTLS guidelines will be followed.

Prerequisite(s): None

EMS 116 Advanced Cardiac Life Support

1.0-0.0-1.0

This course is designed to educate the experienced healthcare provider in dealing with critical cardiac patients in an acute, emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary. Current American Heart Association guidelines will be followed.

Prerequisite(s): None

EMS 120 Pharmacology

2.0-3.0-3.0

This course is a study of concepts related to the pharmacological actions of groups of drugs and includes the development of skills related to the administration of medications and intravenous therapy. Physiology of systems affected drug action is also included in the course.

Prerequisite(s): None

EMS 210 Advanced Emergency Medical Care I

5.0-0.0-5.0

This course is a study of concepts related to EMS communications, trauma, obstetric/gynecological emergencies, neonatal transport, psychiatric emergencies, central nervous system, GI/GU systems, anaphylaxis, toxicological emergencies, drug abuse, infectious diseases, geriatric and pediatric patients, and environmentally related emergencies.

Prerequisite(s): None

EMS 213 Advanced Emergency Medical Care II

4.0-0.0-4.0

This course is a study of the concepts and skills related to care of specific medical problems. Emphasis is placed on the pathophysiology and treatment modalities related to the respiratory system, cardiovascular system, and the endocrine system. Concepts related to the classification, therapeutic actions, and side effects of common chemotherapeutic agents are emphasized.

Prerequisite(s): None

EMS 214 Advanced Clinical Experience II

0.0-9.0-3.0

This course includes hospital clinical experiences in coronary care and emergency and trauma settings.

Prerequisite(s): None

EMS 217 Introduction to Electrocardiography

1.0-3.0-2.0

This course covers the basic principles of recognizing and interpreting EKG tracings. Laboratory emphasis is placed on the operation of electrocardiographic equipment.

Prerequisite(s): None

EMS 220 Paramedic Internship I

1.0-6.0-3.0

This course includes experiences with advanced life support emergency medical service providers.

Prerequisite(s): None

EMS 221 Paramedic Internship II

0.0-9.0-3.0

This course builds on the experiences gained in Paramedic Internship I. Focus is on the student and their ability to apply knowledge gained in the classroom during an emergency situation while treating a wide variety of patients in different situations.

Prerequisite(s): None

EMS 222 Paramedic Internship III

0.0-9.0-3.0

This course builds on the experiences gained in Paramedic Internship II. Focus is centered on the student's ability to function as the EMS team leader and direct patient care in any emergency situation.

Prerequisite(s): None

English (ENG)

ENG 031 Developmental English Basics

3.0-0.0-3.0

Developmental English Basics is intended for students who need assistance with basic writing skills. Based on assessment of students' needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body, and conclusion.

Prerequisite(s): Acceptable placement test scores

Note: This course does not earn degree credit.

ENG 032 Developmental English

3.0-0.0-3.0

Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.

Prerequisite(s): ENG 031 or acceptable placement test scores

Note: This course does not earn degree credit.

ENG 101 English Composition I

3.0-0.0-3.0

This course is the study of composition in conjunction with appropriate literary selections and frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are presented.

Prerequisite(s): ENG 032 or writing sample placement in ENG 101 and RDG 032

ENG 102 English Composition II*3.0-0.0-3.0*

This course covers development of writing skills through logical organization, effective style, literary analysis, and research. An introduction to literary genre is included.

Prerequisite(s): ENG 101 with a grade of “C” or better

ENG 160 Technical Communications*3.0-0.0-3.0*

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports. It emphasizes communication essential to job effectiveness and professionalism. Both oral and written communications are emphasized.

Prerequisite(s): ENG 032 or writing sample placement in ENG 101 and RDG 032

ENG 201 American Literature I*3.0-0.0-3.0*

This course is a study of American literature from the colonial period to the Civil War.

Prerequisite(s): ENG 101

ENG 202 American Literature II*3.0-0.0-3.0*

This course is a study of American literature from the Civil War to the present.

Prerequisite(s): ENG 101

ENG 205 English Literature I*3.0-0.0-3.0*

This course covers the study of English literature from the Old English period to the Romantic period with emphasis on major writers and periods.

Prerequisite(s): ENG 101

ENG 206 English Literature II*3.0-0.0-3.0*

This course is a study of English literature from the Romantic period to the present with emphasis on major writers and periods.

Prerequisite(s): ENG 101

ENG 208 World Literature I*3.0-0.0-3.0*

This course is a study of masterpieces of world literature in translation from the Ancient World to the sixteenth century. It includes literary analysis and research.

Prerequisite(s): ENG 101

ENG 209 World Literature II*3.0-0.0-3.0*

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

Prerequisite(s): ENG 101

ENG 236 African-American Literature*3.0-0.0-3.0*

This course is a critical study of African-American literature examined from historical, social, and psychological perspectives.

Prerequisite(s): ENG 101

ENG 260 Advanced Technical Communications*3.0-0.0-3.0*

This course develops skills in research techniques and increases proficiency in technical communications.

Prerequisite(s): RPT 113; ENG 160 or both ENG 101 and SPC 205

Corequisite(s): RPT 253

French (FRE)

FRE 101 Elementary French

4.0-0.0-4.0

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French Culture.

Prerequisite(s): ENG 101 with a grade of “C” or better or permission of the instructor

FRE 101 Elementary French

4.0-0.0-4.0

This course continues the development of basic language skills and includes a study of French culture.

Prerequisite(s): FRE 101 with a grade of “C” or better

Geography (GEO)

GEO 101 Introduction to Geography

3.0-0.0-3.0

This course is an introduction to the principles and methods of geographic inquiry.

Prerequisite(s): RDG 032

GEO 102 World Geography

3.0-0.0-3.0

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia, and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic, and political systems.

Prerequisite(s): RDG 032

Health Information (HIM)

HIM 110 Health Information Science

3.0-0.0-3.0

This course provides an in-depth study of the content, retrieval, control and retention of health information systems.

Prerequisite(s): Entry into Medical Coding Program

HIM 130 Billing and Reimbursement

3.0-0.0-3.0

This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid.

Prerequisite(s): HIM 225

HIM 135 Medical Pathology

3.0-0.0-3.0

This course is a study of disease processes, general classification of disease including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment including surgical and/or chemical interventions, and terminology.

Prerequisite(s): BIO 112

HIM 137 Pharmacology for Coders

1.0-0.0-1.0

This course is a study of therapeutic agents in relation to medical record coding and reimbursement issues.

Prerequisite(s): None

HIM 140 Current Procedural Terminology I

2.0-3.0-3.0

This course provides a basic study of the CPT and HCPCS coding and classification systems particular to the physician's office setting. Students will learn how to assign codes to capture the professional component of services provided.

Prerequisite(s): HIM 216

HIM 150 Coding Practicum I

0.0-9.0-3.0

This course provides clinical practice in the application of basic coding and classification system guidance in selected health care facilities.

Prerequisite(s): HIM 140, HIM 225

Corequisite(s): HIM 227

HIM 216 Coding and Classification I

2.0-3.0-3.0

This course includes a study of disease, procedural coding, and classification systems.

Prerequisite(s): Entry in the Medical Coding Program

HIM 225 Coding and Classification II

2.0-3.0-3.0

This course provides a study of advanced coding and classification systems.

Prerequisite(s): HIM 216

HIM 227 Senior Professional Competencies

3.0-0.0-3.0

This capstone course is designed to promote interactive discussion related to the HIM profession to include career issues and opportunities. The course includes specific projects and capstone competencies in a mock testing environment.

Prerequisite. Approval of academic coordinator

Corequisite(s): HIM 150

History (HIS)

HIS 101 Western Civilization to 1689

3.0-0.0-3.0

This course is a survey of Western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping Western cultural tradition. Course content includes the contribution and heritage of Western civilization.

Prerequisite(s): ENG 032, RDG 032

HIS 102 Western Civilization: Post 1689

3.0-0.0-3.0

This course is a survey of Western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern Western world. Course content includes the contribution and heritage of modern European civilization.

Prerequisite(s): ENG 032, RDG 032

HIS 201 American History: Discovery to 1877

3.0-0.0-3.0

This course is a survey of U.S. History from discovery to 1877. This course includes political, social, economic and intellectual developments during this period. Course content emphasizes the contribution of the Declaration of Independence and the Constitution to America's democratic traditions.

Prerequisite(s): ENG 032, RDG 032

HIS 202 American History: 1877 to Present

3.0-0.0-3.0

This course is a survey of U.S. History from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period. Course content emphasizes America's development as an industrial and technological power and its emergence as an international leader.

Prerequisite(s): ENG 032, RDG 032

Human Services (HUS)

HUS 101 Intro. to Human Services

3.0-0.0-3.0

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.

Prerequisite(s): ENG 031, RDG 031

HUS 112 Services for the Elderly

2.0-0.0-2.0

This course is a study of services available for older adults (55 and over), including health, social, recreational, financial, and educational services.

Prerequisite(s): ENG 031, RDG 031

HUS 134 Activity Therapy

3.0-0.0-3.0

This course is a study of activity programs for human services settings. Actual activity projects for various settings are developed by the students.

Prerequisite(s): ENG 031, RDG 031

HUS 150 Supervised Field Placement I

1.0-8.0-3.0

This course includes work experience assignments by students in selected human services agencies. This is applicable to the Human Services degree program.

Prerequisite(s): HUS 101, PSY 105 or approval of academic coordinator

HUS 151 Supervised Field Placement II

1.0-8.0-3.0

This course includes work assignments in selected human services agencies. This applicable to the Human Services degree program.

Prerequisite(s): HUS 101, PSY 105 or approval of academic coordinator

HUS 205 Gerontology

3.0-0.0-3.0

This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs designed for people aged 55 and over are studied in the course.

Prerequisite(s): ENG 031, RDG 031

HUS 206 Death and Dying

3.0-0.0-3.0

This course is a study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death, and grief are covered in the course. Emphasis is on care and counseling of the dying, as well as grief and bereavement counseling for survivors.

Prerequisite(s): ENG 031, RDG 031

HUS 208 Alcohol and Drug Abuse

3.0-0.0-3.0

This course is a study of the etiology of alcohol and drug abuse; various types of addictive substances; physical, mental, and social implications; and programs in rehabilitation and preventive education. Also included is the disease concept of addiction.

Prerequisite(s): ENG 031, RDG 031

HUS 209 Case Management

3.0-0.0-3.0

This course covers accepted methods and strategies for effectively assessing client needs, accessing necessary provider agencies, and monitoring and properly documenting service delivery and client welfare.

Prerequisite(s): ENG 031, RDG 031

HUS 260 Human Services Special Topics

3.0-0.0-3.0

This course is a study of special topics of interest to particular populations and locations.

Prerequisite(s): Approval of academic coordinator

Interdisciplinary Studies (IDS)

IDS 101 Human Thought and Learning

3.0-0.0-3.0

This course explores the principles, methods, and applications of human thought and learning including such topics as attention, information processing, problem-solving, hypothesis testing, memory, argumentation, learning theory, and cognitive awareness.

Prerequisite(s): ENG 101 or ENG 160

IDS 201 Leadership Development

3.0-0.0-3.0

This course focuses on the development of leadership including philosophy, morality/ethics, and individual ability/style. It is designed to increase students' understanding of themselves and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application within a group setting.

Prerequisite(s): ENG 101 or ENG 160

Industrial Maintenance Technology (IMT)

IMT 113 Power Tools Operations

1-0-3.0-2.0

This course covers the use of power tools and their applications in industrial and service areas.

Prerequisite(s): MAT 031, RDG 031

IMT 121 Drive Systems

1-0-3.0-2.0

This course covers drive systems consisting of belts and pulleys, chains and sprockets, and gear drives used to transmit power.

Prerequisite(s): MAT 032, RDG 032

IMT 122 Couplings

1-0-3.0-2.0

This course covers methods used to install various types of couplings, both flexible and rigid, used to transmit energy.

Prerequisite(s): MAT 031, RDG 031

IMT 126 Introduction to Mechanical Installation

1-0-3.0-2.0

This course includes an introduction to the skills required for rigging, installing and repairing machinery.

Prerequisite(s): IMT 113, IMT 121, IMT 122, IMT 151

IMT 131 Hydraulics and Pneumatics

3.0-3.0-4.0

This course covers the basic technology and principles of hydraulics and pneumatics. Upon completion of this course, the student should understand basic terminology, symbols, and principles and be able to maintain a basic fluid power system.

Prerequisite(s): MAT 101, RDG 032

IMT 151 Piping Systems

2.0-3.0-3.0

This course covers plumbing and piping systems used in industrial, commercial, and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems. The student learns to thread pipe, solder/flare copper tubing, and make up plastic pipe joints.

Prerequisite(s): MAT 031, RDG 031

Information Sciences Technology (IST)

IST 201 Cisco Internetworking Concepts

3.0-0.0-3.0

This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing and network standards.

Prerequisite(s): ENG 032, RDG 032

IST 202 Cisco Router Configuration

3.0-0.0-3.0

This course is a study of LANs, WANs, OSI models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function.

Prerequisite(s): ENG 032, RDG 032

IST 203 Advanced Cisco Router Configuration

3.0-0.0-3.0

This course is a study of configuring Cisco Routers. Topics include LAN Switching, VLANs, LAN design, IGRP, Access Lists, Novell IPX, and the use of numerous case studies.

Prerequisite(s): IST 202

IST 204 Cisco Troubleshooting

3.0-0.0-3.0

This course is a study troubleshooting network problems. Topics include WAN, WAN design, PPP, ISDN, Frame Relay and the use of numerous case studies.

Prerequisite(s): IST 202

IST 238 Advanced Tools for Web Site Design

2.0-3.0-3.0

This course is a study of an advanced (4th generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in web site design and web project management.

Prerequisite(s): CPT 162

IST 246 Integrated Digital Network

3.0-0.0-3.0

This course discusses the characteristics and operation of packet and networking technologies such as ISDN, Frame Relay, and ATM. This course covers the theoretical and practical aspects of creating an Active Directory network, including various Active Directory components such as IntelliMirror, DNS, disk imaging, replication, and troubleshooting.

Prerequisite(s): CPT 257 or IST 201

IST 259 Electronic Messaging

3.0-0.0-3.0

This course is a study of electronic mail system software including the system architecture. The course covers the concepts and methods employed in the generation, storage, and transmission of electronic mail messages and the implementation, configuration, and administration of messaging software.

Prerequisite(s): IST 246

IST 261 Advanced Network Administration

3.0-0.0-3.0

This course is an advanced study of the networking operating system. Topics include installation upgrades, IP services, internet infrastructure, advanced server management and security, NDS management, and server optimization. This is the capstone course for the CPT Associate's Degree: Emphasis in Networking.

Prerequisite(s): IST 201, IST 202, IST 246

IST 281 Presentation Graphics

3.0-0.0-3.0

This course covers the state-of-the-art presentation graphics software packages.

Prerequisite(s): RDG 032, ENG 032

IST 291 Fundamentals of Network Security I

3.0-0.0-3.0

This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security.

Prerequisite(s): CPT 257 or IST 201

Journalism (JOU)

JOU 101 Introduction to Journalism

3.0-0.0-3.0

This course covers the basics of writing for publication in newspapers or magazines. The course will focus on news writing, but includes material that will serve the student well in any written communication.

Prerequisite(s): ENG 101

Mathematics (MAT)

MAT 011 Developmental Mathematics Basics Workshop

0.0-3.0-1.0

This course provides support for mastery of MAT 031 competencies (e.g. may include, but is not limited to, laboratory work, computerized instruction and/or projects).

Corequisite: MAT 031

MAT 012 Developmental Mathematics Basics Workshop

0.0-3.0-1.0

This course provides support for mastery of MAT 032 competencies (e.g. may include, but is not limited to, laboratory work, computerized instruction and/or projects).

Corequisite(s): MAT 032

MAT 031 Developmental Mathematics Basics

3.0-0.0-3.0

Developmental Mathematics Basics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, and percents. Application skills are emphasized.

Prerequisite(s): Acceptable placement scores

Note: This course does not earn degree credit.

MAT 032 Developmental Mathematics

3.0-0.0-3.0

Developmental Mathematics includes a review of arithmetic skills, and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized.

Prerequisite(s): MAT 031 or acceptable placement scores

Note: This course does not earn degree credit.

MAT 101 Beginning Algebra

3.0-0.0-3.0

This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring.

Prerequisite(s): MAT 032 or acceptable placement scores

MAT 102 Intermediate Algebra

3.0-0.0-3.0

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions.

Prerequisite(s): MAT 101 or acceptable placement scores

MAT 110 College Algebra

3.0-0.0-3.0

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials. A graphing calculator is required for this course.

Prerequisite(s): MAT 102 or acceptable placement scores

MAT 111 College Trigonometry

3.0-0.0-3.0

This course includes the following topics: circular functions, trigonometric identities, solution of right and oblique triangles, solution of trigonometric equations, polar coordinates, complex numbers including DeMoivre's theorem, vectors, conic sections, sequences, and series. Graphing calculator is required.

Prerequisite(s): MAT 110

MAT 120 Probability & Statistics

3.0-0.0-3.0

This course includes the following topics: introductory probability and statistics including organization of data; sample space concepts; random variables; counting problems; binomial and normal distributions; central limit theorem; confidence intervals and test hypotheses for large and small samples; types I and II errors; linear regression; and correlation. Graphing calculator is required.

Prerequisite(s): MAT 102 with a grade of "C" or higher or acceptable placement scores

MAT 122 Finite College Mathematics

3.0-0.0-3.0

This course includes the following topics: logic, sets, Venn diagrams, counting problems, probability, matrices, systems of equations, linear programming including the simplex method, and applications, graphs, and networks. Graphing calculator is required.

Prerequisite(s): MAT 110

MAT 140 Analytical Geometry and Calculus I

4.0-0.0-4.0

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. Graphing calculator is required.

Prerequisite(s): MAT 110, MAT 111

MAT 141 Analytical Geometry and Calculus II

4.0-0.0-4.0

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series; and improper integrals. Graphing calculator is required.

Prerequisite(s): MAT 140

MAT 155 Contemporary Mathematics

3.0-0.0-3.0

This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics.

Prerequisite(s): MAT 101 or acceptable placement scores

MAT 160 Math for Business and Finance

3.0-0.0-3.0

This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs.

Prerequisite(s): Acceptable placement test scores

MAT 180 Problem Solving Lab

0.0-3.0-1.0

This course includes problem solving strategies and analysis of graphs.

Prerequisite(s): MAT 032 or acceptable placement scores

Corequisite(s): MAT 101

MAT 250 Elementary Mathematics

3.0.-0.0-3.0

Course provides students with an understanding of the meaning of numbers, fundamental operations of arithmetic, structure of the real number system and its subsystems, and elementary numbers theory.

Note: Within the parameters of an approved articulation agreement, this course may transfer to USC-Aiken's Education Program.

Prerequisite(s): MAT 102 with a grade of "C" or higher or acceptable placement scores

MAT 251 Elementary Mathematics II

3.0-0.0-3.0

This course provides students with an understanding of informal geometry and basic concepts of algebra. *Note: Within the parameters of an approved articulation agreement, this course may transfer to USC-Aiken's Education Program.*

Prerequisite(s): MAT 110

Medical Assisting (MED)

MED 103 Medical Assisting Introduction

3.0-0.0-3.0

This course provides an introduction to the profession of medical assisting, including qualifications, duties, and the role of the medical assistant.

Prerequisite(s): ENG 032, approval of the academic coordinator

MED 105 Medical Assisting Office Skills I

4.0-3.0-5.0

This course provides a study of receptionist duties, records maintenance, insurance form processing, and office machine use.

Prerequisite(s): MED 103 or approval of academic coordinator

MED 107 Medical Assisting Office Management

4.0-0.0-4.0

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management.

Prerequisite(s): MED 103

MED 112 Medical Assisting Pharmacology

1.0-3.0-2.0

This course provides a study of principles of pharmacology, drug therapy, and the administration of medicines.

Prerequisite(s): BIO 112, MED 114

MED 114 Medical Assisting Clinical Procedures

3.0-3.0-4.0

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques, and emergency procedures.

Prerequisite(s): AHS 102, AHS 116, BIO 112, MED 103

MED 156 Clinical Experience I

1.0-15.0-6.0

This course provides direct experience in a physician's office or other selected medical facilities.

Prerequisite(s): MED 105, MED 107, MED 114

Corequisite(s): AHS 105, MED 112

Management (MGT)

MGT 101 Principles of Management

3.0-0.0-3.0

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

Prerequisite(s): ENG 031, RDG 032

MGT 120 Small Business Management

3.0-0.0-3.0

This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

Prerequisite(s): MGT 101 or approval of academic coordinator

MGT 150 Fundamentals of Supervision

3.0-0.0-3.0

This course is a study of supervising principles and techniques required to effectively manage human resources in an organization. First line management is emphasized.

Prerequisite(s): MGT 101

MGT 201 Human Resource Management

3.0-0.0-3.0

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection, and assessment of personnel; and wage, salary, and benefit administration.

Prerequisite(s): MGT 101

MGT 270 Managerial Communications

3.0-0.0-3.0

This course is a study of the skills used to create a climate for effective communication in the decision making and problem solving process. This is the capstone course for the Accounting, Marketing and Management associate degree programs.

Prerequisite(s): BUS 225, ENG 101, SPC 205 and 75% of courses required for Accounting, Management or Marketing degree

Marketing (MKT)

MKT 101 Marketing

3.0-0.0-3.0

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

Prerequisite(s): ENG 031, RDG 032

MKT 110 Retailing

3.0-0.0-3.0

This course is a study of the importance of retailing in American business covering the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs, and profit management.

Prerequisite(s): MKT 101 or BUS 210

MKT 120 Sales Principles

3.0-0.0-3.0

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

Prerequisite(s): MKT 101 or BUS 210

MKT 240 Advertising

3.0-0.0-3.0

This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, the way advertising is created, agency functions, and regulatory aspects of advertising.

Prerequisite(s): MKT 101

Machine Tool Technology (MTT)

MTT 111 Machine Tool Theory and Practice I

3.0-6.0-5.0

This course is an introduction to the basic operation of machine shop equipment.

Prerequisite(s): MAT 101, RDG 032

MTT 112 Machine Tool Theory and Practice II

3.0-6.0-5.0

This course is a combination of the basic theory and operation of machine shop equipment.

Prerequisite(s): MTT 111 or approval of academic coordinator

MTT 143 Precision Measurements

1.0-3.0-2.0

This course is a study of precision measuring instruments. Instruments related to the machine tool industry will be demonstrated along with hands-on use by the student to obtain accurate readings.

