



Search for... Programs of Study Courses

Welcome to ATC's Online Catalog



2011 - 2012 Online Catalog

We're glad you're using ATC's online catalog. We hope you find it convenient and easy to use. If you experience any problems or bad links please [contact us](#).

This online catalog has been designed to make it easy to learn about our many programs of study and classes offered. You can click on links wherever you see underlined text in blue type.

The navigation to the right will take you to all the major chapters in the catalog.

Under each program of study you will find links summarizing all the classes required to earn the relevant certificate, diploma or degree.

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About ATC

Aiken Technical College is an equal educational opportunity institution and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. 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 Re-adjustment Assistance Act, as well as other applicable federal and state laws. The following individuals have been designated to handle inquiries regarding the College's non-discrimination policies:

For employee inquiries, contact

Sylvia Byrd
 Director of Human Resources
 Aiken Technical College
 P.O. Drawer 696
 Aiken, SC 29802
 (803) 593-9231, ext. 1211

For student inquiries, contact

S. Vinson Burdette
 Dean of Student Development
 Aiken Technical College
 P.O. Drawer 696
 Aiken, SC 29802
 (803) 593-9231, ext. 1249

or

Director, Office of Civil Rights
 Department of Education
 Washington, DC 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.

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History of Aiken Technical College

Classes for what is now Aiken Technical College began in temporary facilities in Aiken in the fall of 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.

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 the fall of 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 the spring of 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, and 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 re-occupied.

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 reemerging 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.



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Admission Policies

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. Effective Fall 2011, all applicants will be required to take the math portion of the placement test regardless of their math scores on the SAT or ACT.
3. Submit an official high school transcript. In order to ensure the validity of a student's high school completion, official transcripts must be received in a sealed (closed) envelope and must note the graduation date. If it does not meet both of these criteria, then the transcript will be considered unofficial and the College will be unable to validate your graduation.

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

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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.

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's 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's degree or higher from a regionally accredited college or university.

Students taking the placement test in the Test Center must present their Social Security card for verification.

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 pre-requisite 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 pre-requisite 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.

A continuing student must make an appointment with his/her academic advisor to discuss academic progress and to select courses.

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 in the first week of the 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 Admissions and Records 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 Admissions and Records 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 programs. 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's 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.

High School/Home School Students

Students may want to start college while still attending high school or home school. ATC is the most popular choice in the area for these students. It is a great way to get an early start on a college education. Dual Enrolled and Early Admitted students must take the placement test and meet minimum scores and prerequisites for the courses in which they wish to enroll.

1. **College Now:** This applies to high school students wishing to take six college credits and meet the state requirements for State Lottery funding to pay a designated amount for college classes. Students should see their high school counselor for more information on state and high school requirements.
2. **Pre-Engineering and Pre-Health Academies:** High school students who meet the minimum requirements for admission into these special programs will receive College Now credit as well as a certificate when they successfully complete their program requirements.
3. **Early Admit:** This applies to high school students that do not meet the dual enrollment requirements for the classes they wish to take. Students can still enroll in ATC classes with parental and school permission but are responsible for the full cost of classes. Students must be at least 16 years of age and complete an ATC College Now Form and an Application. Early Admitted students must take the placement test and meet minimum scores and prerequisites for the courses in which they wish to enroll.

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)
 - o Academic transcripts need to be translated in English
 - o High school transcripts indicating four years of secondary education (9-12)
 - o College transcripts if any (must be in English)
 - o Submit an official TOEFL Score- Minimum of 500 (paper version, 190 (computerized version) or 61 (internet based version)
 - o ACT or SAT scores
 - B. Financial Requirements (Documents)
 - o Submit a financial statement(s) minimum balance of at least one years' cost of attendance \$19,244.00.
 - o "Affidavit of Support"—(BCIS form I-134)
 - o Submit a certified check, for tuition for the first academic year.
 - C. Health Insurance Requirements (Documents)
 - o Proof of health insurance that insures coverage in the United States
 - o Immunization record

Additional information about international admissions can be obtained from the Admissions and Records Office. An international student 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 Admissions and Records Office evaluates "official" college transcripts for transfer of credit for applicants and students. Official transcripts are sent directly from one college to another, presented in a sealed envelope from the previous college 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 web site 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 and complete the Preliminary Transcript Evaluation Form.

Students wishing to have courses evaluated that are not listed on our transfer guide should request an official transcript 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 Admissions and Records 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. The final grade for the course(s) must be "C" or better.
2. The course(s) must have been taken at a regionally accredited institution; if from a nonregionally 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 Admissions and Records 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 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 will be registered by the Admissions & Records Office and will receive information via mail regarding access to their student email account and WebAdvisor. 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.

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Transfer Policies

The Commission has established transfer policies and procedures which all public institutions must follow.

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 [Transferable Courses](#) of this catalog are approved for transfer. Consult the Course Listings section to determine which 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 or 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 web site at www.che400.state.sc.us or Aiken Technical College's web site 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

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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 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 [Transferable Courses](#).



Search for... Programs of Study Courses

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 any 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), and
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 on-line at www.fafsa.ed.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 online. A student should allow six to eight weeks for processing.

Applications should be submitted by the following dates:

2011 - 2012
[Online Catalog](#)

[Introduction - Home](#)

[About ATC](#)

[Academic Calendar](#)

[Admissions](#)

[» Transfer Policies](#)

[» Financial Aid](#)

[Policies](#)

[Student Life](#)

[Programs](#)

[Course Descriptions](#)

[Training & Business Dev](#)

[Tuition & Fees](#)

[People](#)

[Transferable Courses](#)

2011 - 2012
[Student Handbook](#)

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

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 2011-2012 nine-month academic year.

Aiken County Resident

	Living w/Parent	All Others
Tuition & Fees*	\$3,800	\$3,800
Books/Supplies	\$900	\$900
Room & Board	\$1,800	\$4,050
Personal	\$1,500	\$1,500
Transportation	\$1,500	\$1,500
TOTAL:	\$9,500	\$11,750

Out-of-County Resident

	Living w/Parent	All Others
Tuition & Fees**	\$4,200	\$4,200
Books/Supplies	\$900	\$900
Room & Board	\$1,800	\$4,050
Personal	\$1,500	\$1,500
Transportation	\$3,000	\$3,000
TOTAL:	\$11,400	\$13,650

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

** Estimated: Richmond/Columbia counties include the same components of Aiken County resident and 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, qualifying COMPASS scores or earned 6 credit hours of college level coursework.
- Be a U. S. citizen or eligible non-citizen,
- Be registered with Selective Service (males only).
- Not owe a repayment of Title IV grant aid.
- 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 should only enroll for those courses required (or the pre-requisites) for their specific program of study. Title IV aid will not pay for courses outside of the students required curriculum unless those courses have been pre-approved by the advisor as a course substitution. Proper documentation must be on record with the Admissions & Records Office.

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 nine-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 drop/add period to receive a full refund and avoid applicable tuition and fee charges. Financial aid does not pay for classes that a student has dropped or failed to attend.

Withdrawals: If a student registers for classes and attends the class past the drop/add 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, SEOG, FWSP or Direct Loan) recipient and withdraws from all their classes prior to the ninth week of classes, the student may owe the College and the applicable 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.

Attendance Requirements

Attendance is required to receive aid. A student receiving federal financial aid (PELL, FSEOG and Direct Loans) earns their aid based on the number of days in which they attend class. A recipient that fully withdraws from the College before 60% of the term (9 weeks) is completed will have their aid recalculated based on the number of days attended. A student withdrawing prior to the ninth week of classes will likely owe money to the college and/or federal aid program. A student receiving state financial aid (SC-LTAP, SCNB, SC-CAPS, LIFE) and institutional scholarships earn their entitlement based on attendance through the first week of class. The amount of the award will be affected should the student fully or partially drop from classes during the first week of classes resulting in a debt to the college.

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 student has the option to have their books and supplies purchased in the ATC Bookstore deducted from their award as well. Shortly after midterm of the semester, the Business Office will issue a refund check for any remaining financial aid balances.

A student whose financial aid is not approved in time must plan to pay for their educational expenses out-of-pocket or through the Deferred Tuition Payment Plan. 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 College Now 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.

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.

College Now 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 below and the High School/Home School section list on [Admissions main page](#).

Repeating Courses

A student can receive financial aid for repeated coursework only under certain circumstances. A course that has been successfully completed can be repeated only one additional time. Courses that are not completed successfully can be repeated multiple times until successfully completed. However, course repeats will be counted towards a student's Maximum Time Frame as discussed on the following page.

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 at the end of each semester.

Grade Point Average (GPA)

Students must maintain a minimum 2.0 GPA.

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

A student may receive financial aid at Aiken Technical College for up to 180 attempted credit hours or 150% of the published program length. For example, a student enrolled in a 60 credit hour program is eligible until 90 credit hours are attempted. Transfer hours will 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 10 developmental courses such as English, Math and Reading courses numbered 0-100. These courses count toward hours attempted and will be considered in determining SAP.