Prerequisite(s): MAT 101, RDG 031

MTT 145 Machining of Metals

2.0-3.0-3.0

This course covers theoretical and practical training in the physical properties of metals, their required stock removal/speeds/feeds/depths of cut, and finish requirements.

Prerequisite(s): IMT 113, MAT 101, RDG 032

MTT 250 Principles of CNC*2.0-3.0-3.0*

This course is an introduction to the coding used in CNC programming. The Cartesian Coordinate System, along with machine coordinate, will also be taught. The program Master CAM will be used.

Prerequisite(s): MTT 111 or approval of academic coordinator, MAT 102 or MAT 155

MTT 254 CNC Programming I*2.0-3.0-3.0*

This course is a study of CNC programming, including machine language and computer-aided programming.

Prerequisite(s): MTT 250

MTT 255 CNC Programming II*2.0-3.0-3.0*

This course includes CNC programming with simulated production conditions. The course will be taught using the latest version of Master CAM software.

Prerequisite(s): MTT 254

Music (MUS)**MUS 105 Music Appreciation***3.0-0.0-3.0*

This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.

Prerequisite(s): ENG 032, RDG 032

Nuclear Engineering Technology (NET)**NET 105 Reactor Components and Systems***3.0-0.0-3.0*

This course reviews nuclear power plant (NPP) operations, components and systems. Topics covered include reactor types, heat transfer/fluid flow, chemistry, properties of reactor plant materials and reactor plant protection and safety.

Prerequisite(s): MAT 102, RPT 101

Nursing (NUR)**NUR 101 Fundamentals of Nursing***3.5-7.5-6.0*

This course facilitates the development of beginning technical competency in the application of the nursing process to assist in meeting the needs of selected patients of varying ages.

Prerequisite(s): BIO 210, ENG 101, MAT110, PSY 201

Corequisite(s): BIO211, NUR106

NUR 106 Pharmacologic Basics for Nursing Practice*2.0-0.0-2.0*

This introductory course outlines the basic concepts of pharmaceuticals, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications.

Prerequisite(s): BIO 211, NUR 108, NUR 160, PSY 201,

Corequisite(s): BIO211, NUR101

NUR 165 Nursing Concepts and Clinical Practice I

3.5-7.5-6.0

This course covers applications of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Prerequisite(s): NUR 101, NUR 106

Corequisite(s): BIO 225, NUR 211

NUR 201 Transition Nursing

2.0-3.0-3.0

This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student.

Prerequisite(s): AHS 126, BIO 210, BIO 211, ENG 101, MAT 110, PSY 201, PSY 203

Corequisite(s): SPC 205, Humanities elective

NUR 211 Care of Childbearing Family

2.0-6.0-4.0

This course facilitates the application of the nursing process to assist in meeting the needs of the childbearing family. Focus is on both normal and abnormal aspects.

Prerequisite(s): NUR 101, NUR 106

Corequisite(s): BIO225, NUR165

NUR 212 Nursing Care of Children

3.0-3.0-4.0

This course facilitates the application of the nursing process to assist in meeting the needs of children with acute and chronic health problems. Focus is on growth and development and anticipatory guidance.

Prerequisite(s): NUR 165, NUR 211, PSY 203, SPC 205 and a Humanities elective

Corequisite(s): NUR265

NUR 214 Psychiatric and Mental Health Nursing

3.0-3.0-4.0

This course covers application of critical thinking skills and nursing concepts in the care of adult clients with selected mental health problems in a variety of settings. The course includes the study of dynamics of human behavior ranging from normal to extreme.

Prerequisite(s): NUR 211, NUR 265

Corequisite(s): NUR 267

NUR 265 Nursing Concepts and Clinical Practice II

4.0-6.0-6.0

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of the adult clients with selected health problems in a variety of settings.

Prerequisite(s): NUR 165, NUR 211

Corequisite(s): NUR 212

NUR 267 Nursing Concepts and Clinical Practice IV

3.0-9.0-6.0

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of clients with complex, multi-system health problems in a variety of settings. This course covers concepts of leadership, management, and professional role development.

Prerequisite(s): NUR 265, NUR 212

Corequisite(s): NUR 214

Paramedic: see EMT

Pharmacy (PHM)

PHM 101 Introduction To Pharmacy

2.0-3.0-3.0

This course provides a study of and introduction to pharmacy and its role in providing patient care services.

Prerequisite(s): Acceptance into the Pharmacy Technology program

PHM 110 Pharmacy Practice

3.0-3.0-4.0

This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing.

Prerequisite(s): PHM 101

PHM 113 Pharmacy Technician Math

3.0-0.0-3.0

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.

Prerequisite(s): Acceptance into Pharmacy Technology program

PHM 114 Therapeutic Agents I

3.0-0.0-3.0

This course provides an introductory study of therapeutic drug categories.

Prerequisite(s): See academic coordinator

PHM 118 Community Pharmacy Seminar

1.0-0.0-1.0

This course is a study of the pharmacy issues related to the community pharmacy practice as well as an exam review for the National Pharmacy Technician Exam.

Prerequisite(s): See academic coordinator

PHM 124 Therapeutic Agents II

3.0-0.0-3.0

This course includes a study of therapeutic drug categories.

Prerequisite(s): PHM 114

PHM 151 Pharmacy Clinical Experience

0.0-27.0-9.0

This course provides practical application of pharmacy skills in medication packaging, intravenous fluid preparation, inventory control and communication with other health care providers through clinical rotations in pharmacies.

Prerequisite(s): See academic coordinator

Philosophy (PHI)

PHI 101 Introduction to Philosophy

3.0-0.0-3.0

This course includes a topical survey of the three main branches of philosophy — Epistemology, Metaphysics, and Ethics—and the contemporary questions related to these fields.

Prerequisite(s): RDG 032

PHI 110 Ethics

3.0-0.0-3.0

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

Prerequisite(s): RDG 032

PHI 115 Contemporary Moral Issues

3.0-0.0-3.0

This course examines moral issues in contemporary society, including basic principles and applications of ethics.

Prerequisite(s): RDG 032

Physics (PHY)

PHY 201 Physics I

3.0-3.0-4.0

This course is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. Laboratory exercises are used to emphasize these topics.

Prerequisite(s): MAT 110, MAT 111

PHY 202 Physics II

3.0-3.0-4.0

This course covers physics topics including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. Laboratory exercises are used to emphasize these topics.

Prerequisite(s): MAT 110, MAT 111 or PHY 201

PHY 221 University Physics I

3.0-3.0-4.0

This is the first of a sequence of courses. The course includes a calculus-based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion.

Prerequisite(s): MAT 140

PHY 222 University Physics II

3.0-3.0-4.0

This course is a continuation of calculus-based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena.

Prerequisite(s): MAT 140, PHY 221

Practical Nursing (PNR)

PNR 110 Fundamentals of Nursing

3.0-6.0-5.0

This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to the physiological and psychosocial needs of the individual. Legal and ethical roles of the practical nurse are emphasized.

Prerequisite(s): BIO 210, BIO 211, ENG 101, MAT 110, , PSY 201

Corequisite(s): PNR 181, PNR 182, PNR 122

PNR 120 Medical/Surgical Nursing I

3.0-6.0-5.0

This course is a beginning study utilizing the nursing process. Concepts are integrated relating to the physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisite(s): PNR 110, PNR 122, PNR 181, PNR 182

PNR 122 Pharmacology

3.0-0.0-3.0

This is an introductory course to the concepts of pharmacology and medication administration. Emphasis is on calculation of dosages, administration of medications, and correct use of abbreviations.

Prerequisite(s): Admission to the practical nursing program, BIO 210, BIO 211, ENG 101, MAT 110, PNR 130, PSY 201, **Corequisite(s):** PNR 110, PNR 140, PNR 154, PNR 181, PNR 182

PNR 130 Medical/Surgical Nursing II*3.0-6.0-5.0*

This course is a continuation of the study of the nursing process. Concepts include the physiological, psychosocial, nutritional and health and safety needs of the adult. Clinical experience address selected commonly occurring health problems having predictable outcomes.

Prerequisite(s): PNR 120

PNR 140 Medical/Surgical Nursing III*3.0-6.0-5.0*

This course is a continuation of the study of the nursing process. Concepts include the physiological, psychosocial, nutritional and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisite(s): PNR 130

Corequisite(s): PNR 154

PNR 154 Maternal, Infant, and Child Nursing*4.0-3.0-5.0*

This course is a study utilizing the nursing process, integrating pediatrics to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring illnesses.

Prerequisite(s): PNR 130

Corequisite(s): PNR 140

PNR 181 Special Topics in PN: Medical Calculations*1.0-0.0-1.0*

The topic of this course includes medication administration, calculation of drug dosages and medication terminology.

Prerequisite(s): Admission into the practical nursing program; BIO 210, BIO 211, ENG 101, MAT 110 and PSY 201

Corequisite(s): PNR 110, PNR 182, PNR 122

PNR 182 Special Topics in Practical Nursing: Nursing of the Older Adult*2.0-0.0-2.0*

This course is a study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional and health and safety needs of the older patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisite(s): Admission into the practical nursing program; BIO 210, BIO 211, ENG 101, MAT 110, PSY 201

Corequisite(s): PNR 110, PNR 122, PNR 181

Political Science (PSC)**PSC 201 American Government***3.0-0.0-3.0*

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of the executive, legislative, and judicial branches, civil liberties, and the role of the electorate.

Prerequisite(s): ENG 032

PSC 215 State and Local Government*3.0-0.0-3.0*

This course is a study of state, county, and municipal government systems, including interrelationships between these systems and within the federal government.

Prerequisite(s): ENG 032

Psychology (PSY)

PSY 105 Personal/Interpersonal Psychology

3.0-0.0-3.0

This course emphasizes the principles of psychology in the study of self-awareness, interpersonal adjustment, and behavior in contemporary society.

Prerequisite(s): ENG 031, RDG 031

PSY 201 General Psychology

3.0-0.0-3.0

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

Prerequisite(s): ENG 032, RDG 032

PSY 203 Human Growth and Development

3.0-0.0-3.0

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

Prerequisite(s): PSY 201; or PSY 105 and ENG 032

PSY 208 Human Sexuality

3.0-0.0-3.0

This course is a study of biological, psychological, and sociological perspectives of human sexuality. Historical, cross-cultural, and ethical issues are considered in the course.

Prerequisite(s): PSY 201

PSY 210 Educational Psychology

3.0-0.0-3.0

This course is the study of the teaching-learning process with emphasis on learning theory, transfer, problem solving, habit formation, individual difference, and other factors that facilitate learning.

Prerequisite(s): PSY 201

PSY 212 Abnormal Psychology

3.0-0.0-3.0

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.

Prerequisite(s): PSY 201

PSY 218 Behavior Modification

3.0-0.0-3.0

This course is an introduction to the terminology, methods, and procedures used in behavior modification, including the application of these procedures and techniques in specific areas of human services.

Prerequisite(s): PSY 201

PSY 220 Psychology of Personality

3.0-0.0-3.0

This course is the study of classical and modern theories of personality. Research implications are evaluated.

Prerequisite(s): PSY 201

PSY 230 Interviewing Techniques

3.0-0.0-3.0

This course develops skills necessary for interviewers in various organization settings.

Prerequisite(s): PSY 201 or PSY 105 and ENG 032

PSY 231 Counseling Techniques

3.0-0.0-3.0

This course is a study of a variety of counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings.

Prerequisite(s): PSY 201; or PSY 105 and ENG 032

PSY 235 Group Dynamics

3.0-0.0-3.0

This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings.

Prerequisite(s): PSY 231; or PSY 105 and ENG 032

PSY 237 Crisis Management

3.0-0.0-3.0

This course is a study of the effects of crisis on people, the methods of intervention, and the use of multiple resources to re-establish individual functioning.

Prerequisite(s): PSY 201

PSY 240 Ethnicity & Minority Issues

3.0-0.0-3.0

This course is a study of cultural and minority characteristics influencing individual and interpersonal behaviors, with emphasis on social, educational, economic, and environmental factors.

Prerequisite(s): PSY 201

Radiologic Technology (RAD)

RAD 102 Radiology Patient Care Procedures

1.0-3.0-2.0

This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

Prerequisite(s): Acceptance into the program

RAD 103 Introduction to Computed Tomography

2.0-0.0-2.0

This course is a study of the technological developments behind computed tomography, an overview of scanner components, terminology, data acquisition, digital imaging, image reconstruction, display and manipulation. Current applications will be explored, including patient screening, contract utilization and administration, contrast reactions and treatment, pediatrics, conscious sedation and monitoring, and radiation protection.

Prerequisite(s): Acceptance into the program

RAD 104 Introduction to Physics

0.0-3.0-1.0

This course provides an overview of mathematical applications, unit conversions, and a basic overview of theory and principles as they relate to physics.

Prerequisite(s): Acceptance into the program

RAD 110 Radiographic Imaging I

3.0-0.0-3.0

This course provides detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

Prerequisite(s): RAD 102, RAD 104, RAD 130, RAD 155

RAD 115 Radiographic Imaging II

3.0-0.0-3.0

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

Prerequisite(s): RAD 110

RAD 121 Radiographic Physics

3.0-3.0-4.0

This course introduces the principles of Radiographic Physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.

Prerequisite(s): RAD 115

RAD 130 Radiographic Procedures I

2.0-3.0-3.0

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities will be included.

Prerequisite(s): Acceptance into the program

RAD 136 Radiographic Procedures II

2.0-3.0-3.0

This course is a study of radiographic procedures for visualization of the structures of the body.

Prerequisite(s): RAD 130

RAD 155 Applied Radiography I

0.0-15.0-5.0

This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

Prerequisite(s): Acceptance into the program

RAD 165 Applied Radiography II

0.0-15.0-5.0

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

Prerequisite(s): RAD 155

RAD 176 Applied Radiography III

2.0-12.0-6.0

This course includes routine and advanced radiographic procedures in the clinical environment.

Prerequisite(s): RAD 165

RAD 201 Radiation Biology

2.0-0.0-2.0

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum.

Prerequisite(s): RAD 121

RAD 205 Radiographic Pathology

2.0-0.0-2.0

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.

Prerequisite(s): AHS 102, RAD 102, RAD 104, RAD 130

RAD 230 Radiographic Procedures III

2.0-3.0-3.0

This course is a study of special radiographic procedures.

Prerequisite(s): RAD 136

RAD 235 Radiography Seminar I

1.0-0.0-1.0

This course includes selected areas of radiography that require additional study or application.

Prerequisite(s): RAD 121

RAD 256 Advanced Radiography I

0.0-18.0-6.0

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

Prerequisite(s): RAD 176

RAD 266 Advanced Radiography II

0.0-18.0-6.0

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

Prerequisite(s): RAD 256

RAD 276 Advanced Radiography III

0.0-18.0-6.0

This course includes routine and advanced radiographic procedures in the clinical environment.

Prerequisite(s): RAD 266

Reading (RDG)**RDG 031 Developmental Reading Basics**

3.0-0.0-3.0

This course is a basic course designed to strengthen academic reading skills. Students will learn fundamental strategies to improve reading comprehension. Instruction will include an overview of basic concepts such as determining word meaning and introducing reading as a process.

Prerequisite(s): Acceptable placement test scores

Note: This course does not earn degree credit.

RDG 032 Developmental Reading

3.0-0.0-3.0

This course is an intensive overview of the academic reading skills needed for success in college-level courses. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

Prerequisite(s): Acceptable placement test scores

Note: This course does not earn degree credit.

RDG 101 College Reading

3.0-0.0-3.0

This course is designed to enhance reading efficiency by effectively processing and analyzing information. Practice and application of techniques are provided through college text selections. This is an upper level reading course which focuses on how to process and analyze reading information.

Prerequisite(s): RDG 032

Religion (REL)**REL 103 Comparative Religion**

3.0-0.0-3.0

This course is an analysis of the religious experience of various persons and groups, Eastern and Western, in their traditional and contemporary settings. It includes tribal religions, Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

Prerequisite(s): RDG 032

Radiation Protection Technology (RPT)**RPT 101 Introduction to Radiation Protection**

0.0-3.0-1.0

This course provides a study of the radiation protection profession to include career paths, opportunities and challenges, roles and responsibilities of a radiation protection technician, and the culture of the nuclear industry.

Prerequisite(s): None

Note: Two off-campus field trips required.

RPT 103 Radiation Fundamentals

3.0-3.0-4.0

This course presents an overview of the physics and chemistry of radiation and radioactive materials. This course will consist of descriptions of a number of different applications of radiation, their associated radionuclides, context(s) and rationale(s) of use, interactions with matter, shielding and energetics, decay products and their production in reactors or accelerators. Included in the course will be appropriate mathematics, such as unit conversions and exponentials.

Prerequisite(s): RDG 032, ENG 032, MAT 102

Corequisite(s): MAT 110

RPT 113 Radiation Monitoring

3.0-3.0-4.0

This course presents scenarios in which radiation protection technicians (RPTs) monitor sources of radiation. A focus of this course will be on theory and operation of radiation monitors, maintenance and calibration of these systems, proper selection and use of various monitoring systems for evaluation of radioactive hazards, and the interpretation and reporting of such evaluations.

Prerequisite(s): RPT 103

RPT 120 Hazardous Waste Operations & Emergency Response

1.0-0.0-1.0

This course introduces hazardous waste operations and clean-up procedures for hazardous substances at waste sites. Emergency response operations for hazardous substance release will also be reviewed.

Prerequisite(s): RPT 103, RPT 113, and approval of academic coordinator

RPT 223 Radiation Dosimetry

3.0-0.0-3.0

This course presents scenarios in which RPTs monitor internal and external exposure of personnel to ionizing radiation such as when performing surveys, whole body counts and bioassays. The course will address interpretation of these results and techniques for minimization of personnel dose.

Prerequisite(s): RPT 113, PHY 201 or PHY 221

RPT 233 Radioactive Materials Handling

3.0-0.0-3.0

This course presents scenarios in which RPTs are required to provide safe control, movement, use, storage, transportation and disposal of radioactive materials.

Prerequisite(s): RPT 113, PHY 201 or PHY 221

RPT 243 Radiological Safety and Response

3.0-3.0-4.0

This course presents scenarios in which RPTs are responsible for ensuring and maintaining doses ALARA (As Low As Reasonably Achievable) for the safety of individuals, the work environment, and the population, including response to abnormal and emergency radiological conditions.

Prerequisite(s): RPT 113, PHY 201 or PHY 221

RPT 253 Radiation Protection

2.0-3.0-3.0

This course is a capstone course which utilizes a problems-based approach to learning. This course will present radiation protection problems embedded in different radiation contexts, the majority of which are nuclear power reactor-based. Participants will be tasked with solving such problems as providing radiological coverage of jobs and high-risk and low-risk activities (e.g. outages), planning

for protection from hazardous radiation, monitoring of activities in radioactive zones, and responding to emergencies.

Prerequisite(s): RPT 113, RPT 223, RPT 233, RPT 243

Corequisite(s): ENG 260

RPT 290 RPT Internship

1.0-6.0-3.0

This course provides students with an internship experience with an industry, governmental, or educational institution that uses radioactive materials and requires radiation protection technicians.

Prerequisite(s): RPT 103, RPT 113

School Age Children: See ECD

Sports Fitness Technology (SFT)

SFT 109 Lifetime Fitness and Wellness

3.0-0.0-3.0

This course is the foundation of the fitness/wellness series and introduces students to the theory and principles upon which the concepts of lifetime fitness and wellness are based. Students will examine the relationship that exists between wellness and lifestyle behaviors.

Prerequisite(s): None

Sociology (SOC)

SOC 101 Introduction to Sociology

3.0-0.0-3.0

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, and effects of population growth and technology on society and social institutions.

Prerequisite(s): RDG 032

SOC 102 Marriage and the Family

3.0-0.0-3.0

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.

Prerequisite(s): RDG 032

SOC 205 Social Problems

3.0-0.0-3.0

This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions.

Prerequisite(s): ENG 032

SOC 206 Social Psychology

3.0-0.0-3.0

This course examines the behaviors of individuals in interaction in terms of the personality system (attitudes, needs, traits, feelings, learning, and perception), the social system (relations between/among persons), and the cultural system (agreed-upon ideas about the social and non-social world).

Prerequisite(s): ENG 032

SOC 210 Juvenile Delinquency

3.0-0.0-3.0

This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior.

Prerequisite(s): ENG 032, RDG 032

SOC 220 Sociology and the Family

3.0-0.0-3.0

This course includes an application of theory and research related to family behaviors, roles, and values with emphasis on understanding family problems.

Prerequisite(s): ENG 032

SOC 235 Thanatology*3.0-0.0-3.0*

This course is a study of dying, death, bereavement and widow/widowhood from a cross-cultural perspective with emphasis on the many legal and ethical issues in this field.

Prerequisite(s): ENG 032, RDG 032

Spanish (SPA)**SPA 101 Elementary Spanish I***4.0-0.0-4.0*

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to Hispanic cultures.

Prerequisite(s): ENG 101 with a grade of “C” or better or permission of the instructor

SPA 102 Elementary Spanish II*4.0-0.0-4.0*

This course continues development of the basic language skills and the study of Hispanic cultures.

Prerequisite(s): SPA 101 with a grade of “C” or better

SPA 201 Intermediate Spanish I*3.0-0.0-3.0*

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. Students are required to spend several hours each week performing learning lab activities out of the classroom.

Prerequisite(s): SPA 102 with a grade of “C” or better

SPA 202 Intermediate Spanish II*3.0-0.0-3.0*

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. Students are required to spend several hours each week performing learning lab activities out of the classroom.

Prerequisite(s): SPA 201 with a grade of “C” or better

Public Speaking (SPC)**SPC 205 Public Speaking***3.0-0.0-3.0*

This course is an introduction to the principles of public speaking with application of speaking skills.

Prerequisite(s): ENG 101 or ENG 160

SPC 209 Interpersonal Communication*3.0-0.0-3.0*

This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.

Prerequisite(s): ENG 101 or ENG 160

Surgical Technology (SUR)**SUR 101 Introduction to Surgical Technology***4.0-3.0-5.0*

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

Prerequisite(s): Acceptance into the SUR program

SUR 102 Applied Surgical Technology

2.0-9.0-5.0

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

Prerequisite(s): Acceptance into the program

SUR 103 Surgical Procedures I

2.0-6.0-4.0

This course is a study of a system to system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

Prerequisite(s): Acceptance into the program

SUR 106 Advanced Surgical Procedures

3.0-0.0-3.0

This course is a study of advanced surgical procedures.

Prerequisite(s): SUR 103

SUR 111 Basic Surgical Practicum

0.0-21.0-7.0

This course includes the application of theory under supervision in the perioperative role in various clinical affiliations.

Prerequisite(s): Successful completion of previous SUR courses

SUR 114 Surgical Specialty Practicum

0.0-21.0-7.0

This course includes the correlation of the principles of theories of specialized surgical procedures with clinical performance in affiliated hospitals.

Prerequisite(s): Successful completion of previous SUR courses

SUR 116 Basic Surgical Procedures

3.0-0.0-3.0

This course is a study of basic surgical procedures to include intraoperative routines, sutures, medications, and anesthesia.

Prerequisite(s): SUR 103

SUR 120 Surgical Seminar

2.0-0.0-2.0

This course includes the comprehensive correlation of theory and practice in the perioperative role.

Prerequisite(s): Successful completion of previous SUR course.

SUR 130 Biomedical Science for the Surgical Technologist

1.0-0.0-1.0

This course includes basic principles of electricity, physics, and robotics as they relate to safe patient care practices in the operating room.

Prerequisite(s): Acceptance into the SUR program

Theatre (THE)

THE 101 Introduction to Theatre

3.0-0.0-3.0

This course includes the appreciation and analysis of theatrical literature, history, and production.

Prerequisite(s): None

Welding Technology (WLD)

WLD 101 Cutting Processes

1.0-0.0-1.0

This course covers the fundamentals of cutting processes commonly used in the welding industry.

Prerequisite(s): None

WLD 102 Introduction to Welding

1.0-3.0-2.0

This course covers the principles of welding, cutting and basic procedures for safety in using welding equipment.

Prerequisite(s): None

WLD 103 Print Reading I

1.0-0.0-1.0

This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

Prerequisite(s): MAT 031, RDG 031

WLD 105 Print Reading II

1.0-0.0-1.0

This course includes print reading, including welding symbols and their applications to pipe fabrication. Basic sketching of piping symbols, single line and double line pipe drawings, material estimating, template layout and how templates are used, in pipe layouts.

Prerequisite(s): WLD 103

WLD 108 Gas Metal ARC Welding I

2.0-6.0-4.0

This course covers equipment setup and the fundamental techniques for welding ferrous and nonferrous metals with GMAW on fillet weld.

Prerequisite(s): MAT 031, RDG 031

WLD 111 ARC Welding I

2.0-6.0-4.0

This course covers the safety, equipment, and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

Prerequisite(s): MAT 031, RDG 031

WLD 117 Specialized ARC Welding

3.0-3.0-4.0

This course covers ARC welding processes for industrial purposes. It will include testing on welding in unusual positions.

Prerequisite(s): WLD 111

WLD 132 Gas Tungsten Arc Welding Ferrous

2.0-6.0-4.0

This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.

Prerequisite(s): WLD 101, WLD 102

WLD 140 Weld Testing

1.0-0.0-1.0

This is an introductory course in destructive and nondestructive testing of welded joints.

Prerequisite(s): WLD 101, WLD 102, WLD 103

WLD 152 Tungsten ARC Welding

2.0-6.0-4.0

This course covers gas tungsten arc welding of carbon steel filler metal and carbon steel metals with stainless steel filler metals. Techniques for welding fillet welds and V-groove plate will be covered.

Prerequisite(s): WLD 132

WLD 160 Fabrication Welding

2.0-3.0-3.0

This course covers the layout and fabrication procedures as they pertain to sheet metal and structural steel shapes. The course will also include shop safety and hand and power tools.

Prerequisite(s): WLD 101, WLD 102, WLD 103

WLD 170 Qualification Welding

3.0-3.0-4.0

This course covers the procedures and practices used in taking welder qualification tests.

Prerequisite(s): WLD 103, WLD 108, WLD 132, WLD 117

[Contents](#)

[Admissions](#)

[Policies](#)

[Student Life](#)

[Programs](#)

[Courses](#) << Page 113

TBDD

Training and Business Development Division

[People](#) >> Page 193

[Handbook](#)

[Maps](#)

[Index](#)

Mission

The mission of the Training and Business Development Division (TBDD) of Aiken Technical College is to enhance human and economic development by providing specific services, educational programs, and training solutions that improve the quality of life for our customers.

TBDD strives to:

- Develop solid, long-term relationships with our customers;
- Provide access to diverse human resource solutions;
- Offer the highest quality training, education, and services;
- Deliver exceptional customer service;
- Meet the specific needs of and improve the quality of life for our customers.

TBDD offers a variety of training programs and courses as part of a lifelong learning process. The programs are available to the general public, business, and industry through short and long courses, seminars, workshops, and conferences on the ATC campus or at company sites.

Registration and Enrollment

TBDD courses are available to the public on a first-come, first-served basis. Students must be sixteen years of age or older or have the written permission of a parent or guardian.

Registration, which is available Monday through Friday (excluding holidays), begins with a visit or call to the Office of Training and Business Development (803-593-9954, ext. 1230). Trained staff provide information on individual courses and assist students with registration. To secure a place in a class, applicants must pay fees at the time of registration. *Special Note: Aliens unlawfully*

present in the United States are not eligible to attend any of South Carolina's public institutions of higher learning. Each person seeking to enroll in one of the colleges within the South Carolina Technical College System must sign an affidavit stating that he or she is a U.S. citizen, a Permanent Resident, or an alien that is lawfully present in the United States.

Tuition and Fees

Student fees for each course or seminar vary according to the cost of instruction; therefore, the fees are included in the schedules published each semester. The College accepts payment of TBDD tuition and fees by cash, check, Visa or Mastercard.

A \$5 parking/technology fee is also assessed.

Refund Policies

TBDD refund policy is subject to change. The refund policy is outlined below.

1. Should TBDD cancel a course, TBDD refunds the full fee with no action required by the student.
2. A student who withdraws from a TBDD course 72 hours before the course start date receives an 85% refund of the course fee.
3. A student who withdraws from a TBDD course on or after the course start date receives no refund. Under special circumstances, however, the student may appeal to the Vice President of Education and Training. If it is determined that extenuating circumstances exist over which the student had no control and could not reasonably foresee, then a full or partial refund may be granted after the class starts.

Attendance Policy

TBDD students are expected to follow Aiken Technical College's Attendance Policy (see page 41) in all classes with the exception of courses where government or other agencies dictate specific attendance criteria. These exceptions will be listed in the syllabus given to students at the beginning of each course.

Programs and Courses

TBDD offers courses in health care occupations, spa and wellness, professional skills, transportation, leadership and management, industrial and technical skills, and computer skills. Experienced professionals who understand the needs of the individual and the demands of business and industry conduct all TBDD courses.

Year-round scheduling provides the student with the opportunity to enhance or upgrade job skills as well as to develop new ones. Courses are taught in varied modalities, including traditional classroom settings, online, and blended learning. In addition to a wide range of offerings, TBDD customizes many courses and programs for presentation at company sites.

Continuing Education Units (CEUs)

CEUs are awarded to students who successfully complete our courses. CEUs are recognized nationally and are defined as 10 contact hours of class participation in an organized continuing education program. Certificates are available for a fee for students earning an "S" (satisfactory) in any occupational advancement class. Certificates must be requested within 30 days of completion of class requirements.

Note: Students do not receive academic credits for completion of a TBDD course except in specified courses with articulation agreements (see course syllabi).

WorkKeys®

Since 1997, ATC/TBDD has adopted the use of WorkKeys, an EEOC compliant process developed by ACT, Inc. The WorkKeys process is being used throughout the United States in business and industry and in public schools. WorkKeys provides a common language for educators, businesses, and industries.

ATC utilizes WorkKeys in our hiring process to ensure qualified employees to serve our students and our community. According to ACT, employees must have skills and knowledge in nine areas to successfully perform their jobs:

Reading for Information	(RI)
Applied Mathematics	(AM)
Applied Technology	(AT)
Locating Information	(LI)
Listening	(L)
Writing	(W)
Business Writing	(BW)
Teamwork	(T)
Observation	(O)

ACT certified WorkKeys profilers facilitate a process in which experienced employees identify the skills and skill levels required to perform their job. As a result of this process, a job "profile" is established for that specific position. This profile identifies which of the nine skill areas are needed to perform the job and at what skill level employees must perform to be successful at an entry and superior performance level. Assessments are given to incumbent workers or job applicants to see if they meet the profile standard. This profile can be used for pre-employment hiring, skills gap training, and curriculum development.

ATC Test Center

Aiken Technical College is a provider of American College Testing (ACT), Inc. testing and training in our state-of-the-art facility in the 700/800 building.

Test Center services include:

- Skill-specific training and development
- Workplace skills assessments
- Continuing education for a broad array of disciplines
- Certification and licensure tests for trades and professions
- Distance learning

Currently Available

- **Assessment Technologies Institute, LLC**
 - Test of Essential Academic Skills (TEAS)
 - ADN and LPN ongoing tests
- **Automotive Service Excellence (ASE) Exam**
- **Barber**
- **Castle Worldwide Testing Certification Exams**
 - Board for Certification in Pedorthics
 - Board for Laser Safety
 - Child Life Council
 - National Board for Certification in Occupational Therapy
 - National Board for Certification of Orthopaedic Technologists
 - National Concrete Masonry Association
 - National Council of Examiners for Engineering and Surveying
 - National Federation of Paralegal Associations
 - National Kitchen and Bath Association
 - Pilates Method Instructor
 - Quality Assurance Institute
- Rehabilitation Engineering and Assistive Technology Society of North America
- Transportation Professionals Certification Board
- **CATS**
 - Federal Aviation Administration Pilot and Mechanic Tests (FAA)
- **Certiport**
 - Internet Computing Core Cert. (IC3)
 - Microsoft Certified Applications Specialist (MCSA)
 - Microsoft Office Specialist Testing
- **Comira Testing**
 - Accredited Petroleum
 - Accountants Program (COPAS)
 - American Board for Certification in Orthotics, Prosthetics, and Pedorthics
 - Board of Chiropractic Examinations
 - Commission on Dietetic Registration
 - FCC Exams
 - Loss Prevention Foundation
 - National Exercise Trainers Association
 - National Verbatim Reporters Association
 - Radiant Panel Association
 - Radiology Coding Certification Exam (RCCB)
- **COMPASS (Placement testing)**
- **Cosmetology Tests (Lasergrade)**
 - Cosmetology
 - Nail Technician
 - Esthetician
- **Crane Institute of American Certifications, Inc.**
 - 4ROI, member NCTA
 - Crane Certification

- **English as a Foreign Language Test (TOEFL)**
- **ESCO Institute**
 - ESCO Exam ACR-101
- **International Council for Machine Lubrication (ICML)**
- **International Association of Administrative Professionals (IAAP)**
 - Certified Professional Secretary (CPS) Exam
 - Certified Administrative Professional (CAP) Exam
- **Metro Institute**
 - Department of Pesticide Regulation (DRP) at Clemson University
- **National Center for Competency Training (NCCT) Certification Tests**
 - Dental Assistant
 - ECG Technician
 - Medical Assistant
 - Medical Office Assistant
 - Phlebotomist Technician
 - Patient Care Technician
 - Bookkeeper
 - CPA Assistant
 - Insurance and Coding Specialist
- **National Healthcare Association (Phlebotomy exam)**
- **National Institute Certification in Engineering Technologies (NICET)**
- **Prometric**
 - Dantes
 - College Level Examination Program (CLEP)
- **Refrigerant Recovery**
- **SC Department of Insurance Exams**

- **ServSafe**
 - Food Preparation Manager Certificate
 - ServSafe Alcohol
 - Manage First Program
- **Transportation Security Administration (TSA)**
 - Screener Exam
 - U.S. Customs and Border Patrol Exam
- **WorkKeys®**

ATC is currently researching to find the most pertinent testing and training needed in the CSRA. To register for a test or request more information, please call: 803-593-9954, ext. 1772 or e-mail us at: testcenter@atc.edu.

Architecture and Construction

Apartment Maintenance Technician

Get the training to maintain an apartment community. This course covers aspects of electrical systems, plumbing, heating and air conditioning, appliance repair, and more.

Construction Basics, Safety, and Green 101

(108 hours)

Core skills for the construction industry including intro to construction, basic safety, construction math, intro to hand and power tools, blueprint reading, and more. Includes Green 101.

Certification

Students who complete the course may be eligible for NCCER certification.

Construction Crew Leader Training

(24 hours)

Learn an overview of the construction industry, job safety considerations; project control, and leadership skills.

Certification

Students who complete the course may be eligible for NCCER certification.

Green 101

(15 hours)

Sustainability and green building are important issues in the construction industry today. Learn basic instruction in the green environment, green construction practices, and green building rating systems.

Home Inspection

(40 hours)

This home inspection pre-licensing course is approved by the South Carolina Residential Builders Commission. Successful completion of this course qualifies students to take the Home Inspection exam. This course meets the standards of practice and code of ethics of the American Society of Home Inspectors, Inc. (ASHI), and covers structural systems, exterior, roof systems, plumbing systems, electrical systems, heating and air conditioning systems, interior, insulation, and ventilation. A hands-on lab is available for some systems.

Certification

Successful graduates may be eligible to sit for the exam offered by the South Carolina Residential Builders Commission.

Refrigerant Recovery

(8 hours)

This course covers refrigerant recovery and the EPA rules for HVAC/R stationary equipment. The course is designed to prepare you for the Technician Certification Test.

Swimming Pool/Spa Operator

(8 hours)

Prepare to take the SC State Certification Exam to become a licensed pool or spa operator in compliance with DHEC regulations.

Welding Basics

(80 hours)

Get a comprehensive introduction to welding techniques.

Note: Cotton long sleeve shirt, long pants, and leather boots are required.

Welding Certification

(225 hours)

Train using GMAW (MiG) and FCAW (flux core), and master the art of fusing metal to metal with intense heat created by an electric arc. Course also covers: shop safety, standard welding techniques and positions, melting and intermixing metals, creating strong bonds, equipment, and more. Note: Cotton long sleeve shirt, long pants, and leather boots are required.

Certification

Students who complete the course may be eligible for NCCER certification.

Online Training

Gatlin Education Online Training

Gatlin Education Services, in partnership with Aiken Technical College, offers the following online certificate programs:

- Home Inspection
- HVAC Technician Certificate
- Modern Automotive Service Technician
- Principles of Green Buildings

Arts, A/V Technology and Communications

Education To Go Online Courses

TBDD has partnered with Education To Go, a developer and provider of interactive online courses, to provide online non-credit certificate courses.

Visit: www.ed2go.com/aikentec for a complete listing of courses.

- Web Page Design
- Web Graphics and Multimedia
- Web Programming
- Desktop Publishing and Imaging
- Design and New Media Certificate

Gatlin Education Online Training

Gatlin Education Services, in partnership with Aiken Technical College, offers the following online certificate programs:

- Internet, Design, & Technical
- AutoCAD 2005
- Digital Arts Certificate
- Graphic Design
- Multimedia Design Certificate Webmaster
- 3ds max
- Video Game Design and Development

Detailed outline and demos are available at www.gatlineducation.com/aikentech

JER Online Training

ATC has partnered with JER Online, an experienced provider of online courses offered at basic, intermediate, and advanced levels. Courses include:

- Certificate in Web Content Creation
- Basic Internet Specialist Certificate

Business, Management and Administration

These programs are designed to meet the education, training, and retraining needs of frontline workers, supervisors, and managers. TBDD offers training courses for business and industry to upgrade job skills and enhance professional development.

These programs and services are directed toward the skill requirements of business, industry, government, and community organizations, but may be open to the general public as well.

TBDD is an authorized provider of Achieve Global, American Management Association (AMA), Development Dimensions International (DDI), the WorkKeys system, and is a Licensed Official Registered Provider of Command Spanish programs.

Achieve Global

Learning to Lead

(4 hours per module)

- Basic Principles for a Collaborative Workplace
- Managing Your Priorities
- Proactive Listening
- Expressing Yourself: Presenting Your Thoughts and Ideas
- Giving and Receiving Constructive Feedback
- Giving Recognition
- Handling Emotions Under Pressure

The Service Difference

(4 hours per module)

- Reaching for Stellar Service
- Connecting with Customers
- Guiding Customer Conversations
- Healing a Customer Relationship
- Serving a World of Customers
- Meeting Unspoken Customer Needs
- Resolving Issues that Impact the Customer

American Management Association**How To Sharpen Business Writing Skills**

(18 hours)

Taking Control with Time Management

(18 hours)

First Line Supervision (18 hours)**Basic Skills****ABC's of Grant Writing** (8 hours)**Business Etiquette Survival** (8 hours)**Cosmetology CEUs**

(3 hours)

These 3-hour classes for Cosmetologists, Nail Technicians and Estheticians meet the SC LLR State Board of Cosmetology requirements for those licensees with disciplinary actions.

- **Legal Issues**
- **Safety and Sanitation Issues in Cosmetology**

(6 hours)

These 6-hour classes for Cosmetologists, Nail Technicians and Estheticians meet the SC LLR State Board of Cosmetology requirements for annual required training.

- **Latest Trends in Hair, Nail and Skin Care**
- **Safety and Sanitation**
- **Communication Skills**
- **Best Practices in Business**

Development Dimensions International**Leadership Development**

- Interaction Management: Tactics
- Interaction Management: Strategies

Leadership Development For Long Term Care Nurses

(32 hours - 4 hours per module)

Workforce Development: Techniques for a High-Performance Workforce

- Personal Effectiveness
- Group Effectiveness
- Getting Business Results

Service Plus

(4-6 hours)

Service Plus Healthcare:**Building Patient Loyalty**

(4-6 hours)

Human Resources Society of Human Resource Management (SHRM)**SHRM Certification Exam Review**

(36 hours)

This up-to-date program will further develop your HR knowledge or assist you in preparing for the Professional in Human Resources (PHR) or the Senior Professional in Human Resources (SPHR).

SHRM Essentials

(15 hours)

This course provides a broad overview of the human resource function and is designed for entry-level HR professionals, those exploring HR as a career, and managers with HR responsibilities.

Nail Technician

Get started in this exciting and growing cosmetology career. At the end of this stimulating, hands-on program, students will have the knowledge and skills to schedule appointments and collect payments, clean customer nails, shape and smooth nails, brush powder and solvent onto nails and paper forms to maintain nail appearance and extend nails, remove forms and shape and smooth nail edges, advise clients on nail care, products, and color, and much more.

Prerequisite(s): Proof of 10th grade education. (A background check and PPD/Hepatitis B immunizations are required).

Certification

Students who successfully complete the Nail Technician program may apply and sit for the exam prescribed by the South Carolina Board of Cosmetology and pay the required license fee to become licensed as a Nail Technician.

Online Training

Command Spanish Online

The following Command Spanish e-Training courses are available online:

- Spanish for Financial Institutions
- Spanish for Law Enforcement Officers
- Spanish for Construction Supervisors
- Spanish for the Community
- Spanish for Pharmacy Personnel
- Spanish for the Workplace
- Spanish for Hospital Nurses
- Spanish for Medical Office Nursing
- Spanish for Physicians
- Spanish for Library Personnel
- Spanish for Real Estate Sales
- Spanish for School Teachers

Education To Go Online Courses

TBDD has partnered with Education To Go, a developer and provider of interactive online courses, to provide online non-credit certificate courses.

Visit: www.ed2go.com/aikentec for a complete listing of courses.

- Accounting
- Business Administration and Management
- Business Planning and Entrepreneurial
- Sales and Marketing
- Grant Writing and Nonprofit Management

Gatlin Education Online Training

Gatlin Education Services, in partnership with Aiken Technical College, offers the following online certificate programs:

- Bookkeeping the Easy Way
- Certified Bookkeeper
- Certified Financial Planner
- Loan Mastery
- Payroll Practice and Mgt.
- Project Management
- Records Management
- Six Sigma Black Belt
- Six Sigma Green Belt
- Travel Agent Training

JER Online Training

ATC has partnered with JER Online, an experienced provider of online courses offered at basic, intermediate and advanced levels.

Courses include:

- Advanced E-Mail Marketing
- Creating an Effective Sales Team
- How to Master Communications
- Applying Leadership Basics
- Certificate in Technical Writing
- Intro to HR Management
- Payroll Accounting
- Trump University/Entrepreneurship

Successful Project Management

(16 hours)

This course focuses on practical application, enabling students to acquire the concepts and tools to plan, manage, and deliver project success.

Supervisory Certification

(3 hours each)

- Finding the Supervisor Within
- Communicating for Impact
- Developing and Retaining Talent
- Managing the Process
- Leading for Desired Results

WorkKeys®

For further information on the WorkKeys system, see General Information, page 169 or call 803-593-9954, ext. 1326.

Key Train

Key Train web-based training can be taken from anywhere with an internet connection and at the ATC Test Center. The fee covers access to all nine skill areas for one year:

- Reading for Information
- Locating Information
- Applied Mathematics
- Applied Technology
- Teamwork
- Observation
- Listening
- Writing
- Business Writing

Customized training and tutoring are available.

Education and Training

S.C. Childcare Training System

This program is designed for individuals and groups interested in starting a licensed child care center or in reviewing standards and improving an existing center. Sessions meet the specific requirements of DSS licensure programs administered by the Center for Childcare Career Development in Greenville, S.C. Training topics are registered with First Steps and/or delivered

by certified trainers. Courses are designed for childcare professionals providing care for infants and toddlers, pre-schoolers, school-age children, and children with special needs. Courses provide current topics for caregivers working in large or small centers as well as those in family/group home settings.

- **Curriculum**
- **Child Growth and Development**
- **Guidance**
- **Health, Safety, and Nutrition**
- **Professional Development**
- **Special Needs**
- **Bloodborne Pathogens**

In addition, courses are offered in Program Administration for Center Directors, Owners, and Administrators.

Prerequisite(s): None

Finance

Certified Financial Planner Certification Program

This 7-course program provides the knowledge to become a Certified Financial Planner. Students who successfully complete the program will be certified as eligible to apply to sit for the CFP Certification Examination.

Health Sciences

These programs provide area medical facilities with trained technicians. Our graduates work in hospitals, healthcare centers, clinics, medical laboratories, blood banks, nursing homes, and private homes.

Note: Prior to clinical training, Allied Health students will be required to submit to a background check. Students must also

provide current immunization records to include: MMR, Varicella, PPD, Tetanus, and Hepatitis-B (fees for immunizations are not included with tuition). Seasonal flu shots may also be required. See the current schedule of classes for clinical hours.

Advanced CNA Skills

Advanced training modules are available in CNA specialties such as: Dementia Specialist, Geriatric Specialist, Mental Health Aide, Home Health Aide, Medication Assistant.