Warning

At the end of each semester, a student's academic records are evaluated to determine if the student is meeting Title IV Standards of Academic Progress (SAP). Students who are not meeting SAP will be placed on Warning. While under a Warning Status, the student will still receive financial aid. However, if the student fails to meet SAP again in any of the subsequent semesters, the student will be placed on Suspension.

Probation

A student that is not meeting SAP will be placed on Suspension. The student will have an opportunity to appeal based on unusual or mitigating circumstances. If the appeal is approved, the student's aid will be reinstated with conditions and the student will be placed in on Probation. The student will remain in a probationary status as long as the conditions are being met.

Fresh Start Probation

Students that have re-entered the College after five consecutive years, graduated from a program and planning to enter into another or making a program change may automatically be placed on Fresh Start Probation. Students in this status will be required to meet specific academic conditions each semester. The student will continue to receive their financial aid as long as the conditions are being met.

Suspension

At the end of each semester, a student's academic record is evaluated to determine if the student is meeting Title IV Standards of Academic Progress. Students that are not meeting SAP will have their aid suspended. 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 via student e-mail when placed on warning, probation, fresh start probation or 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

Appeals are accepted for students who have been placed on suspension due to completion rate, grade point average, maximum time frame and program changes. Appeals are not accepted for exceeding the maximum developmental courses. Appeal forms are available on the financial aid forms page of the ATC website at www.atc.edu. The appeal should explain the reason(s) why the student is not meeting the minimum standards of academic progress, how the situation has changed, what steps will be taken to ensure that the standards will be met in the future and should include supporting documentation when applicable. Appeals may or may not be approved. Appeals that are approved reinstating a student's financial aid will be reinstated in a probationary status with academic conditions." As long as the student meets the conditions of the reinstatement they will continue to receive financial aid.

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 that do not use their full allocation during the fall and spring semesters can receive Pell Grant funds for the summer semester.

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 \$250 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. This form is available on the financial aid page of the ATC website at www.atc.edu.

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-LTA 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 website at: www.sctechsystem.com/lottery/lotteryinfo.htm.

Loans

Town & Country Book Loan

Aiken County students that do not have enough financial aid resources to cover their cost of books and supplies can apply for a Town & Country Loan. The maximum loan amount is \$300. This is a loan and must be repaid within the semester. Town & Country Loan Applications are available in the Financial Aid Office located in room 303.

Federal Direct Stafford Loan

The Federal Direct Stafford Loan Program is designed to assist students with their cost of education. Unlike a grant, a loan must be paid back. Aiken Technical College offers a vast number of free aid programs and we encourage students to seek all free aid resources before considering loans.

To qualify for a Direct Loan students must meet the following requirements:

- Meet Title IV Satisfactory Academic Progress (SAP),
- Enroll in at least 6 credit hours,

- Enroll in an eligible program,
- Have a cumulative GPA of 2.0 or greater, and
- Not be in default or in an overpayment status of Title IV aid.

New ATC student borrowers must complete the following items to apply for a Direct Stafford Loan.

1. Free Application for Federal Student Aid at www.fafsa.gov
2. ATC Direct Loan Request located on the financial aid forms page of the ATC website at www.atc.edu.
3. Electronic Master Promissory Note (MPN) at www.StudentLoans.gov
4. Entrance Loan Counseling at www.StudentLoans.gov

Returning ATC student borrowers must complete the following items to apply for a Direct Stafford Loan:

1. Free Application for Federal Student Aid at www.fafsa.gov
2. ATC Direct Loan Request located on the financial aid forms page of the ATC website at www.atc.edu.

The MPN is a promise to the lender that you understand you are receiving a loan and that you promise to repay the funds. All loan awards are based on the assumption that you will take and maintain at least six or more credit hours. If you drop below or enroll in less than six credit hours, you will not be eligible to receive the loan funds.

The Entrance Counseling session is a tutorial which explains a student's rights and responsibilities as a borrower.

Instructions for Completing the ATC Federal Direct Loan Application Process

1. Complete the Free Application for Federal Student Aid (FAFSA). Be sure to list ATC's school code: 010056 on the application.
 2. Submit all requested documentation to the Financial Aid Office (FAO)
 3. Once your file is complete, you will receive an award letter or a letter informing you of your options.
 4. If you wish to apply for a loan, complete the Direct Loan Request Form at www.atc.edu. See the financial aid forms page.
 5. You must complete a Master Promissory Note (MPN) at www.StudentLoans.gov. The MPN is a legally binding agreement to repay your loan to the Department of Education. To sign your MPN, you will need your FAFSA PIN. Go to "Manage My Direct Loan" and sign in with your PIN. Select "Complete MPN" under "Master Promissory Note" section. Click on "Subsidized/Unsubsidized", and follow instructions. If you don't know your PIN or don't have one, visit the PIN site at www.pin.ed.gov.
 6. If you are a first time student borrower at ATC, you must complete the online student loan counseling at www.StudentLoans.gov. Follow the same procedures in #5 to sign in. Select "Complete Entrance Counseling" under "Counseling" section, and follow instructions.
 7. If you are required to meet with the loan counselor by appointment, an additional requirement will be listed on "Missing Correspondence" as Loan Entrance Interview. Check "Web Advisor" at www.ATC.edu. For this additional requirement, contact the FAO to schedule an appointment at 803-593-9231.
- Note: You must complete step # 6 prior to scheduling your Interview appointment.**
9. You will receive another award letter from the financial aid office notifying you of your loan award. You must sign and return the award letter to the financial aid office before the funds will be posted to your student account for tuition payment purposes.
 10. The loan request will be submitted to the appropriate federal agency.
 11. After final approval, you will receive disbursement information from the Department of Education.
 12. Check with the Business Office to see when funds will be available to you. This process can take up to two weeks after the approval of the loan so you are encouraged to apply for a student loan early.

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, and receive a full Reserve Officers' Training Corps Scholarship cannot receive this program. To apply, students must annually 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 one 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 GPA of 3.0
- 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 of the Ashley J. Little Administration Bldg.

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.

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

Through funding provided by the Perkins Vocational Educational Act, the College provides limited funds for transportation expenses to qualified single parents who are SC residents. 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 Career Services to receive accommodations in the classroom.

Free Tuition for Children of South Carolina National Guard

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 35, children and widows 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 at ext. 1244 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 Educational Benefits to the Veterans Affairs/Records Office.
- 2. Applications for Benefits can be submitted online at www.gibill.va.gov

OR

- 1. Complete the paper application and attach required documents and submit 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 the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), and the Federal Direct Loan Program.

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 or 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.

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803-593-9231





Search for... Programs of Study Courses

Academic Policies

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, associate's degrees with business or technical majors, diplomas and certificates.

Education Division

The General Education Division, Health Science Division 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 educational outcomes for all degree and diploma students:

- Graduates will be able to create and comprehend written communications.
- Graduates will be able to listen for understanding and express their views orally.
- Graduates will be able to use a variety of logic skills to evaluate and solve problems systematically.
- Graduates will be able to perform computational skills appropriate to their area of study.
- Graduates will be able to comprehend appropriate technology commensurate with their area of specialization.
- Graduates will have research and organizational skills necessary to locate, analyze, and synthesize information.
- Graduates will 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 will 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 a 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

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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 Enrollment Management that they have earned these scores in order for the Enrollment Management 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	Gen. Chemistry	50	4
CPT 101	Info. Systems & Computer Appl	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 & Inter. of Literature	50	3
ENG 205	English Lit.	50	3
FRE 101	Level I French Language	50	4

FRE 101 & 102	Level II French Language	52	8
GER 101	Level I German Language	50	4
GER 101 & 102	Level II German Language	52	8
HIS 101	Western Civ. I	50	3
HIS 102	Western Civ. II	50	3
HIS 201	History of U.S. I	50	3
HIS 202	History of the U.S. II	50	3
MAT 110	Algebra	50	3
MAT 111	Trigonometry	50	3
MAT 140	Calculus w/ Elem. Functions	50	4
MGT 101	Principles of Management	50	3
MKT 101	Principles of Marketing	50	3
PSC 201	American Gov't.	50	3
PSY 201	Intro. Psychology	50	3
PSY 203	Human Growth & Development	50	3
PSY 210	Educational Psychology	50	3
SOC 101	Intro. Sociology	50	3

Dantes (DSST) Testing Program

ATC Course	DSST Exam	Score	Credits
ACC101	Principles of Financial Accounting	47	3
ART101	Art of the Western World	48	3
BUS140	Business Math	48	3
CPT101	Introduction to Computing	45	3
CRJ101	Criminal Justice	49	3
CRJ130	Introduction to Law Enforcement	45	3
ENG160	Technical Writing	46	3
HUS208	Drug and Alcohol Abuse	49	3
LEG122	Business Law II	44	3
MAT110	Fundamentals of College Algebra	47	3
MAT120	Principles of Statistics	48	3
MGT150	Principles of Supervision	46	3
MGT201	Human Resource Mgt.	46	3
MGT240	Organizational Behavior	48	3
PHI110	Ethics in America	46	3
PSY203	Lifespan Dev. Psychology	46	3
PSY231	Fundamentals of Counseling	45	3
REL103	Introduction to World Religions	48	3
SFT109	Here's To Your Health	48	3
SPA 101	Level I Spanish Language	50	4
SPA 101 & 102	Level II Spanish Language	63	8
SPC205	Principles of Public Speaking	47	3

Institutional Credit By Exam - DANTES (DSST)

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 routed to Academic Affairs so that specific equivalent courses at ATC can be assigned credit on a pass/fail basis.