Advanced Nursing Skills and Hospital Clinical

(95 hours)

Learn the advanced nursing skills required to function as a Multi-Skilled Healthcare Technician in a hospital setting. This course includes 60 hours of required clinical practice and is the final course in the MSHT program (see page 181).

Prerequisite(s): CNA, ECG, Phlebotomy, and Respiratory Skills

CPR Certification for Healthcare Providers (AHA)

(8 hours)

Learn adult, child and infant one- and two-person CPR. This course is required for all healthcare workers, Allied Health/nursing students, and others who work in professional healthcare settings. **Note: This course is limited to ATC credit students**

Central Sterile Supply Technician

(100 hours)

Learn to process, maintain and dispense materials and equipment required by medical personnel. Learn to handle decontaminations, sterilize surgical instruments, package and sterilize supplies, distribute supplies, inventory and fill procedure and case carts, complete required computer functions on patient care and

financial systems. (Includes 40 hours of required off-campus clinical training)

Prerequisite: High school diploma or GED

Certified Nursing Assistant (CNA)

(120 hours)

Learn basic patient care skills to function as a nurse's aide in a healthcare setting. South Carolina DHHS approved curriculum. Includes 40 hours of clinical training in a local long-term care facility. Learn infection control, effective communications, safety and emergency procedures, ethical and legal behaviors, good health and hygiene practices, measuring and recording vital signs, collecting specimens, recognizing the symptoms and behaviors of dementia and Alzheimer's disease, medical terminology, and more.

The CNA course is now required for the Pre-Nursing Certificate. This course is also part of the Multi-Skilled Healthcare Technician (MSHT) program and the Patient Care Technician program.

Certification

Successful graduates may be eligible to sit for the certification exam offered by the South Carolina Department of Health & Human Services (DHHS) and administered by the Nurse Aide Competency Evaluation System (NACES).

Dental Office Receptionist Program

In partnership with Trident Technical College. This online program prepares students for positions as dental receptionists. All online dental receptionist courses require textbooks. All courses must be completed to receive a certificate.

Introduction to Continuing Education Online Learning

(10 hours)

This course is an introduction to the software applications necessary to participate in Continuing Education online healthcare programs. Other applications reviewed are Microsoft Outlook and searching the net. This course is a prerequisite to begin the Dental Office Receptionist program.

Dental Terminology

(21 hours)

Master the dental vocabulary and terms used in dental office careers.

Dental Billing

(21 hours)

Learn reimbursement for dental services including ADA codes, dental terminology, the claims process, dental coding and dental documentation.

Dental Office Management

(21 hours)

Learn the business of dentistry, clinical records management, communication, and administrative duties.

Bloodborne Pathogens

(2 hours)

Learn about transmission, exposure incidents, preventing exposure, signs and symptoms of HBV, HCV, HIV, OSHA and potentially infectious material.

HIPAA for Physician Offices

(2 hours)

Learn the key concepts and terms included in the new HIPAA Privacy Rule and discuss best practices for maintaining patient confidentiality.

Dietary Aide

(40 hours)

Learn to prepare and set up food supplies and nourishment for patients in accordance with recognized safety, sanitation and food-handling standards and procedures.

Electrocardiograph Technician (ECG)

(108 hours)

Learn to become an ECG technician in a hospital or doctor's office. Topics include anatomy of the heart, medical terminology, CPR procedures, normal and abnormal heart rhythms, and electrodes. Course includes 40 hours of required off-campus clinical training. This course is part of the Multi-Skilled Healthcare Technician program and the Patient Care Technician program.

Prerequisite(s): High school diploma or GED and CNA

Certification

Successful graduates may be eligible to sit for the ECG certification exam offered by American Society of Phlebotomy Technicians (ASPT), National HealthCareer Association (NHA) or others.

Electronic Health Records

(60 hours)

Gain the theory and hands-on application you need to work in today's medical offices.

Prerequisite(s): Medical Records Clerk or prior medical records experience

Emergency Medical Technician - Basic (EMT-B)

(171 hours)

Train to care for victims in emergency situations. Course includes practical skill simulations and clinical experience. S.C. DHEC approved course. Includes 20 hours of clinical ride-alongs. EMT - Basic is

now the first of three steps towards a Paramedic Certificate. Complete the EMT-Basic and EMT - Intermediate courses through TBDD, and you are prepared to take the Paramedic Certificate program for academic credit.

Prerequisite(s): High school diploma or GED, passing scores on WorkKeys tests: Applied Mathematics and Reading for Information, minimum 18 years old.

Certification

Successful graduates may be eligible to sit for the National Registry EMT-Basic examination.

EMT-B on-line and refresher training are also available.

Emergency Medical Technician - Intermediate (EMT-I)

(84 hours)

Learn general patient assessment, initial management of life-threatening emergencies, airway management, pulmonary ventilation and oxygen administration, pathology and treatment for shock, and pharmacological actions of drugs and fluids. Emphasis is placed on medication and fluid therapy, basic vehicle extraction, and rescue. Includes 16 hours of clinical training.

Prerequisite(s): EMT-Basic, State and National Registry, COMPASS test, and current BLS certification

Certification

Successful graduates may be eligible to sit for the National Registry EMT-Basic examination.

Home Caregiver Program

Get the skills to care for the homebound. Includes legal and ethical issues, communication skills, diversity, infection control, safety, meal preparation, ServSafe,

housekeeping, hazardous material handling, body mechanics, personal care, daily living, recreational, core healthcare skills, handling medical emergencies and special needs clients.

Hospital Unit Clerk

(100 hours)

Learn medical terminology, charting and transcriptions, computer data entry, family relations, and the knowledge needed to function in a hospital. Course includes 30 hours of required off-campus clinical training at area hospitals. This course is part of the Multi-Skilled Healthcare Technician program.

Prerequisite(s): High school diploma or GED Certification

Successful graduates may be eligible to sit for the certification exam offered by the National Association of Health Unit Coordinators (NAHUC).

IV Therapy Skills

(6 hours)

Learn the basic information related to IV set-ups and equipment. Lab skills include hands-on practice with manikin arms. The clinical requirement is four successful patient IV starts documented by the employer.

Prerequisite(s): Licensed nurse, medical assistant, or other allied health personnel and/or students

This continuing education nursing activity was approved by the South Carolina Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Certification

A certificate will be awarded upon successful completion of the course to include all lab skills and receipt of clinical documentation.

Medical Coding Specialist Program

In partnership with Trident Technical College. This online program prepares students for entry-level positions in medical coding. This curriculum is approved by the American Health Information Management Association. Courses should be taken in the order listed below.

Prerequisite(s): High school diploma or GED

Introduction to Continuing Education Online Learning (10 hours)

This course is an introduction to the software applications necessary to participate in Continuing Education online healthcare programs. Other applications reviewed are Microsoft Outlook and searching the net. This course is a prerequisite to begin the Medical Coding Specialist program.

Medical Terminology (45 hours)

Master the medical vocabulary and terms used in allied health, nursing, and medical careers. This course covers word parts, root words, general application, abbreviations, medical terminology and body systems.

Fundamentals of Anatomy and Physiology (45 hours)

Learn basic anatomy, physiology, and an introduction to human body systems and their functions.

Pharmacology (36 hours)

Learn an overview of the diagnosis and treatment of disease using the numerous types of medical drugs on the market today.

Prerequisite(s): Fundamentals of Anatomy and Physiology

Human Diseases

(40 hours)

Learn important concepts about the most common diseases and disorders of the human body through case-specific studies.

Prerequisite(s): Medical Terminology and Fundamentals of Anatomy and Physiology

Understanding Health Insurance

(80 hours)

Learn the organization, financing, and delivery of health care services, including medical records management and medical reimbursement.

Health Care Data Content and Structure (32 hours)

Learn the generic components of medical record content, the structure of healthcare data, and how it relates to record systems.

ICD-9-CM Coding Part I

(32 hours)

Learn the history, uses, and format of the diagnostic coding system used by physician's offices to track diseases. This course includes practice to assign basic coding scenarios.

Prerequisites: Term I courses

ICD-9-CM Coding Part II

(32 hours)

This course is a follow-up to the ICD-9-CM Coding Part I course and covers more complex coding situations and scenarios.

Prerequisites: Term I courses and ICD-9-CM Coding Part I

CPT-4 Coding Part I

(32 hours)

Learn the history, application, and format of the uniform language to accurately describe medical, surgical, and diagnostic services as set forth by the American Medical Association.

Prerequisite: Term I and II courses

CPT-4 Coding Part II

(32 hours)

Learn higher level, more complex examples, case studies, records, and scenarios of CPT-4 coding. Emphasis is placed on practice to assign valid procedural codes.

Prerequisites: Term I and II courses and CPT-4 Part I

Computer Essentials for Healthcare Workers

(30 hours)

Learn basic computer knowledge and how technology influences health care. Note: Students may substitute a basic computer course.

Medical Coding Internship

(90 hours)

This internship is for students who have completed all courses in the Coding Specialist curriculum.

Certified Coding Associate (CCA)

Review CAMP Online

(6 hours)

If you have just completed a coding program or have at least 6 months of coding experience, the CCA Review CAMP is for you. Prepare for the national exam offered by AHIMA.

Certified Coding Specialist for Physician Office Coding (CCS-P)

Review Online

Prepare for the AHIMA CCS-P exam, a mastery-level coding certificate.

Certified Coding Specialist (CCS)

Review CAMP Online

(36 hours)

Explore the use of coding to prepare for the AHIMA mastery level facility coding certification exam, the CCS.

Certified Professional Coder (CPC)

Review Online

(24 hours)

Prepare for the AAPC CPC exam.

Medical Records Clerk

(60 hours)

Learn to compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with requirements of the health care system.

Prerequisite(s): High school diploma or GED

Multi-Skilled Healthcare Technician Program

This program produces a multi-skilled healthcare technician who is cross-trained to perform basic skills in several different medical disciplines. By the end of this program students will have the knowledge and skills to define and use pertinent medical terminology, function in a multi-tasking healthcare environment, perform the basics of respiratory care to assist with common diagnostic tests and treatment, and perform basic and advanced patient care skills. The program includes the following courses:

- Certified Nursing Assistant
- Hospital Unit Clerk
- Phlebotomy Technician
- ECG Technician
- Respiratory Skills

- Advanced Nursing Skills and Hospital Clinical

A Professional Skills Certificate will be awarded upon successful completion of all six courses.

Certification

Successful graduates may be eligible to take the National Healthcareer Association's combined National Certification exam for Certified Patient Care Technician, Certified EKG Technician, and Certified Phlebotomy Technician.

Online Training

Education To Go Online Courses

TBDD has partnered with Education To Go, a developer and provider of interactive online courses, to provide online non-credit certificate courses.

Visit: www.ed2go.com/aikentec for a complete listing of courses.

- Health Care, Nutrition, and Fitness
- CE for Health Care Professionals

Gatlin Education Online Training

Gatlin Education Services, in partnership with Aiken Technical College, offers the following online certificate programs:

- Administrative Dental Assistant
- Administrative Medical Specialist with Medical Billing and Coding
- Adv. Coding for the Physician's Office
- Advanced Hospital Coding and CCS Prep
- Certified National Pharmaceutical Representative
- HIPAA Compliance
- Human Resources for Healthcare
- ICD-10 Medical Coding
- Medical Transcription
- Revenue Cycle Management for Healthcare Providers

Detailed outline and demos are available at www.gatlineducation.com/aikentech

JER Online Training

ATC has partnered with JER Online, an experienced provider of online courses offered at basic, intermediate and advanced levels. Courses include:

- Intro to Medical Transcription
- Understanding Health Insurance
- Legal Nurse Consultant
- Medical Office Specialist Training
- Pharmacy Technician Career Training Program
- Comprehensive Medical Coding Training
- Nutritional Herbalism
- HIPPA Privacy Training and Cert.

Hundreds more courses are available. Visit the Web site at www.atc.edu.

Ophthalmic Assistant

(160 hours)

Gain basic knowledge of ophthalmology and prepare to work in an ophthalmic practice. The course covers medical terminology, basic ophthalmic pharmacology, general ocular anatomy, diseases of the eye, aseptic technique, minor office surgery, principles of tonometry, and visual fields. Clinical rotation and basic computer skills are included. Course includes 40 hours of required off-campus clinical training.

Prerequisite(s): High school diploma or GED Certification

Successful graduates may be eligible to sit for the Certified Ophthalmic Assistant examination offered by the Joint Commission on Allied Health Personnel in Ophthalmology.

Patient Care Technician Program

Become cross-trained to perform basic skills in three different medical disciplines and earn your Patient Care Technician certification.

- Certified Nursing Assistant
- Phlebotomy Technician
- ECG Technician

A Professional Skills Certificate will be awarded upon successful completion of all three courses.

Certification

Successful graduates may be eligible to take the National Healthcareer Association's combined National Certification exam for Certified Patient Care Technician, Certified EKG Technician and Certified Phlebotomy Technician.

Pharmacy

Pharmacy Assistant

(72 hours)

Learn the essential skills, responsibilities and basic tasks performed by a pharmacy assistant. Topics include: Intro to the pharmacy environment, customer service, pharmacology basics, prescriptions and inventory control.

Pharmacy Update

(4 hours)

CEUs for pharmacists and pharmacy technicians.

Phlebotomy Technician

(146 hours)

Learn to collect blood for laboratory analysis. Course includes blood drawing, skin puncture, and specimen collection; clerical skills; interpersonal skills and customer service; computer systems; professional considerations as they are related to a medical laboratory; and 80 hours of required off-campus clinical

training. This course is part of the Multi-Skilled Healthcare Provider program and the Patient Care Technician program.

Prerequisite(s): High school diploma or GED

Certification

Successful graduates may be eligible to sit for the certification exam offered by the American Society of Phlebotomy Technicians (ASPT), National HealthCareer Association (NHA) or others.

Respiratory Skills

(30 hours)

Learn the basics of respiratory care to assist with common diagnostic tests and treatment. This course is part of the Multi-Skilled Healthcare Technician program.

Prerequisite(s): CNA training and high school diploma or GED

Spanish for Healthcare Providers

(8 hours)

Care for Spanish-speaking patients in medical offices and hospitals.

Surgical Technologist Certification Exam Review

(6 hours)

Review the core curriculum content areas for the knowledge required to pass the national AST certification exam for surgical technologists. Practice sample test questions using appropriate reading, comprehension, retention, and study techniques.

Prerequisite: Completion of a surgical technician program and/or work experience

Veterinary Assistant

(102 hours)

Learn animal healthcare procedures with both lecture and clinical applications in this award winning course. Designed for students considering a career in animal health care. Course includes 30 hours of required off-campus clinical training.

Prerequisite(s): High school diploma or GED

Hospitality and Tourism

Baking and Pastry

(72 hours)

Sweeten your career options. Learn bakeshop production, retail baking, sanitation and safety, retail goods/advanced bakeshop, pastry, and cake decorating.

Basic Cooking

(72 hours)

Get cooking! This course includes food principles I and II, sanitation and safety, soups and sauces, salads, meats, and poultry.

Information Technology

TBDD computer courses are taught in an instructor-led, hands-on setting. Unless specified, these courses do not have a prerequisite.

TBDD constantly strives to stay on the cutting edge of today's changing technologies. If you do not see the course you are looking for, please call us. Many courses are scheduled on a demand basis.

Computer training can be readily customized for businesses in the CSRA. Call 803-593-9954, ext. 1326 for a customized syllabus and quote or more information.

Microsoft Office

These courses are designed to teach students Microsoft Office. Learn how to get the most out of Word, Excel, Access, and PowerPoint.

Microsoft Word Level 1

(9 hours)

This beginner level course is designed to teach students the fundamentals of Microsoft Word. Learn to create and open documents, file management options, formatting techniques - changing font size, style, and color, manipulate paragraphs, enhance page appearance, and add desktop publishing feature.

Microsoft Word Level 2

(9 Hours)

This intermediate level course is designed to teach students the more advanced features of Microsoft Word. Learn to illustrate documents by adding, resizing, and positioning graphics; create text boxes, AutoShapes, WordArt, and charts; create, format, illustrate, preview, and save Web pages; merge Word documents; and work with styles and templates.

Microsoft Excel Level 1

(9 Hours)

This beginner level course is designed to teach students the fundamentals of Microsoft Excel. Learn to create new worksheets, use formulas and functions, format worksheets and cells, create various charts, and create and sort data in a list.

Microsoft Excel Level 2

(9 Hours)

This intermediate level course is designed to teach students the more advanced features of Microsoft Excel. Learn to manage workbooks and prepare for the web; plan, record, run, and edit macros; plan, create sort, and print lists; and enhance charts and worksheets by customizing data series, formatting chart axis, rotating charts/texts, and adding pictures to charts.

Microsoft Access Level 1

(9 Hours)

This beginner level course is designed to teach students the fundamentals of Microsoft Access. Learn to plan and create a database; database environments and terminology; create tables and set up relationships between tables; manipulate table data using filters, sorts, and queries; and create forms and reports.

Microsoft Access Level 2

(9 Hours)

This intermediate level course is designed to teach students the more advanced features of Microsoft Access. Learn to create multiple table, parameter, make-table, append, and delete queries; add combo boxes, option groups, command buttons, and ActiveX controls; use export and web page features to share information electronically; and import and export XML data, publish and merge data with Word, and analyze data with Excel.

Microsoft PowerPoint Level 1

(9 Hours)

This beginner level course is designed to teach students the fundamentals of Microsoft PowerPoint. Learn to create presentations with slide layouts and design templates; insert slides into existing presentations; enhance presentations by adding graphics, charts, clip art, transitions, and animations; and create a variety of handouts.

Microsoft PowerPoint Level 2

(9 Hours)

This intermediate level course is designed to teach students the more advanced features of Microsoft PowerPoint. Learn to enhance charts to effectively communicate presentations; embed and link objects created in other programs; insert animated GIFs, sounds, and hyperlinks; and review presentations, rehearse slide timings, and publish/broadcast presentations.

Microsoft Office Level 3/Advanced courses available upon request. Call (803) 593-9231, ext. 1230 for more information.

Microsoft Office Specialist Exams

Microsoft Office Specialist is a globally recognized standard for demonstrating desktop skill. Exams are available for identified core skills in Microsoft Word, Excel, Access, PowerPoint, and Outlook. Entry and advanced courses in Microsoft applications prepare students for Specialist, Expert, and Master certification tests.

Specialist Certification:

Candidates must successfully complete any one Specialist exam.

- Word Core
- Excel Core
- PowerPoint Core
- Access Core
- Outlook Core

Expert Certification:

Expert exams are offered for Word and Excel.

Master Certification:

Candidates must successfully complete:

- Word Expert and Excel Expert
- PowerPoint Core and one elective exam:
- Access Core or Outlook Core

Online Training**Education To Go Online Courses**

TBDD has partnered with Education To Go, a developer and provider of interactive online courses, to provide online non-credit certificate courses.

Visit: www.ed2go.com/aikentec for a complete listing of courses.

- The Internet
- Web Page Design
- Web Graphics and Multimedia
- Web Programming
- Basic Computer Literacy

- Computer Applications
- Computer Troubleshooting and Networking
- Computer Programming and Database Management
- Certification Prep
- Palm Pilot and Pocket PC
- Desktop Publishing and Imaging
- Design and New Media Certificate Programs

Gatlin Education Online Training

Gatlin Education Services, in partnership with Aiken Technical College, offers the following online certificate programs:

- Networking and CompTIA
- Certification Training
- Cisco™ CCNA® Certification Training
- Microsoft Certification Training
- Microsoft Certified Database Administrator (MCDBA)
- Microsoft Certified System Administrator 2003 (MCSA)
- Microsoft Certified System Engineer 2003 (MCSE)

Detailed outline and demos are available at www.gatlineducation.com/aikentech

JER Online Training

ATC has partnered with JER Online, an experienced provider of online courses offered at basic, intermediate and advanced levels. Courses include:

- Learn How to Repair Computers
- An Introduction to Linux
- Cisco CCNA Complete Set
- Basic Internet Specialist Certificate
- Application Programming Using Visual Basic 6.0
- Quickbooks Pro

Hundreds more courses are available. Visit the Web site at www.atc.edu.

Law, Public Safety, Corrections and Security

911 Dispatcher Program

(300 hours)

Get the knowledge and skills needed to successfully answer emergency calls made to a 911 dispatch operation center. This career path may lead to EMT careers or a career in Public Safety. These skills are easily transferable to non-emergency settings such as ambulance transport, tow truck, and utilities services. Program hours include 4 hours online and 72 hours of off-campus internship.

Prerequisites: High school diploma/GED and background check

Officer Training

Basic Constable Training

(82.25 hours)

This course provides the information and training required by the South Carolina Law Enforcement Division (SLED) and the South Carolina Criminal Justice Academy to become a state constable. Firearms training and topics such as handling prisoners, evidence, and legal issues are covered.

Prerequisite(s): Students must be approved by SLED as constable candidates prior to enrolling in the course.

Private Security Officer

(24 hours)

The South Carolina Technical College System is offering the Security Officer Certificate Program to prepare individuals for an entry-level security career. Areas of training include effective communications; report writing and documentation; public relations; bomb threats, searches, and device recognition; arrest procedures and handcuffing techniques; and workplace safety and violence prevention and counterterrorism.

Prerequisite(s): Students must pass a background check

Certification

Successful graduates of this program will be awarded a certificate as a Certified Officer (CO). The certificate entitles the graduate, who meets statutory registration requirements, to registration by SLED immediately upon hiring by a licensed private security company.

Pre-Court Reporter

Now you can earn your Pre-Court Reporter Certificate online. Take the following online courses while learning theory and speed building from nationally known online Court Reporter school, Stenowave.

Introduction to CE Online Learning (10 hours)

This course is an introduction to the software applications necessary to participate in Continuing Education Online programs. This course is a prerequisite to begin the Pre-Court Reporter program.

Introduction to Court Reporting

Get an overview of the transition from the online program to Stenowave.com for your speedbuilding and theory.

Medical Terminology for Transcriptionists
Master medical vocabulary and terms used in transcription.

Legal Terminology

Review basic legal terminology that may apply in different occupations.

Grammar and Punctuation for Court Reporters

Master the grammar and punctuation necessary to be a successful court reporter.

Court Procedures for Court Reporters

The fun and easy way to learn all about court reporting. Learn about the swearing in of witnesses, preparing transcripts, formats, and different styles of reporting.

Private Investigator

This online certificate program is offered in partnership with Trident Technical College. Complete all 4 courses and receive credit towards the SLED 3-year required internship to become licensed in South Carolina. A background check and high school diploma/GED are required.