Tech Prep Articulation

ATC is part of the Aiken County Tech Prep/School-to-Work Consortium. A high school graduate of the Tech Prep program is often eligible for advanced placement in many of the College's technical and industrial programs. Articulation agreements are in place between the Aiken County School District and the College.

These agreements require certification by the high school teacher that the student has mastered the competencies agreed upon. Upon receipt of this certification, the student receives credit for the course(s) as outlined in the articulation agreements.

It is the student's responsibility to obtain the signed certification from the high school teacher and provide it with his/her application to the College Enrollment Management Office.

Advisement

Academic advisement is an essential component of each ATC student's achievement of his or her educational, career, and personal goals. This achievement 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 which 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. As a courtesy, we ask that advisees always call if canceling an appointment and reschedule if needed.
4. Become aware of the College's policies and procedures as outlined in the ATC Student Handbook.
5. Bring all essential documents and materials needed for advisement and scheduling.
6. Accept responsibility for all decisions regarding career, educational and personal goals.

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. The student may also complete an add/drop withdrawal form (available in the Enrollment Management Office) and submit it to the Enrollment Management Office.

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"](#)

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.

The Enrollment Management Office will enter grades of "A," "B," or "C" 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 fourth week of classes, instructors report to the Director of Academic Success Center and First-Year Experience (ASC/FYE) the names of students whose classroom performance is unsatisfactory. Any unsatisfactory classroom performance can include attendance issues, poor performance on assignments/tests, withdrawal from class, or a number of other issues. This report is known as an Early Alert. A student who is notified by the director of the ASC/FYE that he/she is on Early Alert status will be referred to the Student Advisement Center (SAC), Academic Success Center (ASC), Counseling Services, or other student-related services.

Grade Point Average

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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. AU - Represents "Audit" and is not used in GPA calculations, earns no credit hours, and carries no grade points.
10. 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.
11. 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.
12. 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. A guide to calculating GPA is in the Student Handbook.

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 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 Dean of Student Development. 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: A 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 (semester GPA and/or GPA below the required cutoff hours attempted), 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 twelve 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 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 extenuating circumstances and wishes to appeal the one-semester suspension, he/she has unusual mitigating circumstances, he/she may appeal in writing to the Director of Career Development Services. 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 Dean of Student Development. After consultation with the student and evaluation of the circumstances, the Dean of Student Development rules on the student's appeal. The decision of the Dean of Student Development 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 nine 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".

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 Dean of Student Development 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 Dean of Student Development in writing, asking for an interview to explain how his/her circumstance has changed. After the student completes an interview with the Dean of Student Development, or designee, a decision will be made regarding the student's request to be readmitted.

If readmitted under this policy, the student is readmitted on probationary status and can take a maximum of nine 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 extenuating 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 and its 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.

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.

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General Information

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 the Drug & Alcohol Policy 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. 1245, 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. 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

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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 [Student Handbook](#) section on parking regulations.

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 Ashley J. Little Administration Building (100-200), 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. A student should contact one of these offices for answers to specific questions.

<i>Office</i>	<i>Extension</i>
Admissions and Records	1772
ATC Testing Center	1366
Campus Security	1414
Cashier's Office	1206
Counseling/Career Services	1245 or 1524
Credit Transfer	1247
Financial Aid	1248 or 1241
Job Placement	1293
Online Courses	1764
Placement Testing	1520
Student Activities	1604
Students with Disabilities	1520
Single Parent Program	1222
Transfer Assistance	1521
Veterans Services	1244
Workforce & Business Dev	1230 or 1242

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

Search faculty extensions on the [ATC website](#).

Tobacco Products

The use of tobacco products is prohibited on the ATC campus beginning Oct. 1, 2007. 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.

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Academic Support 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.-1:00 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 III 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 [here](#) 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.

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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 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
- Online databases available off campus

Computerized Library Technology

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

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 ([4-4-108.2](#)), 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. A student may view software reserved by his/her instructors in the library. 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.

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 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 12:00 p.m. during fall and spring semesters and hours will be announced during summer sessions. Study skills workshops are available through the ASC each semester. Topics will vary, but upcoming workshop dates, times, and details will be posted on My ATC and around campus.





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Student Activities

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 student publications, 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 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 of the NJCAA.

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

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Student Services

The mission of the Student Services Division is to help each Aiken Technical College student accept the challenge to 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 Activities 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 click [here](#).

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 [here](#)).

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. 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 Enrollment Management 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

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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 Development and Placement Services

Career Development Services

The College's Office of Student Development provides prospective and enrolled students with a range of career planning services designed to help students choose a career path. Utilizing various assessment instruments, career exploration resources, and educational program information, counselors help students establish career goals. ATC encourages all students to utilize career services resources.

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).

Career exploration resources include: Career Scope, Discover and SCOIS. The staff of the Center will assist you in using these inventories and then 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. The Job Board and the Job Books are kept up-to-date. 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. Counseling Services staff members also provide assistance for students affected by emergency situations. A student can meet with a counselor on a walk-in basis or by making an appointment.

Orientation

There are several types of orientation 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. Information will also be provided 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 develop learning strategies, self-management

skills, enhance test-taking skills and explore career opportunities. Finally, the College offers a New Student and Family Orientation to provide students and their families with an overview of the College's programs, ATC student support services, and to meet with the program faculty and tour the College and the program facilities.

Protected Health Information

The Health Insurance Portability and Accountability Act (HIPPA) 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 Director of Enrollment Management 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 Admission and Records 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 complete a form requesting assistance and 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.

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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
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University Transfer

Associate in Arts

<u>Certificate</u>	General Studies - AA
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Associate in Science

<u>Certificate</u>	General Studies - AS
--------------------	----------------------

<u>Certificate</u>	General Studies
--------------------	-----------------

<u>Associate in Applied Science</u>	General Technology
-------------------------------------	--------------------

<u>Certificate</u>	Business Transfer
--------------------	-------------------

<u>Certificate</u>	Engineering Transfer
--------------------	----------------------

<u>Associate in Arts</u>	Early Childhood Education Transfer Track
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Health Sciences

<u>Associate in Applied Science</u>	Nursing
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<u>Diploma in Applied Science</u>	Nursing (Pn)
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<u>Certificate</u>	Pre-Allied Health (Nursing)
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<u>Associate in Applied Science</u>	Radiologic Technology
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<u>Certificate</u>	Pre-Allied Health (Radiologic Technology)
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<u>Diploma in Applied Science</u>	Expanded Duty Dental Assisting
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<u>Certificate</u>	Pre-Allied Health (Exp. Duty Dental Assisting)
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<u>Diploma in Applied Science</u>	Surgical Technology
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<u>Certificate</u>	Pre-Allied Health (Surgical Technology)
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<u>Certificate</u>	Pharmacy Technician
<u>Certificate</u>	Medical Coding
<u>Certificate</u>	Medical Assistant

Business, Management and Administration

<u>Associate in Applied Science</u>	Administrative Office Technology
<u>Certificate</u>	Basic Administrative Office Technology
<u>Associate in Applied Science</u>	Management
<u>Certificate</u>	Basic Business - Management
<u>Certificate</u>	Small Business Management
<u>Certificate</u>	Business Transfer

Marketing, Sales and Service

<u>Associate in Applied Science</u>	Marketing
<u>Certificate</u>	Basic Business - Marketing
<u>Certificate</u>	Marketing Specialist

Finance

<u>Associate in Applied Science</u>	Accounting
<u>Certificate</u>	Basic Business - Accounting
<u>Certificate</u>	General Accounting

Information Technology

<u>Associate in Applied Science</u>	Computer Technology (Networking)
<u>Certificate</u>	Computer Networking
<u>Associate in Applied Science</u>	Computer Technology (Programming)
<u>Certificate</u>	Internet Programming
<u>Certificate</u>	Computer Game Design

<u>Certificate</u>	Web Page Design
<u>Certificate</u>	Basic Computer Technology
<u>Associate in Applied Science</u>	General Technology (Multimedia & Marketing)
<u>Certificate</u>	Basic Multimedia

Education and Training

<u>Associate in Applied Science</u>	Early Care and Education
<u>Certificate</u>	Basic Early Childhood Education
<u>Certificate</u>	Early Childhood Development
<u>Certificate</u>	Childcare Management
<u>Associate in Arts</u>	Early Childhood Education Transfer Track