Introduction to Private Investigation

Learn the South Carolina laws and regulations for private investigators, including licensing and required contracts.

Introduction to Criminal Justice

Learn about the criminal justice system, including ethical investigative tactics and honestly reporting facts.

Judicial Process for Private Investigators

Learn an overview of the law-making function of the court and more.

Criminal and Civil Investigation

Learn to interview witnesses and interrogate suspects.

Manufacturing

Basic Industrial Skills

Troubleshooting Electrical Circuits

(4 hours)

Apply basic troubleshooting procedures to accurately diagnose and solve electrical problems in plant equipment and systems.

Hydraulic Maintenance

(4 hours)

Systematically identify and troubleshoot problems associated with hydraulic system components.

Pump Maintenance

(4 hours)

Overhaul a positive displacement pump by disassembling, cleaning, inspecting, and reassembling the pump.

Pipe and Valve Maintenance

(4 hours)

Identify the various types of pipes and valves, and learn to inspect, disassemble and reassemble them.

Shaft Alignment

(4 hours)

Determine and correct coupling and shaft assembly misalignments using the reverse dial indicator method.

Electrical Motors AC and 3 Phase

(4 hours)

Disassemble, troubleshoot and reassemble an AC motor.

Forklift Operator

(16 hours)

Learn regulatory overview, engineering principles, operator responsibilities, safe operating rules, and maintenance and inspections.

HVAC Basics

(60 hours)

Learn HVAC/R measurements, heat energy, PPE, pressure, gas and air works, and safety standards.

Lean Six Sigma

Combine the speed and waste reduction of lean manufacturing and the variation control of Six Sigma. You will learn when to use the different tools of lean and Six Sigma. This intensive course includes project selection, sigma levels, kaizen, 5S, Minitab, hypothesis testing, DOE, and FMEA.

Lean Specialist Certificate

Earn your certification as a Lean Specialist and improve your resume with the following four courses:

Principles of Lean 101

(8 hours)

Eliminate waste and create a flow throughout the whole company. Includes standardized work, visual signals, batch-size reduction, pull systems and more.

Principles of 5S

(8 hours)

Improve workplace organization. Learn the concepts of 5S and then apply them to transform a cluttered, disorganized production area into a clean, organized and orderly workplace.

Value Stream Mapping

(8 hours)

Evaluate capacity, value-added and non-value added activities, constraints, resources, lead times, etc., in the value stream and plan to eliminate waste and make improvements.

Kaizen

(8 hours)

Learn an intensive and focused approach to process improvement. Provides immediate, tangible results and motivation for ongoing continuous improvement.

Maintenance and Operators Training

TBDD offers web-delivered industrial skills training. This program is designed to teach maintenance technicians, and industrial/electrical technicians practical skills through web-based courses and hands-on performance evaluations. Academic credit may be earned through this program. For more information call 803-593-9954, ext. 1326. Courses available include:

Maintenance Technical Training

- Bearings
- Circuit Breakers
- Compressors
- Diagrams
- Electrical Maintenance

- Electric Motors
- Electrical Theory
- Electrical Wiring
- Forklifts
- Gears
- Hydraulics
- Lubrication
- Math
- Pipes & Valves
- Pumps
- Rigging
- Safety
- Seals
- Shaft Alignment
- Tools
- Vibration Analysis
- Water Treatment
- Welding

PLC Training

- Architecture, Types and Networks
- I/O Communication
- Installing and Maintaining
- Numerics
- Ladder Logic and Symbology
- Introduction to Programming
- Programming Common Functions
- Program Entry, Testing and Modification
- HMIs and Troubleshooting
- Troubleshooting Hardware
- Troubleshooting Software and Networks

Instrumentation Control Systems

Process Control

- Principles of Calibration
- Principles of Control
- Field Devices: Analytical
- Field Devices: Analog Configuration
- Field Devices: Digital Configuration with a DCS
- Field Devices: Configuring with a Laptop PC
- Principles
- Field Devices: Using Field Communicators
- Introduction to Distributed Control System

- Field Devices: Level and Flow
- Multiple Loop Control
- Pneumatic Controls
- Field Devices: Pressure, Temperature and Weight
- Smart Controllers
- Single Loop Control
- Troubleshooting DCS I/Os: Procedures
- Tuning Loops
- Troubleshooting DCS I/Os: Practices
- Troubleshooting Loops

Networks

- Networks: Introduction
- Setting Up and Troubleshooting
- Fiber Optic Systems

PLC

- Architecture, Types and Networks
- Programming Common Functions
- Installing and Maintaining
- I/O Communication
- Introduction to Programming
- Ladder Logic and Symbology
- Human-Machine Interface and Troubleshooting
- HMIs and Troubleshooting
- Numerics
- Program Entry, Testing, and Modification
- Troubleshooting Software and Networks
- Troubleshooting Hardware

Variable Speed Drives

- Controllers and troubleshooting
- Applications
- Programming Controllers
- Introduction to VSDs
- Systems and Integration
- System Troubleshooting

Pre-Apprenticeship Program

(80 hours)

Topics include applied technology, business basics, environmental issues, manufacturing fundamentals, process materials, quality, safety, teamwork, troubleshooting, and workforce skills.

Regulatory Training

TBDD applies a total approach to an organization's environmental and safety needs through identification, evaluation, reduction, prevention, and control of hazards. Participants must adhere to a myriad of OSHA, EPA, and DOT regulations, many of which have initial employee and continuing training requirements. Call 803-593-9954, ext. 1326 for more information.

Bloodborne Pathogens 1910.1030

BBP Standard - (2 hours)

Confined Space Entry 1910.146

Confined Space Entry - (6 hours)

Confined Space Rescue - (8 hours)

Construction Standards

1926 Standards - (10 or 30 hours)

Emergency Response and Incident Command

Emergency Response Technician Level (24 hours)

Emergency Response Technician Level Refresher - (8 hours)

Emergency Response Operations Level (8 hours)

Environmental Awareness - (8 hours)

General Industry Standard

1910 Standards - (10 hours)

1910 Standards - (30 hours)

Hazardous Communication 1910.1200

Hazcom Standard - (2 hours)

MSDS Training - (2 hours)

Hazardous Materials

General Awareness Parts 100-185 and Refresher - (8 hours each)

Hazmat Packaging and Shipping Part 173

(as needed)

Hazmat Packaging and Shipping Refresher Part 173

(as needed)

Hazmat CDL - (16 hours)

Hazardous Waste Parts 261-270

Hazardous Waste Awareness - (8 hours)

Hazardous Waste Awareness Refresher (8 hours)

Hazardous Waste Operations & Emergency Response (HAZWOPER)

HAZWOPER - (40 hours)

HAZWOPER Supervisor - (8 hours)

HAZWOPER Refresher - (8 hours)

Emergency Response Awareness Level and Refresher - (8 hours each)

Incident Command - (8 hours)

LEPC TTT - (24 hours)

Lock Out Tag Out - (2 hours)

Portable Fire Extinguishers 1910.157

Incipient Fire Fighting and Annual Refresher - (2 hours each)

Powered Industrial Trucks 1910.178

Forklift Safety - (16 hours)

Lowlift PIT - (16 hours)

SCBA Training - (8 hours)

Other Topics

Record Keeping

Drug and Alcohol Abuse

Warehouse Specialist

(30 hours)

Learn to maximize the effective use of space, equipment, and labor; and manage a warehouse for maximum productivity by creating a plan.

Marketing, Sales and Service

Real Estate

(Offered in partnership with Fortune Academy of Real Estate)

Broker A & B Exam Prep

(30 hours each)

Each course is 30 hours of the 150 hours required to become a Broker (90 hours required for the salesperson's license may be used).

Prerequisite(s): Three years experience with a salesperson's license

Property Management

(30 hours each)

This course is required by the SC Real Estate Commission to receive a property management license. Topics include laws affecting property management, rental agreements, tenant relations after leasing, and insurance.

Real Estate: First Year Sales: Pre-License

(60 hours)

Prepare for the first year S.C. Real Estate License Examination. Course is approved by the South Carolina Real Estate Commission. To qualify for your licensure you must have a satisfactory credit report, proof of completion of at least 60 hours of approved classroom instruction, and a passing score on the exam. Topics include real estate sales, real property law, agency and federal/state laws and regulations, pricing real property, contracts, finance and math.

Certification

Successful graduates may be eligible to sit for the examination offered by the South Carolina Real Estate Commission.

Real Estate Post-Licensing/Final Sales

(30 hours)

Designed to give real estate agents state and federal law updates, as well as training in property management, finance, trust accounting, and ethics. The ethics portion of this course meets the National Association of Realtors requirements for ethics in real estate.

Certification

This course maintains the South Carolina licensure if completed within one year of becoming licensed.

Mandatory Continuing Education

Keep updated in real estate careers with the core and elective courses needed to maintain the S.C. Real Estate License. These courses are offered concurrently with the Post-Licensing course. See the current schedule of classes for topics.

Science, Technology, Engineering, and Mathematics

Chemical Operators Training

TBDD offers web-delivered industrial skills training. This program is designed to teach chemical operators practical skills through web-based courses and hands-on performance evaluations. Academic credit may be earned through this program. For more information call 803-593-9954, ext. 1326. Courses available include:

- Air and Water Pollution Control
- Automatic Process Control
- Chemistry
- Compressors
- Distillation
- Electrical Systems
- Furnaces
- Heat Exchangers
- Instrumentation and Control - Measurement

- Minor Maintenance
- Piping and Auxiliaries
- Plant Boilers
- Plant Science (Parts 1 and 2)
- Power Plant Basics
- Power Plant Boilers
- Power Plant Protection Systems
- Process Sampling
- Pumps
- Reading Diagrams
- Refrigeration
- Statistical Process Control
- Steam Cycle and Turbines
- Trainers
- Troubleshooting
- Valves
- Water Treatment
- Wastewater Treatment

Piping Design

Creating Piping Models with PDS 3D

This specialized course is intended for piping designers, engineers, and supervisors of engineers who will use PDS 3D to create piping models. Learn to route piping centerlines, place piping and piping components, place piping assemblies, place specialty and instrument items, revise and reconstruct models, function as a design checker, and extract interactive isometrics.

Prerequisites: A background in piping is recommended and a basic understanding of Windows and MicroStation is required

Creating Equipment Models with PDS 3D

This specialized course is intended for piping/equipment designers who will use PDS 3D to create equipment models. Learn to create equipment from 3D primitives, equipment modification, review/revise data, and place and manipulate nozzles.

Prerequisites: A background in piping is recommended and a basic understanding of Windows and MicroStation is required

Transportation

CDL Truck Driver Training

ATC contracts with Xtra Mile to bring quality CDL Truck Driver training to the CSRA. Hands-on training, classroom studies, range skills, highway instruction and job placement services are included. Call (803) 593-9954, ext. 1230 for complete information on admission requirements.

Defensive Driving (8 hours)

Successful completion of this course will remove four points from your South Carolina driver's license due to driving violations (except DUI). This National Safety Council course may only be taken once every three years for point reduction, and may reduce insurance costs.

Prerequisite: Licensed driver

Motorcycle Courses (varied hours)

Learn the essential skills for riding a motorcycle. All instructors are certified by the Motorcycle Safety Foundation. Graduates of the program may qualify for lower insurance premiums. For more information call 1-888-457-4337 or visit the S.C. Rider web page at www.scridered.org.

Prerequisite(s): A motorcycle learner's permit is required.

- Beginning Motorcycle
- Intermediate Motorcycle
- Experienced Motorcycle

[Contents](#)
[Admissions](#)
[Policies](#)
[Student Life](#)
[Programs](#)
[Courses](#)

[Training & Business Development](#)<< Page 167

People

The Faculty and Staff of ATC

[Handbook](#) >> Page 201

[Maps](#)

[Index](#)

Aiken County Commission for Technical Education

Carlos F. Garcia, Chairman

Joe W. DeVore

Dr. Beth Everitt

Pat W. Guglieri

Kathryn D. Justyn

Joe E. Lewis

Charles Munns

Michael R. Rose

Robert Sheridan

Timothy W. Simmons

Augustus T. Stephens, Jr.

Executive Staff

Dr. Susan A. Winsor, President

B.S., Western Michigan University
M.P.H., University of North Carolina
Ph.D., University of South Carolina

Dr. Gemma K. Frock

Vice President of Education and Training

B.S., University of Pittsburgh
M.Ed., University of Pittsburgh
A.G.S., Boston University
Ph.D., University of South Carolina

Andy Jordan

Vice President, Administrative Services

B.S. Auburn University
M.B.A., Troy University

Dr. James A. Schmidt

Vice President of Student Services

B.S., Florida State University
M.S., Florida State University
Ph.D., University of Florida

Faculty

Francis Arquiza

Instructor, Mathematics

B.S., Philippine Normal University
M.A., University of South Carolina

Carolyn Barnett, RN, BSN

Academic Coordinator, Medical Assisting

A.D.S., University of South Carolina-Aiken
B.S.N., University of South Carolina

Kim Bohne, RN, MN, CPNP

Instructor, Nursing

B.S.H.E., University of Georgia
B.S.N., Medical College of Georgia
M.N., Medical College of Georgia

Dr. Edmund Boothe

Academic Coordinator, Chemistry

B.S. Chem., University of Alabama
M.S. Chem., University of Alabama
Ph.D., Louisiana State University

Debra Brodowski

**Academic Coordinator,
Early Childhood Education**

B.S., The Ohio State University
M.Ed., Berry College

Sheilena Bryant-Dingle, RN, MSN

Instructor, Nursing

B.S., Paine College
B.S.N., Medical College of Georgia
M.S.N., University of Phoenix

Paul W. Callahan

Academic Coordinator, Computer Technology

B.S., Western Michigan University
M.A., Eastern New Mexico University
M.S., Naval Postgraduate School

Darrin Campen

Department Chair, History and Social Science

B.S., Old Dominion University
M.S., New Mexico Highlands University
Ed.S., University of South Carolina

Julie Carleton

**Academic Coordinator
Management/Marketing**

B.S., University of South Carolina-Aiken
M.B.A., Augusta State University

Elisha Chrzan**Instructor, Mathematics**

A.S., Augusta State University
B.A., Augusta State University
M.Ed., Augusta State University

Joy Colley**Instructor, Biology**

B.S., Auburn University
M.S., Clemson University

Michelle Cowart, RHIA, CCS**Academic Coordinator, Medical Coding**

B.B.A., Augusta State University

Dr. Kent Cabbage**Academic Coordinator, Biology**

B.S., University of Illinois at Urbana-Champaign
M.S., Southern Illinois University-Carbondale
Ph.D., University of South Carolina

Diallo Cummings**Academic Coordinator,****Developmental Mathematics**

B.S., South Carolina State University
M.A.T., South Carolina State University

Wayne Davis**Academic Coordinator, Criminal Justice**

B.A., University of Michigan-Dearborn
M.S., Madonna University

David Deal**Instructor, Radiation Protection Technology**

B.S., University of New York
M.A., New Orleans Baptist Theological Seminary

Raymond Duffie**Instructor,****Industrial Maintenance Technology**

A.A., Aiken Technical College

Elizabeth Ferraro**Instructor, Nursing**

B.S.N., Trenton State College
M.S.N., Seton Hall University

Jean Fishel, R.T. (R)**Instructor, Radiology Technology**

B.S., University of Arkansas

Donna Fortenberry, RN**Department Chair, Nursing**

B.S.N., Lander University
M.S.N., University of Phoenix

Amy Geisen**Public Services Librarian**

B.A., University of S. Carolina - Aiken
M.L.I.S., University of South Carolina

Patrick Green**Academic Coordinator, English**

B.A., College of Charleston
M.Ed., Troy State University

Wayne Gunter**Academic Coordinator,****Air Conditioning and Refrigeration**

A.O.T., Aiken Technical College

Winona T. Hatcher**Academic Coordinator,****Administrative Office Technology**

B.A., University of North Carolina-Charlotte
M.S., University of Wisconsin-Madison

Janayah Hudson, RN**Academic Coordinator, Surgical Technology**

A.S., University of South Carolina - Aiken
B.S., Auburn University
M.S., Walden University

Thomasina Hughey**Academic Coordinator, Reading**

B.A., University of South Carolina
M.A., Michigan State University
M.Ed., University of South Carolina

Amelia Johnson, CDA, RDH**Academic Coordinator,****Extended-Duty Dental Assisting**

A.S., Midlands Technical College
B.S., Southern Illinois University

Anne Jones, RN, MSN**Instructor, Nursing**

A.D.N., Pierce College School of Nursing
B.S., University of California-Los Angeles
M.S.N., University of Phoenix

Mark T. King, MCSE**Instructor, Computer Technology**

B.S., University of South Carolina
M.E., University of South Carolina

James Kronberg**Academic Coordinator, Engineering**

B.S. (2), Clemson University
M.S., Clemson University

Susan Kronberg, RN, MSN

Instructor, Nursing

B.S.N. Clemson University

M.S.N., University of South Carolina

Paul Leslie, III

Academic Coordinator, Psychology

A.A., Macon State College

B.A., Armstrong Atlantic University

M.A., Argosy University

Dr. Brian K. Logan

Instructor, Biology

B.A., West Georgia College

D.C., Life University

Raynette Mayer

Instructor, English

B.A., University of Nevada-Las Vegas

B.S., University of Tennessee-Knoxville

M.A., Arizona State University

Bruce McCord

Academic Coordinator,

History and Social Sciences

B.A., University of South Carolina

M.A., University of South Carolina

John Menger

Instructor, English

B.A., University of South Carolina-Aiken

M.Ed., Augusta State University

Dr. Mark Meyer

Instructor, Industrial Technology

B.S., Minnesota State University-Mankato

M.S., Minnesota State University-Mankato

Ph.D., University "Svetozar Markovic"

Kragujevac

Katie Miller

**Director of Learning Resources
and E-Learning**

B.A., University of Oklahoma

M.S., University of South Carolina

Robert Moldenhauer

Academic Coordinator, Human Services

B.A., Alma College

M.A., Central Michigan University

Lynn Moore

Department Chair,

Business and Public Service

B.B.A., Augusta State University

M.B.A., Augusta State University

LaVara Pierner, RN

Instructor, LPN

B.S.N. Bellin College of Nursing

Dr. Tracy P. Pierner, P.E.

Dean, Technical Education

B.S., University of Wisconsin

M.S., Case Western Reserve

Ph.D., Indiana State University

James Pitzer, R.T. (R)

Department Chair, Allied Health;

Academic Coordinator,

Radiologic Technology

A.S., Medical College of Georgia

B.S., Medical College of Georgia

M.S., Central Michigan University

Lynn Rickabaugh

Academic Coordinator, Mathematics

B.S., University of South Carolina

M.S., University of South Carolina

F. Gregory Rogers

Dean, General Education and

University Transfer

B.A., Lincoln Christian College

M.A., Valparaiso University

M.A., University of Chicago Divinity School

Javed Shah

Department Chair, Mathematics and Sciences;

Instructor, Physics

B.Sc., University of Punjab

M.Sc., University of Punjab

Hermecender Walton, RN

Dean, Health Science

A.D.N., University of South Carolina-Aiken

B.S.N., University of South Carolina-Aiken

M.S.N., University of Phoenix

Charles Welch

**Instructor, Developmental Mathematics
and Wellness**

B.S., Georgia Southern University

M.Ed., Georgia Southern University

Lynne Weldon

Department Chair,

Computer and Engineering Technology

B.S., College of Charleston

M.A., Webster University

Thurmond Whatley
Department Chair, Communication and Fine Arts; Instructor, Developmental English, Journalism and Theatre
 A.A., University of South Carolina-Aiken
 B.A., University of South Carolina
 M.A., University of South Carolina

Carolyn Whelchel, RN
Academic Coordinator, LPN
 B.S., University of Georgia
 B.S.N., Medical College of Georgia

Steve White
Academic Coordinator, Accounting
 A.S., Aiken Technical College
 B.S., Limestone College
 M.B.A., Brenau University

Clint Wiggins, MCSE
Instructor, Computer Technology
 B.S., University of Georgia Southwestern
 M.A., Webster University

Beth Williams
Instructor, Sociology
 B.A., Fordham University
 M.A., Baylor University

Demica Williams, RN
Instructor, Nursing
 B.S.N., Bowling Green State University
 M.S.N., Medical College of Georgia

Hannah Williams, RN
Instructor, Nursing
 A.D.N., University of South Carolina-Aiken
 B.S.N., University of South Carolina-Aiken
 M.S.N., Walden University

Jonathan Zilliox
Instructor, Speech
 A.A., Rock Valley College
 B.A., University of Wisconsin - Whitewater
 M.A., University of Wisconsin - Whitewater

Staff

Janet Amos
Dean, Center for Teaching and Learning Excellence
 B.S., University of North Dakota
 B.S. (2), University of North Dakota
 M.A., Marshall University
 Ed.S., Appalachian State University

Lynde Ball
Information Resource Coordinator
 A.S., Aiken Technical College

Jeanne Barnard
Technical Education Advisor
 B.S., Brewton-Parken College
 M.S., University of Phoenix

Maureen Bergstrom
Executive Assistant, Office of the President
 B.A., University of South Carolina - Aiken
 M.Ed., University of South Carolina - Aiken

Helen Bratton
Director, One-Stop Career Center
 B.S., Brenau University
 MPA, Augusta State University

Walter Busbee
Web Administrator, ISM
 A.S. Aiken Technical College

Dawn W. Butts
Registrar, Admissions & Records
 A.S., Aiken Technical College
 B.B.A., Brenau University

Sylvia M. Byrd
Director, Human Resources
 B.S., Clemson University
 M.H.R.D., Clemson University

Charlotte Canty
Accounts Receivable Specialist
 A.S., Aiken Technical College

Bruce Capers
**Director of Student Life/
 Men's Basketball Coach**
 B.S., Berry College
 M.Ed., Valdosta State University

Angelia K. Cartrette
Administrative Assistant, Student Services
 A.S., Horry Georgetown Technical College

Amanda B. Chittum
Director of Financial Aid
 B.B.A., Georgia Southern University
 M.Ed., Troy University

Mary K. Commons
Director, Resource Development Office

Allyson Davis
Director of E-Learning and Instructional Tech.
 B.A., University of West Georgia
 M.L.I.S., University of North Carolina

Standly Dicks
Supply Specialist, Shipping and Receiving
 A.S., Aiken Technical College

Mike Duncan
Campus Engineer
Administrative Services/Maintenance Dept.
 A.S., Aiken Technical College