Human Services

<u>Associate in Applied Science</u>	Human Services
<u>Certificate</u>	Basic Human Services
<u>Associate in Applied Science</u>	General Technology (Correctional Counseling)
<u>Certificate</u>	Alcohol and Drug Abuse
<u>Certificate</u>	Gerontology

Law, Public Safety and Security

<u>Associate in Applied Science</u>	Criminal Justice
<u>Certificate</u>	Basic Criminal Justice

Manufacturing

<u>Associate in Applied Science</u>	Industrial Maintenance Technology
<u>Certificate</u>	Basic Industrial Maintenance Technology
<u>Certificate</u>	Electrical/Maintenance
<u>Associate in Applied Science</u>	General Technology
<u>Certificate</u>	Basic Welding - Level I

<u>Certificate</u>	Advanced Welding - Level II
<u>Certificate</u>	Basic Air Conditioning/Refrigeration
<u>Certificate</u>	Advanced Air Conditioning/Refrigeration
<u>Certificate</u>	Machine Tool
<u>Certificate</u>	Computerized Numerical Control (CNC)

**Science, Technology,
Engineering and Mathematics**

<u>Associate in Applied Science</u>	Electronics Engineering Technology
<u>Certificate</u>	Basic Electronics Technology
<u>Certificate</u>	Computer Electronics
<u>Associate in Applied Science</u>	General Technology (Engineering Graphics Tech.)
<u>Certificate</u>	Basic Engineering Graphics
<u>Certificate</u>	Engineering Transfer
<u>Certificate</u>	Computer Aided Design (CAD)
<u>Associate in Applied Science</u>	Radiation Protection Technology
<u>Certificate</u>	Basic Radiation Protection Technology
<u>Certificate</u>	Radiological Control Technology

Pre-Engineering

<u>Certificate</u>	Pre-Engineering
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Search for... Programs of Study Courses

AA/AS Transfer Degrees

Associate in Arts

The Associate in Arts Program 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 credits

[ENG 102](#) English Composition II - 3 credits

[SPC 205](#) Public Speaking - 3 credits

-AND-

Select Humanities/Fine Arts courses totaling 6 credits from the [course list](#).

Physical Sciences, Natural Sciences and Mathematics 14 credits

[MAT 110](#) College Algebra - 3 credits

AND Select ONE course from:

[MAT 111](#) College Trigonometry - 3 credits

[MAT 120](#) Probability and Statistics - 3 credits

[MAT 122](#) Finite College Mathematics - 3 credits

-AND-

Select Physical Sciences and/or Natural Sciences courses totaling 8 credits from the [course list](#).

Social/Behavioral Sciences 6 credits

Select Social/Behavioral Sciences courses totaling 6 credits from the [course list](#).

Major Requirement..... 18 Credits

[CPT 101](#) Intro to Computers - 3 credits

-AND-

Courses totaling 15 credit hours must be selected from those listed on the list of [Transferable Courses](#). 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 [Transferable Courses](#). However, you should consult with your advisor to select electives that will meet your particular transfer objectives.

Total Credits Required: 61 Credits

Note: All courses taken toward this degree MUST be selected from the list of college transfer courses on [Transferable Courses](#).

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 and Fine Arts, Social and Behavioral Sciences, or Physical and Natural Science credit requirements, please consult the [Course Listings](#).

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

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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 credits
- [ENG 102](#) English Composition II - 3 credits
- [SPC 205](#) Public Speaking - 3 credits

-AND-

Select Humanities/Fine Arts courses totaling 6 credits from the [course list](#).

Natural Sciences and Mathematics 18 credits

- [MAT 110](#) College Algebra - 3 credits
- [MAT 111](#) College Trigonometry - 3 credits
- [MAT 140](#) Analytical Geometry & Calculus I - 4 credits

-AND-
Select Biology courses totaling 8 credits from the [course list](#).

Social/Behavioral Sciences 6 credits

Select Social/Behavioral Sciences courses totaling 6 credits from the [course list](#).

Major Requirement..... 18 Credits

- [CPT 101](#) Intro to Computers - 3 credits
- Select Chemistry or Physics courses totaling 8 credit hours of from the [course list](#).

-AND-

Courses totaling 7 credit hours must be selected from those listed on the list of [Transferable Courses](#). 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 [Transferable Courses](#). However, you should consult with your advisor to select electives that will meet your particular transfer objectives.

Total Semester-Hour Credits: 61 Credits

Note: All courses taken toward this degree MUST be selected from the list of college transfer courses on [Transferable Courses](#).

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 and Fine Arts, Social and Behavioral Sciences, or Physical and Natural Science credit requirements, please consult the [Course Listings](#).

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, the following courses must be successfully completed with a grade "C" or higher: [ENG-032](#); [RDG 032](#); [MAT 031](#)

General Education..... 15 Credits

Humanities/Fine Arts 9 credits

- [SPC 205](#) Public Speaking - 3 credits
- Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

-AND- Select ONE course from the following:

- [ENG 101](#) English Composition I - 3 credits
- [ENG 160](#) Technical Communications - 3 credits

Physical Sciences, Natural Sciences and Mathematics 3 credits

[MAT 102](#) Intermediate Mathematics - 3 credits

Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

- Primary Specialty** 28 Credits
- Secondary Specialty** 12 Credits
- Electives** 5 Credits

-Or choose a -

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 Correctional Counseling

A recommended plan of study for this emphasis area has been developed to assist students. See the [Business Programs](#) page.

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 the [Science & Technology Programs](#) page

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 the [Information Technology Programs](#) page.

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Search for... Programs of Study Courses

General Studies

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 Correctional Counseling

A recommended plan of study for this emphasis area has been developed to assist students. See the [Business Programs](#) page.

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 the [Science & Technology Programs](#) page

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 the [Information Technology Programs](#) page.

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 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#)

Select ONE course from the following

[ENG 102](#) English Composition II - 3 credits

-OR-

[SPC 205](#) Public Speaking - 3 credits

Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

Physical Sciences, Natural Sciences and Mathematics 3 credits

[MAT 102](#) Intermediate Algebra - 3 credits

-OR-

[MAT 110](#) College Algebra - 3 credits

General Education Elective 3 credits

Select courses totaling 3 credits from the [course list](#).

Total Semester-Hour Credits: 18 Credits

All courses taken toward this certificate MUST be selected from the list of college transfer courses

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on [Course Listings](#). Other courses that are on an approved articulation agreement may be considered on a case-by-case basis. All courses that apply to the Associate in Arts and/or Associate in Science degrees may be applied to the General Studies Certificate.

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 the [Business Programs](#) page.

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 program 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.

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Search for... Programs of Study Courses

Health Sciences

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 Admissions and Records 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 credits

[SPC 205](#) Public Speaking - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

Physical Science, Natural Science and Mathematics 15 credits

[BIO 210](#) Anatomy & Physiology I - 4 credits

[BIO 211](#) Anatomy & Physiology II - 4 credits

[BIO 225](#) Microbiology - 4 credits

[MAT 110](#) College Algebra - 3 credits

Social/Behavioral Sciences 6 credits

[PSY 201](#) General Psychology - 3 credits

[PSY 203](#) Human Growth & Development - 3 credits

Major Course Requirements... 38 Credits

[NUR 101](#) Fundamentals of Nursing - 6 credits

[NUR 106](#) Pharmacologic Basics in Nursing Practice - 2 credits

[NUR 162](#) Psychiatric & Mental Health Nursing I - 3 credits

[NUR 165](#) Nursing Concepts & Clinical Practice I - 6 credits

[NUR 211](#) Nursing Care of the Childbearing Family - 4 credits

[NUR 212](#) Nursing Care of Children - 4 credits

[NUR 216](#) Nursing Seminar - 1 credits

[NUR 265](#) Concepts Clinical Practice II - 6 credits

[NUR 267](#) Nursing Concepts & Clinical Practice IV - 6 credits

Total Credits Required: 68 Credits

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

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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 Admissions and Records 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 credits
- [SPC 205](#) Public Speaking - 3 credits
- Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#)

Physical Science, Natural Science and Mathematics 11 credits

- [BIO 210](#) Anatomy and Physiology I - 4 credits
- [BIO 211](#) Anatomy and Physiology II - 4 credits
- [MAT 110](#) College Algebra - 3 credits

Social/Behavioral Sciences 3 credits

- [PSY 201](#) General Psychology - 3 credits

Major Course Requirements... 69 Credits

- [AHS 102](#) Medical Terminology - 3 credits
- [CPT 101](#) Introduction to Computers - 3 credits

- [RAD 102](#) Radiology Patient Care Procedures - 2 credits
- [RAD 103](#) Computed Tomography - 2 credits
- [RAD 104](#) Introduction to Physics - 1 credits
- [RAD 110](#) Radiographic Imaging I - 3 credits
- [RAD 115](#) Radiographic Imaging II - 3 credits
- [RAD 121](#) Radiographic Physics - 4 credits
- [RAD 130](#) Radiographic Procedures I - 3 credits
- [RAD 136](#) Radiographic Procedures II - 3 credits
- [RAD 155](#) Applied Radiography I - 5 credits

- [RAD 165](#) Applied Radiography II - 5 credits
- [RAD 176](#) Applied Radiography III - 6 credits
- [RAD 201](#) Radiation Biology - 2 credits
- [RAD 205](#) Radiographic Pathology - 2 credits
- [RAD 230](#) Radiographic Procedures III - 3 credits

- [RAD 235](#) Radiography Seminar I - 1 credits
- [RAD 256](#) Advanced Radiography I - 6 credits
- [RAD 266](#) Advanced Radiography II - 6 credits
- [RAD 276](#) Advanced Radiography III - 6 credits

Total Semester-Hour Credits: 92 Credits

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 Admissions and Records 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. Students may be exposed to blood-borne pathogens or infectious diseases when in the clinical setting and are required to follow written infection control protocol. Students may obtain a copy of policies associated with bloodborne pathogens and infectious disease by contacting the EDDA program coordinator, Mrs. Amelia Johnson.