Teresa Dyar
Administrative Specialist,
Technical Education
 B.A., University of South Carolina, Aiken

LaToya Evans
Accounts Receivable/Grants Manager
 B.S., Brenau University
 M.B.A., American Intercontinental University

Sammara Evans
Data Coordinator II
 A.S., Air University
 B.S., University of Phoenix

April L. Ewing
Career Services Coordinator, One Stop
 B.S., University of Georgia
 M.S., Troy University

Patsy Fields
Administrative Manager
Education and Training
 A.A., Aiken Technical College
 B.B.A., Brenau University

D. Kathryn Fowler
Student Services Manager
 B.A., Harding College
 M.Ed., University of Nebraska

Rometta Fowler
Accounts Receivable,
Financial Support Services
 A.S., Greenville Technical College

Athena Freeman
Curriculum and Quality Coordinator
 Training and Business Development
 B.S., South Carolina State University
 M.Ed., American InterContinental University

Harriet Glover
Administrative Specialist,
Admissions and Records

Rebecca Guthrie
Statistical and Research Analyst
 B.S., Wofford College
 M.P.H., Boston University

Katie Hallman
Administrative Specialist,
Resource Development Office

Michelle Hall-Moore
Administrative Specialist,
General Education Division
 A.S., Aiken Technical College
 B.S., Voorhees College

Lynn Hanna
Grants Writer
 B.A., Georgia State University
 M.A., Georgia State University

Phillip Hare
Account Manager,
Training and Business Development
 B.M., Furman University
 M.C.M., Southern Baptist Theological Seminary

Sharla Hellen
Assistant Director of Human Resources
 B.A., Oklahoma State University
 M.S., Oklahoma State University

Candy Herndon
Procurement Specialist
 A.S., Aiken Technical College

Kimberly Holdren
Health Sciences Advisor
 B.A., Southern Wesleyan University
 M.Ed., Troy University

Melanie Johnson
Lead Support Specialist,
Training and Business Development
B.A., Aiken Technical College

Eudora Joe
Career Services Coordinator, One Stop
B.A., Fort Lewis College

Janelle Jones
Computer Programmer
A.S., Aiken Technical College
B.S., Limestone College

Deborah Key
Assistant Registrar
Veterans Affairs Coordinator
A.S., Aiken Technical College
A.A., Aiken Technical College

Erica D. Key
Student Services Academic Coordinator I,
Financial Aid
B.S., Voorhees College
M.Ed., Lesley University

Toni Marshall
Procurement Manager

Edward Matthews
Custodian Supervisor, Administrative
Services/Maintenance Department

Kevin McCarthy
Trades Specialist,
Administrative Services/Maintenance
A.S., Aiken Technical College

Rachel Miller
Administrative Assistant, Office of the Dean,
Center for Teaching and Learning Excellence
B.S., Southern Wesleyan University
M.A., University of Phoenix

Adams Mitchell
Web Developer, ISM
B.A., University of South Carolina

Donald Miles
Director of Planning and Research
B.A., University of South Carolina - Aiken
M.P.A., Augusta State University

Charles Mundy
Groundskeeper, Administrative Services/
Maintenance Department

Shannon Norris
Program Support Specialist,
Training and Business Development
A.B.T. Aiken Technical College

Veronica O'Berry
Applications Analyst II,
Information Systems Management
B.S., Limestone College

Kate O'Hara-Goergen
Media Resource Consultant,
Training and Business Development
B.A., University of South Carolina-Aiken

James Patience
Information Resource Coordinator
A.S., Aiken Technical College

Robin Perrett-Ashby
E-Learning Specialist
A.S., San Jose City College
B.S., Southern Wesleyan University

Evelyn Pride
Director of Student Development Services
B.A., University of South Carolina-Aiken
M.A., University of South Carolina

Harry Rachels
Trades Specialist,
Administrative Services/Maintenance
Diploma, Industrial Mechanics,
Aiken Technical College

Sherry Royal
Associate Director of Financial Aid
B.S., Columbia College

Beth Satcher
Test Center Manager,
Training and Business Development
B.B.A., Athens State University
M.B.A., University of Phoenix

Steve Simmons
Director of Sales,
Training and Business Development
B.A., University of South Carolina
M.B.A., Brenau University

A. Thomas Slizewski
Director of Marketing and Public Relations
B.A., Colorado State University
M.A., University of South Carolina

Lisa Sommers
Recruitment and Outreach Coordinator
B.A., Indiana University

Barbara Stafford
Assistant Director of Financial Aid
B.A., Antioch University
M.A., Antioch University

Dennis Steedley
**Application Analyst, Administrative Services/
Information Systems Management**
A.S., Aiken Technical College

Helen Thomas-Pope
Bookstore Manager
B.S., University of Southern Mississippi

Ray Timmons
Director of Information Systems Management
B.S., University of South Carolina
M.S., University of North Carolina-Greensboro

Don True
Director, Financial Accounting and Analysis
B.A., University of Alabama-Birmingham
Certified Public Accountant

Dan Turner
Administrative Assistant, Nursing
Certificate, Aiken Technical College

Shirley Von Beck
**Program Manager,
Training and Business Development**
B.S. Ed., Shippensburg State College
M.Ed., University of South Carolina

Selisa Walker
Health Sciences Advisor
A.S., Augusta Technical College
B.S., Medical University of South Carolina

Steven Wasden
Payroll/Accounts Manager
B.B.A., Augusta State University

Richard M. Weldon
Counseling Services, Coordinator
B.A., The Citadel
M.S.W., Washington University
M. Divinity, Covenant Theological Seminary

Melissa Wilson
Human Resource Specialist

Lynda Woodward
**Information Resource Coordinator,
Administrative Services/Information
Systems Management**
A.S., Aiken Technical College

Parri Wright
Library Specialist
Center for Teaching and Learning Excellence
A.S., Aiken Technical College
B.S., Limestone College

Gary Yates
Account Manager
Training and Business Development
B.S., Western Carolina University

Contents
Admissions
Student Life
Policies
Programs
Courses
Training & Business Development
People << Page 193

Handbook

Important Information for Students

Maps >> Page 235

Index

Part 1: General Information

Academic General Grievance Procedure

See Part 2: Student Code on page 214. Flyers available in Counseling Services.

Academic Behavioral Misconduct

See Part 2: Student Code on page 214. Flyers available in Counseling Services.

Advisors

Degree-seeking new and continuing students are assigned academic advisors who assist with course selections and other academic issues throughout the students' time at ATC. A student may request a change of advisor through the vice president of Education and Training. Non-degree-seeking students (Career Development) must see a counselor for registration assistance. A list of advisors is available in the Enrollment Management Office.

Attendance Policy

It is the policy of ATC to encourage and support student academic achievement and progress by adopting an 80 percent minimum attendance policy for all classes.

Awards

An annual Awards Night Ceremony is held in the spring to recognize students who have distinguished themselves academically or by their contributions to the College. Deserving students receive certificates and/or plaques to commemorate their accomplishments. See also Honors/Dean's List on page 207.

Bookstore

The college bookstore is located in the Gregg-Graniteville Student Activities Center. The bookstore carries all texts and materials required for the courses offered at ATC in addition to study materials, office items, and ATC logo items.

Bookstore Hours

Monday-Thursday: 7:45 a.m.-6:15 p.m.
Friday: 7:45 a.m.-1 p.m.

Bulletin Boards

Bulletin boards, located throughout the campus, post college-related information daily. Students must have the written permission of the director of Student Life to post fliers, handbills, posters, or similar materials on walls, doors, windows, bulletin boards, or cars. Official College announcements will be sent via MyATC or posted on the campus website. It is the responsibility of each student to stay informed of College issues.

Calculating Your Grade Point Average (GPA)

Calculating the GPA. The GPA (Grade Point Average) is used in determining a student's academic standing. Each course a student completes earns a credit and a quality point value. To determine the GPA based on the four-point system used by ATC, use the following steps.

1. Write down the courses taken and the grade achieved in each course.
2. Multiply the number of credit hours by the points for each grade earned to determine the quality points for each class. (A=4, B=3, C=2, D=1, F=0, WF=0)
3. Total the quality points.
4. Total the credit hours.
5. Divide the quality points by the number of credit hours.

Example:

Course Credit Hours Grade = Quality Points

PSY 201	3	C (2) =	6
ENG 101	3	B (3) =	9
BIO 101	4	A (4) =	16
HIS 202	3	D (1) =	3
ECO 210	3	F (0) =	0
Total	16		34

In this example, the student's GPA for the semester is 2.12 (34 divided by 16).

Cumulative GPA

The cumulative GPA represents the Grade Point Average for all the credit hours the student has pursued. A student can calculate his or her cumulative GPA simply by totaling the number of courses and quality points earned in all semesters at ATC, then dividing the total quality points by the total number of credits pursued. (See calculation above.) For more information on grades, see page 43 of the catalog.

Career Information

Although counselors (Room 155) are available to assist students in career selection, the One-Stop Career Center (Room 166) provides computerized career and job searches. Visit either office for more information.

Change of Program

A student who wishes to change programs must complete the appropriate Change of Program form available in the Enrollment Management Office and in Career Services. The student's new advisor is required to sign the program change form.

Children on Campus

Children may not accompany their parents/guardians to class or be left in any area of the campus unattended or in the care of an on-campus baby sitter.

Class Interruptions

See Telephones/Telephone Calls/Class Interruptions on page 212.

Class Rings

A ring company representative visits the campus each year to accept ring orders. Flyers will be posted with the dates of the representative's visit. Students must pay a deposit on ring orders with the balance due on delivery.

Closing of the College

If weather conditions or other emergencies require the closing of ATC, the College will issue appropriate announcements for both day and evening classes on the campus web site, MyATC, WebAdvisor, and over local radio and television stations, as well as on the College's switchboard or answering machine.

Clubs and Organizations

- *Procedures* for instituting an organization. The director of Student Life will provide each prospective organization with the procedures for organization. Upon compliance, the organization must then receive a recommendation from the director of Student Life and approval from the College administration. (See Part II: Student Code on page 214.)
- *Constitution*. Each organization must have a constitution on file with the director of Student Life which states its purpose, its rules of operation, and other pertinent principles. An organization must submit any revisions of its constitution to the Director of Student Life.
- *Policies*. The policies and objectives of campus organizations must be consistent with those of the College.

- *Membership.* Each organization must maintain a membership of registered students on file in the office of the director of Student Life. No student may be excluded from membership in any organization because of age, gender, sexual preference, color, race, religion, or national origin.
- *Advisor.* The organization must select from the faculty or staff of the College an individual who agrees to assume the capacity of an advisor.
- *Meetings and activities.* The organization must schedule all social/service functions and meetings through the Director of Student Life, who maintains a college-wide calendar of events.
- *Social standards.* The organization must adhere to all College policies and social standards.
- *Activity.* The organization must maintain an active program and fulfill its stated purposes.
- *Officers.* A candidate for an office in a student organization must maintain a minimum cumulative grade point average of 2.0. The advisor to the organization is responsible for reviewing and approving the eligibility of each candidate. If an officer's grade point average falls below 2.0 and/or the officer is placed on academic probation, he or she becomes ineligible to hold office. The advisor then specifies the procedures for selecting a replacement. These guidelines also apply to publication editors.

Complaints

Students have an opportunity to present both formal and informal complaints regarding their experience at the College. In order to submit a formal complaint students should talk with a counselor and/or the vice president of student services. If they wish to proceed with the complaint they must complete a Statement of Charges form. Students are then provided a copy

of the procedure that will be followed in determining the concern they have asked to be addressed. Handouts are provided to the student for the following types of complaints:

- ATC Student Complaints against a faculty/ staff member or another student (including the procedure for a review of an assigned grade);
- ATC Student Behavioral Misconduct (explaining charges and procedure when a charge is made against a student based on their behavior);
- ATC Student Academic Misconduct (explaining charges and procedure when a charge is made against a student based on their classroom or class activity); and
- ATC Hearing Panel Procedure (should the student wish to appeal an administrative decision affecting the student).

The handouts/procedures identified above are adapted directly from the Student Code of the South Carolina State Board for Technical and Comprehensive Education (found as Part 2 in the Student Handbook). Most student issues seldom rise to the level of a formal complaint. As a small institution, faculty and staff are available to students to discuss their concerns. In some cases students prefer to state their issue anonymously and suggestion boxes are provided throughout the campus for them. Monthly, comments from the suggestion boxes are distributed to the executive staff for appropriate consideration and/or action.

Computer Use on Campus

The College operates computer labs for academic use by its students. The hours of operation vary. Use of ATC computers for unauthorized activities will result in disciplinary action. Students must use only ATC software in the College's computer labs. Copies of personal software are not

permitted. See the department chair of Computer Technology (located in the Dale Phelon Information Technology Center) for more information.

In accordance with ATC Policy 4-4-108.2, student computer work stations are reserved for the express purpose of providing access to computer programs or the Internet and are NOT to be used to store personal or course work information. Unless specific directions have been given by the instructor, a student's personal or class work files must be stored on portable media such as CD-ROM or diskettes. Unauthorized stored files, including those stored on a hard drive, may be deleted without prior notice. The College assumes no liability for loss of unauthorized stored files.

Conduct

Administrative withdrawal and dismissals from an academic program based on Student Code of Conduct violations are subject to the appeal process as outlined in the Student Code of Conduct (College Catalog).

Grades and clinical evaluations leading to an administrative withdrawal and/or dismissal from an academic program are not subject to an appeal. Students may request a review of their unsuccessful progress in a class by contacting the instructor and asking for such a review within five working days after the grade or evaluation was received. In addition, the student may ask the department chair and the vice president of Education and training to review the assigned grade and/or clinical evaluation. However, the decision of the vice president of education and training regarding the appropriateness of the assigned grade and/or clinical evaluation is final.

Consumer Information

Federal mandates require the release of certain consumer information to our students and the public including graduation (10%) and placement rates (90%), campus drug policies, and the frequency of crime on campus. This information is distributed in student literature and informational packets and by request. Any student who does not receive such information or who desires further information should direct a request for information to the Vice President of Student Services. Access to individual student records is limited by the Privacy Act of 1974. (See also Student Records on page 211.)

Cooperative Education Programs

Aiken Technical College has a variety of different programs that allow students to gain work experience while continuing their education. One example is the Technical Scholars Initiative, which is open to students in certain technical programs. Students attend ATC full-time and work part-time, and the participating companies pay tuition and book costs. Program-specific work experience and internship opportunities are also available. Additionally, School-to-Work opportunities are available on a periodic basis. Interested students should contact the Director of Career Services at ext. 1293.

Copy Machines

Copy machines are available for student use in the Library/Learning Resources Center. There is a fee for using the copy machines.

Counseling

Counseling Services are provided to students to assist them with their career, academics and personal questions. See Student Services on page 211 and/or Distance Learning Services on page 224.

Course Exemptions

If a student feels he or she has sufficient knowledge in a subject area and wishes to bypass a course, the student should consider taking a credit examination to exempt the course. A student may exempt a course by paying a \$30 fee and successfully passing a test administered by the appropriate department within the College. Any student who wishes to take an exemption test should obtain an Exemption Exam Request form from the Enrollment Management Office and contact the department head responsible for the class he or she is seeking to exempt. Students may also receive credit for courses at ATC by obtaining an acceptable score on College Level Examination Program (CLEP) and DANTES tests. Further information on the CLEP and DANTES tests are available from Counseling Services. See pages 38-40 of the catalog.

Course Substitutions

A student who wishes to fulfill program requirements by receiving credit for course(s) other than those listed in the student's program curriculum must receive the written approval of the appropriate advisor and dean using the Course Substitution form available in the Enrollment Management Office.

Dress Code

Appropriate attire is left to the discretion of the individual. All students must wear shirts and have on shoes that cover the length of the bottom of the foot. Any student who wears any attire which causes a disruption of normal college functions may be asked to leave campus until he or she obtains appropriate attire.

Drug and Alcohol Policy

ATC has zero tolerance for illegal drugs and alcohol on campus. As a state property, the College is under the jurisdiction of the Aiken County Sheriff's Office. The College will not hesitate to prosecute. See also Part 5: Drug and Alcohol Policy on pages 230-233.

Electronic Devices in Classrooms

Aiken Technical College recognizes the importance of providing the best learning environment for its students. To eliminate classroom disruptions and protect the integrity of classroom testing, electronic devices (such as cellular phones and pagers) are not permitted in classrooms at Aiken Technical College. If a student must carry these devices (due to work requirement or for personal/family considerations) they must be maintained in "silent" mode.

On-call emergency personnel who must maintain these devices in "active" mode in the interest of public safety must notify the instructor of their need for an exception to this procedure at the beginning of classes for the term. Faculty may request documentation from these students verifying employment.

Students may not leave a test, communicate with these devices and return to complete the test. Students who, by necessity, must take such messages will be required to make arrangements for re-testing.

English Fluency Requirements

ATC maintains procedures to ensure that all permanent/adjunct faculty possess adequate proficiency in both written and spoken English. The College will respond appropriately to student concerns regarding an instructor's English fluency. The student should address any concerns about English fluency requirements to a counselor in Counseling Services.

Fees

Tuition and fee schedules are posted on the ATC Web site, on flyers, and in ATC publications available in the Admissions and Records Office. The Cashier's Office handles the payment of fees.

Field Trips

Students participating in College-sponsored field trips, or representing the college, must adhere to the Student Code, which is on page 214.

Fire Drills

The College periodically conducts fire drills without advance notice. Fire alarm boxes are strategically located throughout campus. A fire alarm is a continuous long buzzer sound. When students hear the fire alarm, they should:

1. Calmly leave the building single file by the nearest exit.
2. Move to the right in the hallways.
3. Walk. Do not run or shove when exiting.
4. Do not return to the building until directed to do so by a College official.

Food Services

Vending machines are available in the cafeteria, located in the Gregg-Graniteville Student Activities Center. Vending machines are also available in the 400, 700-800, 900 and 1800 Buildings.

Grade Change/Correction

Any student who believes that an error has been made in the assignment of a grade should contact the faculty member involved. Failure to act within five (5) working days of the next semester disqualifies the student from further consideration of a grade change.

Review of Student Grades (Appeals)

The assignment of course grades should be based on information provided in the course syllabus. Therefore, grades are given at the professional discretion of the faculty member, and course grades are not subject to an appeal through the vice president of Student Services. Students may seek a review of their assigned final grade through the faculty member, department chair, dean and vice president for Education and Training. However, concerns regarding the assignment of a grade for specific course exercises, assignments, clinical experiences or tests/exams must be discussed with the faculty member, department chair and, if appropriate, the respective academic dean.

Health Services and First Aid

Because all ATC students commute, the College does not provide health services other than basic first aid. The College will, however, assist a student who becomes ill while attending ATC by securing transportation to his or her home, to a doctor, or to a hospital depending on the nature of the illness. (See also Safety and Security on page 210.)

Honors/Dean's List

A student who achieves a cumulative 4.00 grade point average qualifies to graduate "With Highest Honors." A student who achieves a cumulative 3.75-3.99 grade point average qualifies to graduate "With High Honors." A student who achieves a cumulative 3.50-3.74 grade point average qualifies to graduate "With Honors."

Both full- and part-time students who are in college credit degree, diploma or certificate programs and who meet specified criteria are eligible for the Dean's List.

A student must meet the following criteria:

1. Complete a minimum of nine (9) semester hours for credit courses
2. Achieve a minimum 3.50 grade point average.

A student who receives a final grade of “I,” “F,” “WF” or “W” in the semester is not eligible for the Dean’s List.

Identification Cards (IDs)

The College issues Student Identification Cards (IDs) at the bookstore. Students must present proof of payment of fees to receive an ID. Students use their IDs to check out library materials and recreational equipment, to vote in student elections, to attend college activities cost-free or at reduced prices, to obtain parking decals and to obtain discounts at certain local businesses. Students must present their IDs at the request of faculty, staff, or security. There is a \$10 fee to replace a lost or stolen ID. The College does not sell or release ID pictures to any outside business or agency.

Intellectual Property

In accordance with Aiken Technical College Policy No. 1-3-109 (Intellectual Property Rights), the efforts of students in class projects that become marketable are subject to the same regulations as those in place for faculty and staff. For a more detailed description please feel free to visit with a counselor.

Library and Learning Resources Center

The Learning Resources Center (LRC) in the Dale Phelon Information Technology Center includes the Library and the Media Department. To check out library materials, students must present a current school ID card. Universal borrowing cards are available for students who want to check out materials from USC Aiken. There are several databases and Internet-connected

computers available throughout the facility. The Library also maintains a copy machine which students may use for a small fee.

The Media Department maintains tapes and other materials to supplement in-class instruction. Students may use videotapes placed on reserve by instructors or other available tapes with the instructor’s written consent. Most videos are for in-library use only. Two viewing rooms are available to students on a reserve basis. The viewing rooms may also be reserved for small gatherings such as study groups.

Library Hours:

Monday-Thursday.....8 a.m -9 p.m.
 Friday.....8 a.m.-4 p.m.
 Saturday.....8 a.m.-12 p.m.

The Library is closed Sundays and holidays, and Saturdays during the summer.

Lost and Found

Students who have lost or found items should contact the Enrollment Management Office. All items in the Lost and Found are held for one semester. After one semester, unclaimed items are disposed of in the most useful and efficient manner. Campus security also has a lost and found box.

One Stop Career Center

The One Stop Career Center is located in Room 166 and provides various employment and career related services. Core services such as job vacancy listings, job placement assistance and career counseling are also provided. The One Stop staff coordinates and conducts workshops on career exploration, job readiness, job search, resume and job application preparations, interviewing skills and other topics related to employment opportunities and placement.

Parking Regulations

- Any vehicle parked on campus must have a current parking decal. Decals should be placed on the inside of the glass in the lower corner on the driver's side.
- Students may obtain parking permits from the bookstore. A current student ID card and valid vehicle registration must be presented to receive a parking decal.
- Students are responsible for the parking permits issued to them.
- Any student using a handicapped parking space for any reason must have a valid handicapped permit issued by the state where they reside in addition to an ATC decal.
- Speed limits and stop signs are posted throughout the campus and must be observed.
- A student using a borrowed or rented vehicle must obtain a temporary student parking permit from the ATC Security Office (Building 650). This temporary permit is valid only for 30 days.
- Any vehicle bearing a student parking permit must be parked in a student parking area while on campus. Any student attending both ATC and USC Aiken with a valid decal from either college should park in a student parking space at both schools, not in a visitor parking space.
- Currently enrolled students cannot park in a visitor parking space at any time, regardless of the purpose or length of time for which they will be parked.
- ATC's Security officers have full authority to enforce ATC's parking regulations.
- The initial appeal of any violation should be made at the ATC Security Office. (Building 650).
- Any student with outstanding parking fines will not be allowed to register or to receive grades or transcripts.

- Parking citations will be issued for the following:
 - Parking on the grass \$10
 - Parking in red/yellow zones \$10
 - Blocking sidewalk or driveway \$10
 - Student parking in faculty/staff space \$5
 - Parking in visitor/reserved space \$5
 - No parking decal displayed \$10
 - Unlawful parking in handicapped space \$30
 - Other (as indicated) \$5
- Parking fines double after five working days.
- A vehicle may be towed and stored at the owner's risk and expense if:
 - The vehicle is parked in a fire lane.
 - The vehicle is left unattended for 72 hours without approval from the Campus Security Office
 - The vehicle is left illegally parked after the owner has received three or more tickets from Campus Security.

Personal Check Policy

Any student who presents a personal check to ATC which is refused by the bank must pay a \$30 penalty. The student must then pay all fees by cash, money order, or cashier's check. ATC submits all returned checks to the 2nd Circuit Solicitor's Worthless Check Unit. An automated teller machine is available for student use in the Gregg-Graniteville Student Activities Center.

Pets

No pets are allowed on campus. This does not include working dogs for the visually impaired.

Physical Access to Buildings for Students with Disabilities

Each building on the ATC campus provides physical access for students with disabilities as follows:

Administration Building	North Entrance
Science	East/West Entrances
Engineering	East Entrance
Industrial Technology	East/North Entrances
700-800	North Entrance
Student Center	East/West Entrances
Information Technology Center	All Entrances
Health and Science Building	All Entrances
MTTC	East Entrance

Printing

Printing costs five cents per page. Students can purchase printing credits, which come in five-dollar increments, at the bookstore. The credits will be linked to his/her WebAdvisor account and can be used at the Academic Success Center, library, classrooms and labs.

Record Change

To assure proper record-keeping and mailing procedures, each student must report any change in name or address to the Enrollment Management Office. See also Student Records on page 211.

Registration and Advisement

The College informs students of the date, time, and place to make appointments for registration and advisement through the ATC Web site, MyATC (email and announcements) and WebAdvisor, faculty appointment sheets (on their office doors), and the media. All students are encouraged to register for classes with their advisors during the proper registration period.

Registration is on a space-available basis, so early registration is best.

Students dropped from their classes due to their failure to pay by the drop date will be charged a re-enrollment fee when they ask to be re-instated in their classes (on a space-available basis).

Students registering or paying for classes after the end of regular registration must pay a late fee of \$25. Registration is not complete until all fees are paid.

Registration Receipt Form

A student must present an ATC receipt to show proof of registration to instructors, to obtain an ID card, etc. A print out from "My Account Summary" via WebAdvisor is acceptable.

Repeating Courses

A student may repeat any course for credit at ATC. The latest grade received is used to calculate the grade point average. A student taking courses for transfer should contact the college to which he or she plans to transfer to learn its policy regarding transcripts with more than one grade for the same course.

Safety and Security Sexual Assault Policy

Campus security officers are responsible for the safety and security of students and personnel on campus. In case of an on-campus emergency, a student may call or have a staff member call 1111 for an immediate response from a security officer.

Scholarships

Many scholarships are available annually for qualifying ATC students through the ATC Foundation, individuals, and organizations. Scholarships are awarded based on academic achievement, significant contributions to the community, or need. A student may obtain

scholarship applications from the Financial Aid Office. Students must reapply for scholarship consideration each year.

Smoking Policy

The use of tobacco products is prohibited on the ATC campus. These products include, but are not limited to: cigarettes, cigars, pipes and smokeless tobacco. Anyone violating this policy will be fined \$10 for the first infraction and referred to the vice president of Student Services for subsequent violations.

Solicitation/Canvassing and Fund Raising on Campus

The vice president of Student Services must provide prior written permission for anyone to distribute or present political, social, religious, or other promotional material on campus. In general, solicitation or canvassing on campus is forbidden with the exception of Student Government Association (SGA)-sponsored events and activities such as blood drives, relief efforts, and SGA elections.

Student Records

The Enrollment Management Office at ATC maintains the official permanent academic record for every ATC student. Any student who wishes to examine his/her file may do so in the Enrollment Management Office. The Enrollment Management Office must have the student's written permission to release or discuss the student's record with anyone other than the student (Privacy Act of 1974). However, directory information on a student may be released unless the student notifies this office in writing that such information is not to be released. The student is responsible for making sure the Enrollment Management Office has his or her current address. If the change involves a change in state residency, the student must submit proof of residency to the Registrar. If a student's name changes, the student

must complete a name change form and provide proof (i.e., driver's license) in the Enrollment Management Office.

Student Responsibilities

Students are responsible for actively engaging in the learning process. It is critical that students read and understand the procedures and information provided in this document (catalog and student handbook), the semester course schedules and other notices sent to students. All students are provided with a free e-mail account and are expected to check this account daily. The College will use this e-mail system for official college news and announcements. Orientations assist students with this information, but it is the responsibility of the student to ask for additional information as needed.

Student Intellectual Property Rights

ATC has developed policies regarding the ownership of materials, compensation, copyright issues and the use of revenue derived from the creation and production of intellectual property developed by faculty, staff and students. For more information, contact a counselor.

Student Services

The Student Services division at ATC offers a number of services and activities to supplement the College's academic programs. The division is staffed with full-time professional counselors who are available to work with students in their areas of interest. The Vice President of Student Services and directors administer the activities of the division and coordinate the following services for students:

- Admissions
- Advisement/Transfer Information
- Assessment
- Career Day & Awards Night

- Career Planning
- Commencement Exercises
- Financial Aid
- Intercollegiate Athletics
- One Stop Career Center/Placement Services
- Orientation
- Records
- Recruitment Services
- Registration
- Self-Registration Center
- Single Parent/Displaced Homemaker Services
- Special Student Services
- Student Activities
- Testing
- Veterans Affairs
- Workforce Investment Act Assistance
- For more information, see page 37 of the catalog.

Suggestion Boxes

Throughout campus there are several student suggestion boxes for anonymous student input. The notes in the boxes are retrieved by the ATC Student Activities Office and appropriately forwarded to the corresponding campus office for review.

Suspension/Expulsion for Disciplinary Reasons

ATC operates under the Student Code of Conduct adopted by the State Board for Technical and Comprehensive Education (see Part 2: Student Code on pages 214-223). If it is recommended that a student be suspended or expelled for violation of the code and the recommendation is upheld by the College administration, the student is dismissed from the College.

Telephones/Telephone Calls/Class Interruptions

Public phones are available for student use in the Ashley J. Little Administration Building, the Engineering Building, the 700-800 Building, the Gregg-Graniteville Student Activities Center, and the Dale Phelon Information Technology Center.

ATC cannot provide delivery of personal messages, flowers, etc., nor interrupt classes for such purposes. Should a family emergency such as a death, serious illness, or serious injury occur, the College will make every effort to notify the student of the situation through Counseling Services (803-593-9954, ext.1298).

Transcripts

A student must request transcripts in writing. Transcripts are free of charge. The College will not release a transcript for any student or alumnus who carries an outstanding account balance with the College. Students must provide written permission for the College to release transcripts to a third party. The College does not fax transcripts.

Transportation

Students attending ATC must make their own arrangements for transportation to and from the campus. The College is on the route of Aiken County's public bus system, the Best Friend Express.

Contact the Best Friend Express at (803) 648-6493 for a schedule. Bus passes are available for purchase at the Cashier Office.

Tutoring Services

The tutoring program in the Academic Success Center is free and offers one-on-one and small group tutoring assistance in math, writing, computer technology and other requested courses. Students should request assistance as soon as they feel they need additional help. Request for Tutoring

Assistance forms may be obtained from the Director in Room 781. Hours of the Tutoring Center are posted each semester.

Veterans Affairs

ATC is approved for training veterans and dependents, children, and widows of deceased veterans or those totally disabled as a result of service-related conditions, as well as members of the Selected Reserve. For more information, see page 33 of the catalog. The Veterans Affairs Office is located in the Enrollment Management Office.

Web Resources For Students

As an Aiken Technical College student you have access to a variety of technology resources to support you in your learning process. All Aiken Technical College students can access the following resources from the Aiken Technical College Web site: www.atc.edu. The Aiken Technical College website can be accessed both on and off campus from any Internet connected computer.

My ATC* offers:

- Every student a free e-mail account
- News about emergency closings
- Campus announcements
- Events Calendar
- Veteran's information
- Registration information
- College announcements
- Student event information
- Official College correspondence

* Students are expected to check their ATC e-mail account at least daily for important College information. It is the responsibility of the student to keep abreast of important announcements and events.

WebAdvisor

Allows you to:

1. Register, drop or add online
2. Search for sections

3. View and print class schedule
4. View and print grades
5. View and print unofficial transcript
6. View and print profile
7. View and print placement test summary
8. Check to see who is your assigned advisor
9. Check financial aid status
10. View and print an unofficial copy of your financial award letter

Withdrawal and Add/Drop

Withdrawal

If a student must withdraw from a class after the Add/Drop period, the student must complete a Withdrawal Form, obtain the instructor's signature, last day of attendance and grade assignment on the form, sign the form, and submit the completed form to the Admissions and Records Office. The student will receive a grade of "W" if withdrawing before midterm. The student will receive a grade of either "W" or "WF," depending on the student's grades, if withdrawing after midterm. Add/Drop/Withdrawal Forms are available in the Enrollment Management Office.

In most cases, a student must initiate his or her own withdrawal. The vice president of Student Services approves administrative withdrawals and those involving disciplinary cases.

Add/Drop

To add or drop a course during the add/drop period, the student may use WebAdvisor or go through his/her advisor. The student may also complete an add/drop/withdrawal form (available in the Enrollment Management Office) and submit it to the Enrollment Management Office.

Part 2: Student Code

The Student Code is designed to establish acceptable (and unacceptable) behavior as a student at Aiken Technical College and identify the process used when a conflict occurs. Since the Code is the general guideline for all colleges in the South Carolina State Board for Technical and Comprehensive Education system, it is not specific regarding the process to follow for Academic Misconduct, nor is it easy to follow. Therefore, forms to support the process and descriptive handouts are available in the Counseling Center for the following:

- ATC Student Complaints
- ATC Student Behavioral Misconduct
- ATC Academic Misconduct
- ATC Hearing Panel Procedure

General Provision

I. Principles Technical college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community. By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate college regulations, they are subject

to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities. The Student Code for the South Carolina Technical College System sets forth the rights and responsibilities of individual students.

II. Internal Problem Solutions

The College will seek to solve problems by internal procedure of due process. When necessary, off-campus law enforcement and judicial authorities may be involved. In situations where South Carolina Technical Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges. In situations where a student is dually enrolled in two or more South Carolina Technical Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the College where the alleged infraction occurred will handle the charges and the sanctions will apply only at the college where the infraction occurred.

III. Definitions

When used in this document, unless the content requires other meaning:

Administrative Officer: Anyone designated at the College as administrative staff, such as President, Vice President, Dean, Director, etc.

Campus: Any place where the College conducts or sponsors educational, public service, or research activities

Chief Student Services Officer: The person in charge of Student Services (Vice President of Student Services)

College: Aiken Technical College

Expulsion: Permanent separation of the college and student insofar as pursuance of degree, diploma, or certificate programs is concerned

Instructor: Any person employed by the College to conduct classes.

President: The chief executive officer of the College

SGA: Student Government Association of the College

Student: A person taking any courses offered by the college, either full-time or part-time

Suspension: A temporary separation of the College and student under specified conditions

VP of SS: The vice president of Student Services, or chief student services officer, or designee

Violation of Law: A violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs

Student Code

(Situations Involving Student Conduct)

I. General Rights of Students

A. Nondiscrimination

There will be no discrimination in any respect by the College against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex, or disability.

B. Freedom of Speech and Assembly

Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time,

place, and manner. Students desiring to conduct an assembly must submit a request to the President, or other designated college official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event.

C. Freedom of the Press

In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the College shall have an editorial board with memberships.

D. Protection Against Unreasonable Searches and Seizures

Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

E. Student Representation in College Governance

Students should be represented on campus committees that have the following duties: 1. To propose policy that affects student activities and conduct. 2. To make policy decisions on such matters. 3. To implement policy.

F. Classroom Behavior

Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn. The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves

disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period. The instructor should initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the VP of SS. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

G. Evaluation and Grading

1. Instructors will follow the announced College standards in evaluating and grading students.
2. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

H. Privacy

Information about individual student views, beliefs, or political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with the prior written consent of the student involved or under legal compulsion.

I. Records

1. General

The student records office will maintain and safeguard student records. All official student and former student records are private and confidential and will be preserved by the College. Separate record files may be maintained for the following categories: (1)

academic, (2) medical, psychiatric, and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs.

2. Disciplinary Records

Records of disciplinary action shall be maintained in the office of the VP of SS. No record of disciplinary action shall be entered or made on the student's academic records.

3. Confidentiality of Records

Before information in any student file may be released to anyone, the student must give prior written consent except those instances stated below:

- To instructors and administrators for legitimate educational purposes.
- To accrediting organizations to carry out their functions.
- To appropriate parties involved in College hearings or to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
- The VP of SS may authorize release of directory information as defined by the College under privacy legislation.
- If the inquirer has a court order, the VP of SS or someone designated by that official will release information from the student's file.

4. Treatment of Records After Student Graduation or Withdrawal

When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

II. Student Government and Student Organizations

A. Student Government Association

The college Student Government Association's constitution, as approved by the area commission, establishes the governance structure for students at the

College. Amendments to the constitution require approval as stipulated in each SGA constitution.

B. Student Organizations

An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, a person must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

III. Proscribed Conduct

A. General

Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV, C, 2, c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

B. Abuse of Privilege of Freedom of Speech or Assembly

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the College or any other location where such activity is conducted or sponsored by the College. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities. In the

event of illegal or disruptive activity on a college campus, the VP of SS or other administrative officer will request those involved either to leave the campus or to abide by the regulations governing uses of, or presence on, the campus. The VP of SS or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge; or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws)

C. Academic Dishonesty

All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline.

1. Cheating on tests is defined to include the following:

- a. Copying from another student's test.
- b. Using materials during a test not authorized by the person giving the test.
- c. Collaborating with any other person during a test without permission.
- d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unadministered test.
- e. Bribing any other person to obtain tests or information about tests.

- f. Substituting for another student, or permitting any other person to substitute for oneself.
2. Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

D. Falsification of information and other unlawful acts with intent to deceive is defined as:

1. Forgery, alteration, or misuse of College documents, records, or identification cards.
2. Destruction of evidence with the intent to deny its presentation to the Student Appeals Committee when properly notified to appear.

E. Infringement of rights of others is defined to include, but is not limited to, the following:

1. Physical or verbal abuse inflicted on another person.
2. Severe emotional distress inflicted upon another person.
3. Theft, destruction, damage, or misuse of the private property of members of the college community or non-members of the college community occurring on campus or off campus during any college approved activity.
4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for his or her safety, and that has, in fact, placed an individual in such fear.

F. Other unlawful acts which call for discipline include, but are not limited to:

1. Destruction, theft, damage, or misuse of College property occurring on or off campus.
2. Unauthorized entry upon the property of the College after closing hours.
3. Unauthorized presence in any College facility after hours.
4. Unauthorized possession or use of a key to any college facility or other property.
5. Possession or use on campus of any firearm or other dangerous weapon (sheathed or unsheathed) or incendiary device or explosive unless such possession or use has been authorized by the College.
6. Possession, use or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
7. Possession, use, or distribution on campus of any beverage containing alcohol.
8. Violation of S.C. and/or federal laws while on campus or off campus when participating in a college- sponsored activity.
9. Violation of institutional policies while on campus or off campus when participating in a college- sponsored activity.
10. Engaging in any activity which disrupts the educational process of the College, or adversely interferes with other normal functions and services.

IV. Rules of Student Disciplinary Procedure and Sanctions

The sanctions that follow are designed to properly channel faculty, staff, or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student organization will follow the provisions of this code.

A. Administrative Suspension

1. If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the student fails to cease and desist, the administrative officer may then suspend him or her from the College until a resolution of the matter can be made.
2. The administrative officer invoking such administrative suspension shall notify the VP of SS in writing of the individual or individuals involved and the nature of the infraction before 4 p.m. of the first class day following its imposition. If immediate identification of the student or students is impossible, such notices shall be given within two working days after identification.

B. Complaints

1. A charge involving a student infraction must be filed in writing at the office of the VP of SS within five working days after the alleged infraction or after such infraction becomes known to an administrative officer of the College.
2. Within 5 working days after the charge is filed, the VP of SS shall complete a preliminary investigation of the charge and immediately schedule a meeting

with the student. After discussing the alleged infraction with the student, the VP of SS may act as follows:

- a. Drop the charges
 - b. Impose a sanction consistent with those shown in Section IV, C, 2, c, Student Appeals Committee
 - c. Refer the student to a college office or community agency for services
3. The decision of the VP of SS shall be presented to the student in writing within five working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the VP of SS, or where the student refuses to cooperate, the VP of SS shall send to the student's last known address a certified letter providing the student with a list of the charges, the VP of SS decision, and instructions governing the appeal process.
 4. A student who disagrees with the decision of the VP of SS may request a hearing before the Student Appeals Committee. This request must be submitted within two working days after receipt of the VP of SS decision unless a request is made and approved for an extension of time. The VP of SS shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

C. The Student Appeals Committee

Each year the College will establish a Student Appeals Committee (hereinafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the VP of SS. The hearing shall be held within 15 working days after the student has officially appealed the decision of the VP of SS.

1. Membership of the committee shall be composed of the following:
 - a. Two faculty members appointed by the chief instructional officer and approved by the President
 - b. Three student members appointed by the governing body of the SGA and approved by the President
 - c. One member of the Student Services staff appointed by the VP of SS and approved by the President
 - d. The VP of SS serves as an ex-officio non-voting member of the Committee
 - e. The chair shall be appointed by the President from among the membership of the Committee
2. Functions of the committee are described as follows:
 - a. To hear an appeal from a student charged with an infraction that may result in disciplinary action
 - b. To hand down a decision based only on evidence introduced at the hearing
 - c. To provide the student defendant with a statement of the Committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:
 1. A written reprimand
 2. An obligation to make restitution or reimbursement
 3. A suspension or termination of particular student privileges
 4. Disciplinary probation
 5. Suspension from the College
 6. Expulsion from the College
 7. Any combination of the above

V. Procedures for Hearings before the Student Appeals Committee

A. Procedural Duties of the VP of SS

At least 7 working days prior to the date set for a hearing before the committee, the VP of SS shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:

1. A restatement of the charge or charges
 2. The time and place of the hearing
 3. A statement of the student's basic procedural rights
 4. A list of witnesses
 5. The names of Committee members
- On written request of the student, the hearing may be held prior to the expiration of the 7-day advance notification period, if the VP of SS concurs with this change.

B. Basic procedural rights of students include the following:

1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel may not address the Committee. Payment of legal fees is the responsibility of the student.
2. The right to produce witnesses on one's behalf.
3. The right to request, in writing, the President to disqualify any member of the Committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least two working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
4. The right to present evidence.
5. The right to know the identity of the person(s) bringing the charge(s).
6. The right to hear witnesses on behalf of the person bringing the charges.
7. The right to testify or to refuse being detrimental to the student.
8. The right to appeal the decision of the Committee to the President, who will review the official record of the hearing. The appeal must be in writing and must be made within

seven working days after receipt of the decision.

C. The Conduct of the Committee Hearings

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - a. Student. The hearing may be conducted without the student present if the student ignores the notice of the hearing and is absent without cause.
 - b. Counsels of the accused, the grievant, and the College.
 - c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
 - d. Witnesses who shall:
 - 1) Give testimony singularly and in the absence of other witnesses.
 - 2) Leave the committee meeting room immediately upon completion of the testimony.
2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
5. Upon completion of a hearing, the Committee shall meet in executive

session to determine concurrence or nonconcurrence with the original finding and to recommend sanctions, if applicable.

6. Decisions of the Committee shall be made by majority vote. Within two working days after the decision of the Committee, the VP of SS shall send a certified letter to the student's last known address providing the student with the Committee's decision.

D. Appeal to the President

When the student appeals to the President, the President, whose decision is final, shall have the authority to:

1. Receive from the student an appeal of the Committee's decision.
2. Review the findings of the proceedings of the Committee.
3. Hear from the student, the VP of SS, and the members of the Committee before ruling on an appeal.
4. Approve, modify, or overturn the decision of the Committee.
5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

The Student Grievance Procedure for the S. Carolina Technical College System (Complaints Against Faculty/Staff)

I. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

- A. Alleged discrimination on the basis of age, sex, race, disability, or other conditions, preferences or behavior, excluding sexual harassment complaints.
- B. Sexual harassment complaints should be directed to the VP of SS. Because of the sensitive nature of this kind of complaint, a conference with the VP of SS will replace the first step of the grievance procedure. The VP

of SS will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

C. Academic matters, excluding individual grades, except where the conditions in item A above apply.

II. Definitions

When used in this document, unless the content requires other meaning, Administrative Officer: Anyone designated at the College as administrative staff, such as President, Vice President, Dean, Director, etc.; Campus: Any place where the College conducts or sponsors educational, public service, or research activities; Chief Student Services Officer: The person in charge of Student Services (VP of SS); College: Aiken Technical College Expulsion: Permanent separation of the College and student insofar as pursuance of degree, diploma, or certificate programs is concerned; Instructor: Any person employed by the college to conduct classes; President: The chief executive officer of the College; SGA: Student Government Association of the College; Staff: Any employee of the College who was employed by the College for reasons other than conducting classes; Student: A person taking any courses offered by the College, either full time or part time; VP of SS: The Vice President of Student Services, or chief student services officer, or designee.

III. Procedures

A. First Step

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 10 working days of the incident that generated the complaint.

B. Second Step

If the grievance is not resolved at the informal conference, the student may file a written grievance. A grievance form shall be made available to the student from the VP of SS. The VP of SS will explain the grievance process to the student. The completed grievance form must be presented to the VP of SS within 5 working days after satisfying the first step in the grievance process. The VP of SS shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than two working days after receipt of the grievance form from the student. The VP of SS will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within 10 working days of receipt of the grievance form from the VP of SS. As a part of the effort to resolve the issue, the supervisor will consult with the chief administrative officer of the division or component concerned.