General Education..... 13 Credits

Humanities/Fine Arts 3 credits

[ENG 160](#) Technical Communications - 3 credits

Physical Science, Natural Science and Mathematics 7 credits

[BIO 112](#) Anatomy and Physiology - 4 credits

[MAT 160](#) Math for Business and Finance - 3 credits

Social/Behavioral Sciences 3 credits

[PSY 105](#) Personal/Interpersonal Psychology - 3 credits

Major Course Requirements... 38 Credits

[AHS 113](#) Head and Neck Anatomy - 1 credits

[DAT 105](#) Dental Charting and Documentation - 3 credits

[DAT 113](#) Dental Materials - 4 credits

[DAT 115](#) Ethics and Professionalism - 1 credit

[DAT 118](#) Dental Morphology - 2 credits

[DAT 121](#) Dental Health Education - 2 credits

[DAT 122](#) Dental Office Management - 2 credits

[DAT 123](#) Oral Medicine/Oral Biology - 3 credits

[DAT 124](#) Expanded Functions/Specialties - 1 credit

[DAT 127](#) Dental Radiography - 4 credits

[DAT 154](#) Clinical Procedures I - 4 credits

[DAT 164](#) Clinical Procedures II - 4 credits

[DAT 177](#) Dental Office Experience - 7 credits

Total Semester-Hour Credits: 51 Credits

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 Admissions and Records 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 credits**Physical Science, Natural Science and Mathematics 11 credits**[BIO 210](#) Anatomy & Physiology I - 4 credits[BIO 211](#) Anatomy & Physiology II - 4 credits[MAT 110](#) College Algebra - 3 credits**Social/Behavioral Sciences 3 credits**[PSY 201](#) General Psychology - 3 credits**Major Course Requirements... 27 Credits**[PNR 110](#) Fundamentals of Nursing - 5 credits[PNR 120](#) Medical-Surgical Nursing I - 5 credits[PNR 122](#) Pharmacology - 3 credits[PNR 130](#) Medical-Surgical Nursing II - 5 credits[PNR 140](#) Medical-Surgical Nursing III - 5 credits[PNR 154](#) Maternal, Infant, and Child Nursing - 5 credits[PNR 181](#) Medical Calculations - 1 credits[PNR 182](#) Nursing of the Older Adult - 2 credits**Total Semester-Hour Credits: 48 Credits****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 Admissions and Records 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 credits[SPC 205](#) Public Speaking - 3 creditsSelect Humanities/Fine Arts courses totaling 3 credits from the [course list](#)

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 Admissions and Records Office, the Dean of Health Sciences Office, the Advisors Office, and online at atc.edu.

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 and Surgical Assisting (ARC-STSA). 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 credits
- OR-
- [ENG 101](#) English Composition I - 3 credits

Physical Science, Natural Science and Mathematics 7 credits

- [BIO 112](#) Anatomy and Physiology - 4 credits
- OR-
- [BIO 210](#) Anatomy & Physiology I - 4 credits
- AND-
- [BIO 211](#) Anatomy & Physiology II - 4 credits

- [BIO 115](#) Basic Microbiology - 3 credits
- OR-
- [BIO 225](#) Microbiology - 4 credits

Social/Behavioral Sciences 3 credits

- [PSY 105](#) Personal/Interpersonal Psychology - 3 credits
- OR-
- [PSY 201](#) General Psychology - 3 credits

Major Course Requirements... 39 Credits

- [AHS 102](#) Medical Terminology - 3 credits
- [SUR 101](#) Introduction to Surgical Technology - 5 credits
- [SUR 102](#) Applied Surgical Technology - 5 credits
- [SUR 103](#) Surgical Procedures I - 4 credits
- [SUR 106](#) Advanced Surgical Procedures - 2 credits
- [SUR 111](#) Basic Surgical Practicum - 7 credits
- [SUR 114](#) Surgical Specialty Practicum - 7 credits
- [SUR 116](#) Basic Surgical Procedures - 3 credits
- [SUR 120](#) Surgical Seminar - 2 credits
- [SUR 130](#) Biomedical Science for the Surgical Technologist - 1 credit

Total Semester-Hour Credits: 52 Credits

Medical Assistant Certificate

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

After acceptance into the “college,” the student must complete an additional application and be accepted into this “program.” Certain prerequisites must be completed prior to a student being admitted to this program or taking any of the MED courses listed below. See Admissions and Records Office or program coordinator for further information.

The Aiken Technical College Medical assistant Program is accredited by the commission on accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education review board (MAERB).

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 credits
- OR-
- [ENG 160](#) Technical Communications - 3 credits

Physical Science, Natural Science and Mathematics 4 credits

- [BIO 112](#) Basic Anatomy and Physiology - 4 credits

Major Course Requirements... 32 Credits

- [AHS 102](#) Medical Terminology - 3 credits
- [AHS 105](#) Medical Ethics and Law - 2 credits
- [MED 103](#) Medical Assisting Introduction - 3 credits
- [MED 105](#) Medical Assisting Office Skills I - 5 credits
- [MED 107](#) Medical Office Management - 4 credits
- [MED 112](#) Medical Assisting Pharmacology - 2 credits
- [MED 114](#) Medical Assisting Clinical Procedures - 4 credits
- [MED 156](#) Clinical Experience I - 6 credits
- [PSY 201](#) General Psychology - 3 credits

Total Semester-Hour Credits: 39 Credits

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 101](#) English Composition I - 3 credits
- OR-
- [ENG 160](#) Technical Communication - 3 credits

Physical Science, Natural Science and Mathematics 4 Credits

- [BIO 112](#) Basic Anatomy & Physiology - 4 credits

Major Course Requirements.... 31 Credits

- [AHS 102](#) Medical Terminology - 3 credits
- [CPT 101](#) Introduction to Computers - 3 credits
- [HIM 110](#) Health Information Science - 3 credits
- [HIM 130](#) Billing and Reimbursement - 3 credits
- [HIM 135](#) Medical Pathology - 3 credits
- [HIM 137](#) Pharmacology for Coders - 1 credit
- [HIM 140](#) Current Procedural Technology I - 3 credits
- [HIM 150](#) Coding Practicum I - 3 credits
- [HIM 216](#) Coding and Classification I - 3 credits
- [HIM 225](#) Coding and Classification II - 3 credits
- [HIM 227](#) Senior Professional Competencies - 3 credits

Total Semester-Hour Credits: 38 Credits

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 Course Requirements.... 29 Credits

- [EMS 119](#) Emergency Medical Services Operations - 2 credits
- [EMS 120](#) Pharmacology - 3 credits
- [EMS 220](#) Paramedic Internship I - 3 credits
- [EMS 210](#) Advanced Emergency Medical Care I - 5 credits
- [EMS 213](#) Advanced Emergency Medical Care II - 4 credits
- [EMS 217](#) Introduction to Electrocardiography - 2 credits
- [EMS 221](#) Paramedic Internship II - 3 credits
- [EMS 222](#) Paramedic Internship III - 3 credits
- [EMS 223](#) Paramedic Clinical I - 2 credits
- [EMS 224](#) Paramedic Clinical II - 2 credits

Total Credits Required: 29 Credits

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 Communication - 3 credits

Social/Behavioral Sciences 3 credits

- [PSY 105](#) Personal/Interpersonal Psychology - 3 credits

Physical Science, Natural Science and Mathematics 7 Credits

- [BIO 112](#) Basic Anatomy & Physiology - 4 credits
- [MAT 160](#) Math for Business and Finance - 3 credits

Additional Requirements.... 3 credits

- [AHS 102](#) Medical Terminology - 3 credits

Total Credits Required: 16 Credits

Emphasis: Nursing

General Education..... 13 Credits

Humanities/Fine Arts 3 Credits

[ENG 101](#) English Composition I - 3 credits

Social/Behavioral Sciences 3 credits

[PSY 201](#) General Psychology - 3 credits

Physical Science, Natural Science and Mathematics 7 Credits

[BIO 210](#) Anatomy & Physiology I - 4 credits

[MAT 110](#) College Algebra - 3 credits

Additional Requirements.... 3 credits

[AHS 102](#) Medical Terminology - 3 credits

Total Credits Required: 16 Credits

Emphasis: Radiologic Technology

General Education..... 13 Credits

Humanities/Fine Arts 3 Credits

[ENG 101](#) English Composition I - 3 credits

Social/Behavioral Sciences 3 credits

[PSY 201](#) General Psychology - 3 credits

Physical Science, Natural Science and Mathematics 7 Credits

[BIO 210](#) Anatomy & Physiology I - 4 credits

[MAT 110](#) College Algebra - 3 credits

Additional Requirements.... 3 credits

[AHS 102](#) Medical Terminology - 3 credits

Total Credits Required: 16 Credits

Emphasis: Surgical Technology

General Education..... 13 Credits

Humanities/Fine Arts 3 Credits

[ENG 160](#) Technical Communication - 3 credits

Social/Behavioral Sciences 3 credits

[PSY 105](#) Personal/Interpersonal Psychology - 3 credits

Physical Science, Natural Science and Mathematics 7 Credits

[BIO 112](#) Basic Anatomy & Physiology - 4 credits

[MAT 102](#) Intermediate Algebra - 3 credits

Additional Requirements.... 3 credits

[AHS 102](#) Medical Terminology - 3 credits

Total Credits Required: 16 Credits

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 credits
- [BIO 211](#) Anatomy and Physiology II - 4 credits
- [BIO 225](#) Microbiology - 4 credits
- [ENG 101](#) English Composition I - 3 credits
- [MAT 110](#) College Algebra - 3 credits
- [PSY 201](#) General Psychology - 3 credits

Major Course Requirements.... 4 Credits

- [AHS 117](#) The Care of Patients - 4 credits

Total Credits Required: 25 Credits

Pharmacy Technician Certificate

The 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..... 6 Credits

- [ENG 160](#) Technical Communication - 3 credits
- OR-**
- [ENG 101](#) English Composition I - 3 credits
- [SPC 205](#) Public Speaking - 3 credits
- [MAT 101](#) Beginning Algebra - 3 credits

Major Course Requirements... 29 Credits

- [AHS 102](#) Medical Terminology - 3 credits
- [PHM 101](#) Introduction to Pharmacy - 3 credits
- [PHM 110](#) Pharmacy Practice - 4 credits
- [PHM 113](#) Pharmacy Calculations - 3 credits
- [PHM 114](#) Therapeutic Agents - 3 credits
- [PHM 118](#) Community Pharmacy Seminar - 1 credits
- [PHM 124](#) Therapeutic Agents II - 3 credits
- [PHM 151](#) Pharmacy Clinical Experience - 9 credits

Total Credits Required: 35 Credits



Search for... Programs of Study Courses

Business Programs

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 Department Chair. In order to enter the Administrative Office Technology program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 031](#).

While completing the above courses, you may enter the Basic Administrative Office Technology Certificate program.

General Education..... 15 Credits

Humanities/Fine Arts 9 credits

[ENG 101](#) English Composition I - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

-AND- Select ONE course from the following:

[SPC 205](#) Public Speaking - 3 credits

[SPC 209](#) Interpersonal Communications - 3 credits

Physical Sciences, Natural Sciences and Mathematics 3 credits

[MAT 102](#) Intermediate Mathematics - 3 credits

Social/Behavioral Sciences 3 credits

[PSY 105](#) Personal/Interpersonal Psychology - 3 credits

Major Requirement... 33 Credits

[AOT 105](#) Keyboarding - 3 credits

[AOT 110](#) Document Formatting - 3 credits

[AOT 141](#) Office Procedures I - 3 credits

[AOT 161](#) Records Management - 3 credits

[AOT 163](#) Word Processing - 3 credits

[AOT 180](#) Customer Service - 3 credits

[AOT 250](#) Advanced Information Processing - 3 credits

[AOT 251](#) Administrative Systems and Procedures - 3 credits

[AOT 261](#) Office Spreadsheet Applications - 3 credits

[AOT 267](#) Integrated Information Processing - 3 credits

[AOT 270](#) SCWE in Office Systems - 3 credits

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Additional Course Requirements.... 15 Credits

- [ACC 101](#) Accounting Principles I - 3 credits
- [BUS 225](#) Social, Ethical and Legal Aspects of Business - 3 credits
- [CPT 257](#) Operating Systems - 3 credits
- [IST 281](#) Presentation Graphics - 3 credits
- [MGT 101](#) Principles of Management - 3 credits

Total Credits Required: 63 Credits

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. Students are introduced 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 credits
- [COL 103](#) College Skills - 3 credits
- OR-
- Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).
- [MAT 101](#) Beginning Algebra - 3 credits

Major Requirements.... 15 Credits

- [AOT 105](#) Keyboarding - 3 credits
- [AOT 110](#) Document Formatting - 3 credits
- [AOT 163](#) Word Processing - 3 credits
- [AOT 180](#) Customer Service - 3 credits
- [IST 281](#) Presentation Graphics - 3 credits

Total Credits Required: 24 Credits

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 using both written and verbal formats; 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 Department Chair.

In order to enter the Management program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#). While completing these courses, students may enter the Basic Business certificate program.

General Education..... 18 Credits

Humanities/Fine Arts 9 credits

- [ENG 101](#) English Composition I - 3 credits
- Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).
- AND- Select ONE course from the following:
- [SPC 205](#) Public Speaking - 3 credits
- [SPC 209](#) Interpersonal Communications - 3 credits

Physical Sciences, Natural Sciences and Mathematics 3 credits

- Select ONE course from the following:
- [MAT 102](#) Intermediate Algebra - 3 credits

- [MAT 110](#) College Algebra - 3 credits
- [MAT 120](#) Probability and Statistics - 3 credits
- [MAT 130](#) Elementary Calculus - 3 credits

Social/Behavioral Sciences 6 credits

Select *ONE* course from the following:

- [ECO 210](#) Macroeconomics - 3 credits
- [ECO 211](#) Microeconomics - 3 credits

-AND-

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

Major Course Requirements... 45 Credits

- [ACC 101](#) Accounting Principles I - 3 credits
- [ACC 102](#) Accounting Principles II - 3 credits
- [BAF 201](#) Principles of Finance - 3 credits
- [BAF 230](#) Computers in Finance - 3 credits
- [BUS 140](#) Business Mathematics - 3 credits
- [BUS 225](#) Social, Ethical and Legal Aspects of Business - 3 credits
- [MGT 101](#) Principles of Management - 3 credits
- [MGT 120](#) Small Business Management - 3 credits
- [MGT 150](#) Fundamentals of Supervision - 3 credits
- [MGT 201](#) Human Resource Management - 3 credits
- [MGT 270](#) Managerial Communications - 3 credits
- [MKT 101](#) Marketing - 3 credits

Select *THREE* courses from the following:

- [BUS 135](#) Wage/Salary Administration - 3 credits
- [BUS 210](#) Introduction to E-Commerce in Business - 3 credits
- [MKT 110](#) Retailing - 3 credits
- [MKT 120](#) Sales Principles - 3 credits
- [MKT 240](#) Advertising - 3 credits

Additional Course Requirements.... 3 Credits

- [CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 66 Credits

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 skills 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 credits
- [COL 103](#) College Skills - 3 credits

-OR-

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

- [MAT 101](#) Beginning Algebra - 3 credits

Major Course Requirements.... 12 Credits

- [ACC 101](#) Accounting Principles I - 3 credits
- [BUS 140](#) Business Mathematics - 3 credits
- [MGT 101](#) Principles of Management - 3 credits

-AND select one from the following:

- [BAF 201](#) Principles of Finance - 3 credits

-OR-

- [MKT 101](#) Marketing - 3 credits

Additional Course Requirements.... 3 Credits

- [CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 24 Credits

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 credits

Major Course Requirements.... 21 Credits

- [ACC 101](#) Accounting Principles I - 3 credits
- [BAF 230](#) Computers in Finance - 3 credits
- [BUS 135](#) Wage and Salary Administration - 3 credits
- [BUS 140](#) Business Mathematics - 3 credits
- [MGT 101](#) Principles of Management - 3 credits
- [MGT 120](#) Small Business Management - 3 credits
- [MKT 101](#) Marketing - 3 credits

Additional Course Requirements.... 3 Credits

[CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 27 Credits

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 (USCA) 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 credits
- [ENG 102](#) English Composition II - 3 credits
- [SPC 205](#) Public Speaking - 3 credits
- Select one of the following:**
- [HIS 201](#) American History to 1877 - 3 credits
- [HIS 202](#) American History 1877+ - 3 credits

Physical Sciences, Natural Sciences and Mathematics 6 credits

- [MAT 110](#) College Algebra - 3 credits
- [MAT 122](#) Finite College Math - 3 credits

Social/Behavioral Sciences 6 credits

- [ECO 210](#) Macroeconomics - 3 credits
- [ECO 211](#) Microeconomics - 3 credits

Major Course Requirements... 12 Credits

- [ACC 101](#) Accounting Principles I - 3 credits
- [ACC 102](#) Accounting Principles II - 3 credits
- [MGT 101](#) Principles of Management - 3 credits
- [MKT 101](#) Marketing - 3 credits

Additional Course Requirements.... 3 Credits

[CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 39 Credits

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 using both written and verbal formats; 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 Department Chair.