C. Third Step

If the written statement of the supervisor does not satisfy the grievant, a request to appear before the Student Grievance Committee may be made. The student must submit the request within five working days after receiving the written response of the supervisor. The request shall include a copy of the original grievance form and the reason the supervisor's response is unsatisfactory. The student must attach a copy of the supervisor's response to the request. The VP of SS shall notify immediately the President of the College who shall insure that a Committee is organized in a manner consistent with Section IV of this procedure (The Student Grievance Committee). The VP of SS will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity

to respond in writing to the chairperson of the Committee. Meeting(s) shall be conducted between five and 15 working days following the date of the request. A postponement, if requested no later than five working days prior to the scheduled meeting, may be granted by the chairperson upon written request of either party. The Committee shall hold interviews with the grievant, the employee, and the supervisor, singularly, and in the absence of other witnesses. The Committee may interview any additional witnesses that it considers necessary to render a fair decision. The Committee shall decide by a majority vote the solution of the grievance. In case of a tie, the chairperson shall vote and thus break the tie. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the College within two working days of the Committee's decision.

D. Fourth Step

The Committee's decision may be appealed by either party involved to the President of the College within 10 working days of the Committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries that are deemed necessary and will render a decision within 10 working days of receipt of the grievant's appeal. The decision of the President is final.

IV. The Student Grievance Committee (Student Appeals Committee)

A. The Student Grievance Committee shall be composed of the following:

1. Three students recommended by the governing body of the student body.
2. Two faculty members recommended by the chief instructional officer.
3. One Student Services staff member recommended by the VP of SS.
4. One administrator, appointed by the President of the College, who shall serve as chairperson of the Committee.

5. All recommended members must be approved by the President .

B. Purpose and Function of Grievance Committee

1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

C. Rights of the Parties Involved in a Grievance

When a grievance committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint.
2. A written notice of the time and place of the meeting - This notice shall be forwarded to all parties at least five working days prior to the meeting unless they waive this requirement.
3. Review all available evidence, documents, or exhibits that each party may present at the hearing.
4. Have access to the names of the witnesses who may testify.
5. Appear in person and present information on his or her behalf.
6. Call witnesses who are dismissed following their questioning by all present and to ask questions of any person present at the meeting.
7. The right to counsel - The role of the person acting as counsel is solely to advise the client. The counsel may not address the committee.

Part 3: Distance Learning Services

Distance Learning may involve courses that are time and place sensitive just like traditional courses, but use technology to join groups of students at different locations with their instructor. These may be courses delivered by satellite, requiring students to be in specially equipped classrooms at specific times for instruction, viewing lectures and demonstrations on television and telephoning the instructor to ask questions during broadcasts. Similarly, courses delivered by two-way video require students' presence in specially equipped classrooms during instruction, but both students and instructor can see one another on video monitors and talk to one another without using telephones.

Distance Learning may involve courses that are generally not time and place sensitive.

Online courses are delivered by the internet and are available to students using computers in one of the college's computing facilities. Students may generally access their online courses at any time convenient to them within guidelines set forth in the course syllabus for the semester. Students enrolling in online courses are expected to initiate the instruction process, and may find instructions for accessing ATC online courses on the ATC website.

All students enrolling in distance learning courses must be highly motivated independent learners who will contact their instructor in advance of class about any required meetings at specific times and requirements for proctored testing where regular on-campus meetings are not scheduled.

Online Attendance Procedure

An e-mail is required from each student to the instructor by the end of the Add/Drop

period. At this time the instructor will drop the student from the course if the e-mail is not received. Except in extenuating circumstances with the approval of the appropriate Vice President, instructors withdraw students from class when 80 percent attendance is not maintained. Attendance in an online course is defined by correspondence as required by the instructor. After the Add/Drop period, each student will be expected to communicate with the instructor via e-mail, online discussion forum, phone, or appointment at least once each week and access the web class at least once each week. After any three weeks of no communication or no access, the student will be withdrawn from the course. The instructor will assign a grade of "W" or "WF" based upon the student's academic standing as of the last date of attendance, which is the date of the last log-in.

Services for Distance Learning Students

The following services are offered to Distance Learning students:

Academic Advising and Scheduling

Each college provides qualified, properly trained academic advisors to assist Distance Learning students with class scheduling and to address their special needs. Aiken Technical College will inform students where and from whom they may receive academic advising and assistance with scheduling, including instances of shared programs. ATC will provide advising services and assistance with scheduling by appointment or by telephone.

Admission

Students may apply for Distance Learning courses through Aiken Technical College. Application forms are available by mail or fax upon request and by computer at various

locations. Students enrolled in an academic program shared by two or more colleges (dual enrollment) must meet the admission standards of each program in which they enroll. ATC may establish application deadlines for specialized programs. In the case of dually enrolled international students in an academic program shared by two or more colleges, the award-granting college is responsible for all processing and tracking and for ensuring adherence to INS and Department of Justice regulations.

Assessment

When placement in a Distance Learning course requires assessment, the college which awards credit for the course establishes the mandatory placement score. Aiken Technical College will schedule assessment tests to meet the needs of non-traditional, distance learning, and/or working students. If the student has already taken the COMPASS assessment test at another South Carolina technical college, Aiken Technical College will use those assessment test scores, provided those scores are generated within one year of enrollment. A student must request in writing or by fax that scores be sent from one college to another. When colleges use different assessment instruments, Aiken Technical College may arrange to have its assessment instrument administered and proctored at another college.

Health Services

See Health Services and First Aid on page 207.

Intercollegiate Athletics

A student who is simultaneously enrolled at two or more colleges may participate in intercollegiate athletics only at the college where he or she is registered for the greater number of credit hours. If the student is registered for the same number of credit hours at two or more colleges, he or she may participate in intercollegiate athletics only at the institution where he or she first

enrolled during that term. ATC offers men's basketball and ladies' fast pitch softball. Both are NJCAA Division I programs.

Job Placement Assistance

See page 51 of the Student Life and Resources section of the catalog.

Orientation to Distance Learning Courses

While technologies used in satellite and two-way video courses make them somewhat different from traditional courses, students do have immediate contact with their instructors for orientation to the course. For telecourses, however, students are strongly encouraged to attend a brief orientation with the instructor on campus during the first week of the semester in which they have enrolled in a telecourse. This gives students an opportunity to meet the instructor and classmates, and to ask any questions about the course in person.

Students enrolling in their first online course are strongly encouraged to access an orientation to online learning from the college's web site. The orientation provides students with an understanding of the structure and pace of an online course. The Distance Learning section of the ATC website provides instructions for starting online courses. This section also provides information that helps students assess whether their learning styles are conducive to success in such a course.

Personal and Career Counseling

Personal and career counseling services are available to Distance Learning students. Students may access personal and career counseling services by visiting Counseling Services or the One Stop Career Center in the Ashley J. Little Administration Building, by phone at (803) 593-9954, ext. 1298, by fax at (803) 593-9161, or by e-mail to weldon@atc.edu.

Registration

At the present time, Aiken Technical College will provide Distance Learning students with:

- Online registration;
- Advisor registration, wherein the student's advisor performs the necessary data entry to secure the student's seat in class; or
- In-class registration.

Students must make payments directly to the Aiken Technical College Cashier's Office.

Student Activities

Students enrolled in Distance Learning courses are encouraged to participate in student activities, including Student Government Association (SGA).

Student Behavior

The College makes no distinction between Distance Learning students and other students regarding their right to appeal disciplinary sanctions or their right to file written complaints. (See Part 2: Student Code on pages 214-223.) Students enrolled in Distance Learning courses must adhere to the same standards of conduct applicable to all students of the College. The Student Code and Grievance Procedure for South Carolina Technical Colleges, institutional policies and regulations, and local, state, and federal laws regulate student conduct.

Note:

The instructor of a Distance Learning course is empowered to correct or terminate classroom disruptions. Only the Chief Student Services Officer (vice president of Student Services) of the College, or his/her designee, at the institution where the student is enrolled may impose sanctions upon the student for instances of misconduct, excluding temporary dismissal from class, which the course instructor or the course site staff may request.

Student Complaints

The Student Grievance Procedure is available to all Distance Learning students. A student may submit written complaint to the Vice President of Student Services, who then requests that the appropriate College official respond to the student's complaint. (See Part 2: Student Code, pages 214-223.)

Student Financial Aid

Students who receive financial aid for one or more courses in which they enroll must meet the standards of progress established by Aiken Technical College. The student who is simultaneously enrolled at two or more colleges is responsible for notifying the financial aid office at each college. In instances of dual enrollment, the college which awards the degree, diploma, or certificate is responsible for awarding aid to eligible students. Students should note that they may only receive financial aid from one institution. For information, call 803-593-9954, ext. 1248.

Student Records

When Aiken Technical College awards credit for a Distance Learning course, the College is responsible for recording and storing students' grades for these courses, notifying students of their grades, and generating transcripts. The College makes no distinction on transcripts between Distance Learning courses and other courses. (See Transcripts on page 212.)

Part 4: Student Survival Guide

At ATC we want to help students accomplish their educational goals! Whether you are unemployed, underemployed, fearful of layoffs, or just interested in what college is all about, ATC is the place to be.

A college student must be assertive to succeed. If a student has a problem or a question, he or she must take the initiative to get help. Now is the time to start thinking and acting like a successful student! Below are useful tips for becoming a successful student at ATC.

Where Can I Go for Help?

Counseling Services

Located in Room 155, Counseling Services is one of the best places to go for help. Professional counseling is available in a confidential setting at no cost to students. Counseling Services provides everything from helpful hints—such as taking a keyboarding class early in a student's career—to assistance with graduation ceremonies. Single parents or students with disabilities will find many helpful resources here.

Academic Success Center

Aiken Technical College's Academic Success Center (ASC) is located in Room 770. The Center's purpose is to enhance student learning by offering support services in a friendly customer-oriented environment. The ASC provides currently enrolled students free tutoring in math, writing, computer technology, and other requested subjects. Appointments are not necessary, but services are contingent upon the availability of qualified tutors and offered on a first-come, first-served basis. The Academic Success Center is open Monday through Thursday from 8 am to 6 pm and Friday 8 am to 12 p.m. during fall and spring semesters, and Monday through Thursday from 8 am to 6 pm during summer sessions. Study

skills workshops are available through the Center each semester. Topics will vary, but upcoming workshop dates, times, and details will be posted on My ATC and around campus. The Center also offers Internet support for MyATC, WebAdvisor, and online registration for students who need assistance with College Web services. Finally, the Academic Success Center coordinates ATC's Early Alert program, which provides students with a timely evaluation of their academic progress by allowing faculty members to place students having academic difficulties on "early alert" and to refer them to the ASC and/or the Counseling Center.

One Stop Career Center/Placement Services

Located in Room 166 this state-of-the-art center offers an array of job search resources to assist students in finding part-time or full-time employment now or at graduation. Information about other colleges—including catalogs from different colleges—is available. If a student needs help selecting a career or putting together a good resume, the One Stop Career Center offers free job search and resume building services worth hundreds of dollars anywhere else. (See also One Stop Career Center on page 208.)

Financial Aid

Located in Room 303, the Financial Aid Office provides information packets and helpful staff to assist in the relief of the financial costs of attending college. The Free Application for Federal Student Aid is available here, as well as information on available scholarships and work-study positions. There are no dumb questions regarding financial aid. Remember to apply early!

Admissions and Records Office

Located in Room 301, the Admissions and Records Office has everything from transcripts to Lost and Found. Veterans Affairs information, withdrawal forms, enrollment verification for insurance companies, and applications for graduation are just a few of the items that are available from this office.

How Do I Schedule my Classes?

First Semester at ATC

After acceptance to the College, transfer students are notified by the Admissions and Records Office to meet with a counselor in the College Counseling Center (Suite 107) for a general orientation to ATC and to meet with their academic advisor to select courses and register. New students meet with a counselor after placement testing for placement information, general orientation and initial course selection. A continuing student must make an appointment with his/her academic advisor to discuss academic progress and to select courses. A list of advisors with room numbers and phone extensions is available in the Admissions and Records Office. Every student needs to determine if he or she wants to be a full-time student to complete a program of study quickly (not advisable for full-time working students), or to begin more slowly as a part-time student. Because most ATC programs are offered day or night, the student also needs to decide what time of day to attend classes. Having answers to these questions and the results of placement tests makes it easy for a student and advisor to put together a schedule that will start the student off on the right foot!

Reading the Semester Schedule

Every semester the College provides a list of classes that will be offered the next semester. The classes are listed by department names (ACC = Accounting, BIO = Biology, etc.) in alphabetical order and by day or evening. To know which

courses to take, a student should consult the ATC Catalog under the program heading in which he or she is enrolled. "Credit" has several meanings for the student. First, it is used to figure the cost of tuition. ATC presently charges a per-credit hour fee for part-time students, which means a three credit hour course will cost three times the credit hour rate plus fees and the cost of books. To be a full time student, the student must take 12-18 credit hours (4-6 classes). The cost is a set figure plus fees and the cost of books. For more details on course credit hours, the semester calendar, the fee due dates and other critical information, see the Schedule of Classes for the term in which you plan to take classes. The second meaning of "credit" is the approximate number of hours per week a student will be in class (three hours for a three credit hour class). Unlike high school students, a college student only attends when he or she has classes and the student (with his or her advisor) determines when that will be. A student should look over the schedule and see his or her advisor early for the best selection of classes for the next semester. It is the student's responsibility to take charge of his or her education and to ask questions.

Is it OK to "Withdraw" from a Class?

Withdrawing from a class, as long as it is done correctly, is an accepted practice in college. The student should go to the Admissions and Records Office to obtain a form and get the class instructor to sign it. Return the form to the Admission and Records Office to complete the process to avoid an "F" in the class. Withdrawing from a class can be important to a student whose plans include transferring to a four-year college because a "C" or better is required for transfer courses. The number one reason students withdraw is conflict with their work schedules. Students planning to work and attend ATC must plan their schedules very carefully in order to accomplish their educational goals.

Can I Change Programs After I Start at ATC?

The national average indicates that most college students change their minds about their program of study two-and-a-half times over their college careers! It is normal for a student not to know exactly which career path to take at the beginning of a college career. Experimenting by taking a course or two in a program is often the best way to see if that program meets a student's goals. By completing a form in the Admissions and Records Office, a student may move from one program to another. Many times credits transfer from one program to another.

Is it True that You Have More Freedom in College?

In college there are no bells or announcements to tell the student class is over, but there are still rules students must obey. ATC parking regulations, restrictions on smoking anywhere on campus, class attendance policies, bans on cheating, and confidentiality of records are not to be ignored. At ATC there is zero tolerance for anyone breaking the law by having weapons or any kind of illegal drugs on campus. The College uses the Aiken County Sheriff's Office if there is a violation with which ATC security officers require assistance. If, on the other hand, a student needs a battery jump-started, a locked car opened, or an escort to his or her car after evening classes, ATC's security officers stand ready to assist. ATC expects students to be independent and serious in their efforts to receive a college education, but the staff is ready and willing to lend a helping hand.

Are Sports Available at ATC?

There is a full array of student activities for students enrolled at ATC. The College offers National Junior College Athletic Association competition in men's basketball and women's fastpitch softball. Additionally, co-ed intramural sports are

scheduled each semester and there is a complete wellness center featuring state-of-the-art Nautilus and Stair-Master equipment free to students. To develop leadership skills, ATC offers Student Government Association (SGA) involvement and a variety of academically related and service-oriented clubs. ATC knows these extracurricular activities are meaningful to employers looking at students' resumes and encourages all students to be involved in these activities.

Is There Anything Else that Would be Helpful for a New Student to Know?

Just as the race between the tortoise and the hare shows, slow and steady wins the race! It pays students to start their college careers slowly. A student should not sign up for a full-time load of classes the first semester unless he or she has prepared for college with a strong high school career. Students should get used to the time required for college studying and writing assignments by doing well their first semester and adding more classes after that initial success. Ask for help and be assertive! Students should read this ATC Catalog and Student Handbook to be familiar with their new environment and, when questions come up, act quickly to seek help. Other students have come before and are now gainfully employed in jobs that they enjoy. We want you to accomplish your educational goal here at ATC and we stand ready to help you SUCCEED!

Additional information is available online at orientation.atc.edu.

Part 5: Drug and Alcohol Policy

Alcohol and Other Drug Use

(Policy and Information for Employees and Students of the South Carolina Technical College System)

It is the policy of the South Carolina Technical College System to provide a drug free, healthful, safe, and secure work and educational environment. Employees and students are required and expected to report to their work, class, or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances, or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policy, procedures, and rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or approved educational sites off campus.

In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and encourages employees and

students to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury, poor health, or even death. Information about the health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the college mission as well as seriously affecting the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their human resource officer within five (5) days. Management must report to granting agencies any employee conviction for conduct in the work place within 10 days of receiving notice.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures/statements/laws/guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to

enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment. In addition, management is specifically required by law to take appropriate action within 30 days of receiving notice of any employee's conviction for conduct in the workplace.

5. Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services is encouraged.

South Carolina Laws

A. ALCOHOL

**1. Alcoholic beverages, transfer of beer or wine to a minor
(Section 61-4-90)**

(A) It is unlawful for a person to transfer or give to a person under the age of twenty-one years for the purpose of consumption of beer or wine in the State, unless the person under the age of 21 is recruited and authorized by a law enforcement agency to test a person's compliance with laws relating to the unlawful transfer or sale of beer and wine to a minor. A person who violates this section is guilty of a misdemeanor and, upon conviction: for the first offense, must be fined not less than \$200 nor more than \$300 or imprisoned not more than 30 days, or both; and for a second or subsequent offense, must be fined not less than \$400 nor more than \$500 or imprisoned not more than 30 days, or both.

**2. Alcoholic beverages, false information as to age
(Section 61-4-60)**

It is unlawful for a person to whom beer or wine cannot be lawfully sold to knowingly give false information concerning his age for the purpose of purchasing beer or wine. A person who violates the provisions of this section, upon conviction, must be fined not less than \$100 nor more than \$200 or be imprisoned for not more than 30 days, or both.

**3. Minor's purchase or possession of beer or wine, attempt to purchase or consume
(Section 20-7-8920)**

(A) It is unlawful for a person under the age of 21 to purchase, attempt to purchase, consume, or knowingly possess beer, ale, porter, wine, or other similar malt or fermented beverages. Possession is prima facie evidence that it was knowingly possessed. Notwithstanding another provision of law, if the law enforcement officer has probable cause to believe that a person is under age 21 and has consumed alcohol, the law enforcement officer or the person may request that the person submit to any available alcohol screening test using a device approved by the State Law Enforcement Division. A person who violates the provisions of this section is guilty of a misdemeanor and, upon conviction, must be fined not less than \$100 nor more than \$200 or must be imprisoned for not more than thirty days, or both. (120 day Drivers License suspension 1st offense; 1 year Drivers License Suspension 2nd offense).

**4. Alcoholic beverages, sales to minors
(Section 61-4-50)**

(A) It is unlawful for a person to sell beer, ale, porter, wine, or other similar malt or fermented beverage to a person under 21 years of age. A person who makes a sale in violation of this section, upon conviction for a first offense, must be fined not less than \$200 nor more than \$300 or imprisoned not more than 30 days, or both; and for a second offense, must be fined not less than \$400 nor more than \$500 or imprisoned not more than 30 days, or both.

**5. Operating a motor vehicle while under the influence of alcohol or drugs
Section (56-5-2930)**

It is unlawful for a person to drive a motor vehicle within this State while: under the influence of alcohol to the extent that the person's faculties to drive

are materially and appreciably impaired; under the influence of any other drug or a combination of other drugs or substances which cause impairment to the extent that the person's faculties to drive are materially and appreciably impaired; or under the combined influence of alcohol and any other drug or drugs or substances which cause impairment to the extent that the person's faculties to drive are materially and appreciably impaired.

Driving with an unlawful alcohol concentration (DUAC)**(Section 56-5-2933)**

It is unlawful for a person to drive a motor vehicle within this State while his alcohol concentration is eight one-hundredths of one percent or more.

Penalty for DUI/DUAC**(Section 56-5-2940)**

A person who violates a provision of Section 56-5-2930 or 56-5-2933, upon conviction, entry of a plea of guilty or of nolo contendere, or forfeiture of bail must be punished: by a fine of \$400 or imprisonment for not less than 48 hours nor more than 30 days, First offense; by a fine of not less than \$2100 nor more than \$5000 and imprisonment for not less than five days nor more than one year for second offense.

OTHER DRUGS**Possession and Distribution of Drugs (Section 44-53-270)**

(a) Except as authorized by this article it shall be unlawful for any person: to manufacture, distribute, dispense, deliver, purchase, aid, abet, attempt, or conspire to manufacture, distribute, dispense, deliver, or purchase, or possess with intent to manufacture, distribute, dispense, deliver, or purchase a controlled substance or a controlled substance analogue; to create, distribute, dispense, deliver, or purchase, or possess with intent to distribute, dispense, deliver, or purchase a counterfeit substance.

Penalties: Vary depending upon amount of drugs and circumstances under which the arrest was made. Fines up to \$200,000, confinement up to 30 years and mandatory driver license suspension.

Distribution near school**(Section 44-53-445)**

It is a separate criminal offense for a person to distribute, sell, purchase, manufacture, or to unlawfully possess with intent to distribute, a controlled substance while in, on, or within a one-half mile radius of the grounds of a public or private elementary, middle, or secondary school; a public playground or park; a public vocational or trade school or technical educational center; or a public or private college or university.

A person who violates the provisions of this section is guilty of a felony and, upon conviction, must be fined not more than \$10,000.

When a violation involves the distribution, sale, manufacture, or possession with intent to distribute crack cocaine, the person is guilty of a felony and, upon conviction, must be fined not less than \$10,000 and imprisoned not less than 10 nor more than 15 years.

When a violation involves only the purchase of a controlled substance, including crack cocaine, the person is guilty of a misdemeanor and, upon conviction, must be fined not more than \$1,000 or imprisoned not more than one year, or both.

Alcohol - Effects & Health Risks

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts including spouse and child abuse.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Federal Illegal Possession Penalties Controlled Substances

First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After one prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. After two or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

There are special sentencing provisions for possession of crack cocaine: mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000, or both,

depending on amount of crack possessed and number of convictions.

In addition, there is forfeiture of personal and real property used to possess, facilitate, transport, or conceal possession of controlled substances. There are also civil fines of up to \$10,000 and denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

(21 U.S.C. 844 (a); 21 U.S.C. 853(a) (2); 881 (a) (7); 21 U.S.C. 881 (a) (4); 21 U.S.C. 844a: 21 U.S.C. 853 (a)