In order to enter the Marketing program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#) or have acceptable placement scores.

While completing the above courses, students may enter the Basic Business Certificate program.

General Education..... 18 Credits

Humanities/Fine Arts 9 credits

- [ENG 101](#) English Composition I - 3 credits
- Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).
- AND-** *Select ONE course from the following:*
- [SPC 205](#) Public Speaking - 3 credits
- [SPC 209](#) Interpersonal Communications - 3 credits

Physical Sciences, Natural Sciences and Mathematics 3 credits

- Select ONE course from the following:*
- [MAT 102](#) Intermediate Algebra - 3 credits
- [MAT 110](#) College Algebra - 3 credits
- [MAT 120](#) Probability and Statistics - 3 credits
- [MAT 130](#) Elementary Calculus - 3 credits

Social/Behavioral Sciences 6 credits

- Select ONE course from the following:*
- [ECO 210](#) Macroeconomics - 3 credits
- [ECO 211](#) Microeconomics - 3 credits
- AND-**
- Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

Major Course Requirements.... 45 Credits

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

Additional Course Requirements.... 3 Credits

- [CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 66 Credits

Marketing Specialist

The Marketing Certificate prepares the student for entry-level positions in the everexpanding fields

of marketing, retailing and sales. The program is designed to give the student an understanding of the various basic knowledge required for a successful marketing job experience.

General Education..... 3 Credits

[ENG 101](#) English Composition I - 3 credits

Major Course Requirements..... 9 Credits

[BUS 140](#) Business Mathematics - 3 credits

[MKT 101](#) Marketing - 3 credits

Select TWO courses from the following:

[BUS 210](#) Introduction to E-Commerce in Business - 3 credits

[MKT 110](#) Retailing - 3 credits

[MKT 120](#) Sales Principles - 3 credits

[MKT 240](#) Advertising - 3 credits

Additional Course Requirements.... 3 Credits

[CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 18 Credits

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 using 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 Department Chair. In order to enter the Accounting program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#) or have acceptable placement scores.

While completing the above courses, students may enter the Basic Business Certificate program.

General Education..... 18 Credits

Humanities/Fine Arts 9 credits

[ENG 101](#) English Composition I - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

-AND- *Select ONE course from the following:*

[SPC 205](#) Public Speaking - 3 credits

[SPC 209](#) Interpersonal Communications - 3 credits

Physical Sciences, Natural Sciences and Mathematics 3 credits

Select ONE course from the following:

[MAT 102](#) Intermediate Algebra - 3 credits

[MAT 110](#) College Algebra - 3 credits

[MAT 120](#) Probability and Statistics - 3 credits

Social/Behavioral Sciences 6 credits

Select ONE course from the following:

[ECO 210](#) Macroeconomics - 3 credits

[ECO 211](#) Microeconomics - 3 credits

-AND-

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

Major Course Requirements... 48 Credits

[ACC 101](#) Accounting Principles I - 3 credits

[ACC 102](#) Accounting Principles II - 3 credits

[ACC 120](#) Federal Income Tax - 3 credits

- [ACC 150](#) Payroll Accounting - 3 credits
- [ACC 201](#) Intermediate Accounting I - 3 credits
- [ACC 202](#) Intermediate Accounting II - 3 credits
- [ACC 230](#) Cost Accounting I - 3 credits
- [ACC 231](#) Cost Accounting II - 3 credits
- [ACC 240](#) Computerized Accounting - 3 credits
- [ACC 265](#) Not-for-Profit Accounting - 3 credits
- [BAF 201](#) Principles of Finance - 3 credits
- [BAF 230](#) Computers in Finance - 3 credits
- [BUS 140](#) Business Mathematics - 3 credits
- [BUS 225](#) Social, Ethical and Legal Aspects of Business - 3 credits
- [MGT 101](#) Principles of Management - 3 credits
- [MGT 270](#) Managerial Communications - 3 credits

Additional Course Requirements.... 3 Credits

- [CPT 101](#) Introduction to Computers - 3 credits

Total Semester-Hour Credits: 69 Credits

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 credits

Major Course Requirements.... 15 Credits

- [ACC 101](#) Accounting Principles I - 3 credits
- [ACC 150](#) Payroll Accounting - 3 credits
- [ACC 240](#) Computerized Accounting - 3 credits
- [BAF 230](#) Computers in Finance - 3 credits
- [BUS 140](#) Business Mathematics - 3 credits

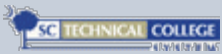
Additional Course Requirements.... 3 Credits

- [CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 21 Credits

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Search for... Programs of Study Courses

Marketing Programs

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 program coordinator.

In order to enter the Marketing program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

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 I - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

-AND- Select ONE course from the following:

[SPC 205](#) Public Speaking - 3 credits

[SPC 209](#) Interpersonal Communications - 3 credits

Physical Sciences, Natural Sciences and Mathematics 3 credits

Select ONE course from the following:

[MAT 102](#) Intermediate Algebra - 3 credits

[MAT 110](#) College Algebra - 3 credits

[MAT 120](#) Probability and Statistics - 3 credits

[MAT 130](#) Elementary Calculus - 3 credits

Social/Behavioral Sciences 6 credits

Select ONE course from the following:

[ECO 210](#) Macroeconomics - 3 credits

[ECO 211](#) Microeconomics - 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

Major Requirements..... 45 Credits

[ACC 101](#) Accounting Principles I - 3 credits

[ACC 102](#) Accounting Principles II - 3 credits

[BAF 201](#) Principles of Finance - 3 credits

[BAF 230](#) Computers in Finance - 3 credits

[BUS 140](#) Business Mathematics - 3 credits

[BUS 210](#) Introduction to E-Commerce in Business - 3 credits

[BUS 225](#) Social, Ethical and Legal Aspects of Business - 3 credits

[CPT 162](#) Intro to Web Page Publishing - 3 credits

[MGT 101](#) Principles of Management - 3 credits

[MGT 120](#) Small Business Management - 3 credits

[MKT 101](#) Marketing - 3 credits

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- [MKT 110](#) Retailing - 3 credits
- [MKT 120](#) Sales Principles - 3 credits
- [MKT 240](#) Advertising - 3 credits
- [MKT 270](#) Managerial Communications - 3 credits

Additional Requirements..... 3 Credits

- [CPT 101](#) Intro to Computers - 3 credits

Total Credits Required: 69 Credits

Marketing Specialist

The Marketing Certificate prepares the student for entry-level positions in the everexpanding 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

- Select ONE course from the following:*
- [BUS 130](#) Business Communications - 3 credits
- [ENG 101](#) English Composition I - 3 credits
- [ENG 160](#) Technical Communications - 3 credits

Major Requirements..... 9 Credits

- [BUS 140](#) Business Mathematics - 3 credits
- [MKT 101](#) Marketing - 3 credits *Select TWO courses from the following:*
- [BUS 210](#) Introduction to E-Commerce in Business - 3 credits
- [MKT 110](#) Retailing - 3 credits
- [MKT 120](#) Sales Principles - 3 credits
- [MKT 240](#) Advertising - 3 credits

Additional Requirements..... 3 Credits

- [CPT 101](#) Intro to Computers - 3 credits

Total Credits Required: 18 Credits

Finance Programs

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 using 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, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

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 I - 3 credits
- Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).
- AND-** *Select ONE course from the following:*

- [SPC 205](#) Public Speaking - 3 credits
- [SPC 209](#) Interpersonal Communications - 3 credits

Physical Sciences, Natural Sciences and Mathematics 3 credits

- Select ONE course from the following:
- [MAT 102](#) Intermediate Algebra - 3 credits
 - [MAT 110](#) College Algebra - 3 credits
 - [MAT 120](#) Probability and Statistics - 3 credits
 - [MAT 130](#) Elementary Calculus - 3 credits

Social/Behavioral Sciences 6 credits

- Select ONE course from the following:
- [ECO 210](#) Macroeconomics - 3 credits
 - [ECO 211](#) Microeconomics - 3 credits
- Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

Major Requirements..... 48 Credits

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

Additional Requirements..... 3 Credits

- [CPT 101](#) Intro to Computers - 3 credits

Total Credits Required: 66 Credits

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 credits

Major Requirements..... 15 Credits

- [ACC 101](#) Accounting Principles I - 3 credits
- [ACC 150](#) Payroll Accounting - 3 credits
- [ACC 240](#) Computerized Accounting - 3 credits
- [BAF 230](#) Computers in Finance - 3 credits
- [BUS 140](#) Business Mathematics - 3 credits

Additional Requirements..... 3 Credits

- [CPT 101](#) Intro to Computers - 3 credits

Total Credits Required: 21 Credits



Search for... Programs of Study Courses

Information Technology Programs

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 Department Chair.

In order to enter the Computer Technology program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

While completing the above courses, you may enter the Basic Computer Technology Certificate program.

General Education..... 15 Credits

Humanities/Fine Arts 9 credits

[SPC 205](#) Public Speaking - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

—AND— one of the following:

[ENG 101](#) English Composition I - 3 credits

[ENG 160](#) Technical Communications - 3 credits

Physical Sciences, Natural Sciences and Mathematics 3 credits

Select ONE course from the following:

[MAT 102](#) Intermediate Algebra - 3 credits

[MAT 110](#) College Algebra - 3 credits

Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

Major Requirement..... 33 Credits

[CPT 101](#) Introduction to Computers - 3 credits

[CPT 162](#) Introduction to Web Page Design - 3 credits

[CPT 168](#) Programming Logic & Design - 3 credits

[CPT 209](#) Computer Systems Management - 3 credits

[CPT 212](#) Visual Basic Programming - 3 credits

[CPT 238](#) Internet Scripting - 3 credits

[CPT 239](#) Active Server Pages - 3 credits

[CPT 242](#) Database - 3 credits

[CPT 257](#) Operating Systems - 3 credits

[IST 201](#) Cisco Internetworking Concepts - 3 credits

—AND— one of the following depending on emphasis:

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Networking: [IST 261](#) Advanced Network Management - 3 credits
Programming: [CPT 265](#) Advanced Systems and Procedures - 3 credits

Additional Requirements Must Be Selected from ONE Emphasis:

Networking Emphasis

Additional Requirements: 18 credits
[IST 202](#) Cisco Router Configuration - 3 credits
[IST 203](#) Advanced Cisco Router Configuration - 3 credits
[IST 204](#) Cisco Troubleshooting - 3 credits
[IST 246](#) Integrated Digital Network - 3 credits
[IST 259](#) Electronic Messaging - 3 credits
[IST 291](#) Fundamentals of Network Security I - 3 credits

Programming Emphasis

Additional Requirements: 18 credits
[CPT 232](#) C++ Programming I - 3 credits
[CPT 233](#) C++ Programming II - 3 credits
[CPT 240](#) Internet Programming with Databases - 3 credits
[CPT 252](#) Digital Animation - 3 credits
[CPT 284](#) ActionScript Programming I - 3 credits
[IST 238](#) Adv. Tools for Website Design - 3 credits

Total Credits Required: 66 Credits

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 credits
-OR-
[ENG 160](#) Technical Communications - 3 credits

[COL 103](#) College Skills - 3 credits
-OR-
Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

[MAT 101](#) Beginning Algebra - 3 credits

Major Course Requirements..... 12 Credits

[CPT 162](#) Intro. to Web Page Publishing - 3 credits
[CPT 257](#) Operating Systems - 3 credits
[IST 201](#) Cisco Internetworking Concepts - 3 credits
Select ONE course from the following:
[CPT 168](#) Programming Logic and Design - 3 credits
[CPT 209](#) Computer Systems Management - 3 credits
[IST 238](#) Adv. Tools for Web Design - 3 credits

Additional Requirements..... 3 Credits

[CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 24 Credits

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 Department Chair. 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 Course Requirements..... 21 Credits

- [CPT 168](#) Programming Logic and Design - 3 credits
- [CPT 232](#) C++ Programming I - 3 credits
- [CPT 233](#) C++ Programming II - 3 credits
- [CPT 252](#) Digital Animation - 3 credits
- [CPT 269](#) 3D Digital Animation - 3 credits
- [CPT 284](#) ActionScript Programming I - 3 credits
- [CPT 288](#) Computer Game Dev. I - 3 credits

Total Credits Required: 21 Credits

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.

Admission to the Computer Networking Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair. The Certificate in Computer Networking 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 Course Requirements..... 21 Credits

- [CPT 209](#) Computer Systems - 3 credits
- [CPT 257](#) Operating Systems - 3 credits
- [IST 201](#) Cisco Internetworking Concepts - 3 credits
- [IST 202](#) Cisco Router Configuration - 3 credits
- [IST 203](#) Advanced Cisco Router Configuration - 3 credits
- [IST 204](#) Cisco Troubleshooting - 3 credits
- [IST 246](#) Integrated Digital Network - 3 credits

Total Credits Required: 21 Credits

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.

Admission to the Internet Programming Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair. The Certificate in Internet Programing 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 Course Requirements..... 27 Credits

- [CPT 162](#) Introduction to Web Page Publishing - 3 credits
- [CPT 168](#) Programming Logic and Design - 3 credits
- [CPT 238](#) Internet Scripting - 3 credits
- [CPT 239](#) Active Server Pages - 3 credits
- [CPT 240](#) Internet Programming with Databases - 3 credits
- [CPT 242](#) Database - 3 credits

- [CPT 252](#) Digital Animation - 3 credits
- [CPT 284](#) ActionScript Programming I - 3 credits
- [IST 238](#) Advanced Tools for Web Site Design - 3 credits

Total Credits Required: 27 Credits

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 web sites.

Admission to the Web Page Design Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair. The Certificate in Web Page 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 Course Requirements..... 24 Credits

- [CPT 160](#) Digital Vector Graphics I - 3 credits
- [CPT 161](#) Introduction to Digital Raster Graphics I - 3 credits
- [CPT 162](#) Introduction to Web Page Publishing - 3 credits
- [CPT 168](#) Programming Logic and Design - 3 credits
- [CPT 252](#) Digital Animation - 3 credits
- [IST 238](#) Advanced Tools for Web Site Design - 3 credits

Select ONE course from the following:

- [CPT 238](#) Internet Scripting - 3 credits
- [CPT 239](#) Active Server Pages - 3 credits
- [CPT 284](#) ActionScript Programming I - 3 credits

Select One course from the following:

- [CPT 251](#) Digital Video Production - 3 credits
- [CPT 269](#) 3D Digital Animation - 3 credits
- [CPT 293](#) Advanced Microcomputer Multimedia Applications - 3 credits

Total Credits Required: 24 Credits

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 Department Chair.

In order to enter the Computer Technology/Multimedia/Marketing program, the following courses must be successfully completed with a grade “C” or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

While completing these courses you may enter the Basic Multimedia Certificate program.

General Education..... 15 Credits

Humanities/Fine Arts 9 credits

- [SPC 205](#) Public Speaking - 3 credits
- Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).
- AND-** one of the following
- [ENG 101](#) English Composition I - 3 credits
- [ENG 160](#) Technical Communications - 3 credits

Physical Sciences, Natural Sciences and Mathematics 3 credits

[MAT 102](#) Intermediate Algebra - 3 credits

Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

Major Course Requirements..... 45 Credits

Primary Technical Specialty: 33 credits

Multimedia

[CPT 101](#) Introduction to Computers - 3 credits
[CPT 160](#) Digital Vector Graphics I - 3 credits
[CPT 161](#) Introduction to Digital Raster Graphics I - 3 credits
[CPT 162](#) Introduction to Web Page Publishing - 3 credits
[CPT 251](#) Digital Video Production - 3 credits
[CPT 252](#) Digital Animation - 3 credits
[CPT 257](#) Operating Systems - 3 credits
[CPT 269](#) 3D Digital Animation - 3 credits
[CPT 293](#) Advanced Microcomputer Multimedia Applications - 3 credits
[CPT 295](#) Desktop Publishing Applications - 3 credits
[IST 238](#) Advanced Tools for Website Design - 3 credits

Secondary Technical Specialty Marketing: 12 credits

Marketing

[MKT 101](#) Marketing - 3 credits

-AND-

Select *THREE* courses from the following:

[BUS 210](#) Introduction to E-Commerce in Business - 3 credits
[MKT 110](#) Retailing - 3 credits
[MKT 120](#) Sales Principles - 3 credits
[MKT 240](#) Advertising - 3 credits

Additional Course Requirements..... 6 Credits

Select *TWO* from the following:

[ART 101](#) Art History & Appreciation - 3 credits
[ART 105](#) Film as Art - 3 credits
[ART 111](#) Basic Drawing - 3 credits
[ART 289](#) Digital Photography - 3 credits
[ARV 121](#) Design - 3 credits
[MGT 120](#) Small Business Management - 3 credits

Total Credits Required: 66 Credits

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 credits

-OR-

[ENG 160](#) Technical Communications - 3 credits

[COL 103](#) College Skills - 3 credits

-OR-

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

[MAT 101](#) Beginning Algebra - 3 credits

Major Course Requirements..... 12 Credits

- [CPT 160](#) Digital Vector Graphics I - 3 credits
- [CPT 161](#) Introduction to Digital Raster Graphics I - 3 credits
- [CPT 162](#) Introduction to Web Page Publishing - 3 credits
- AND-** Select ONE course from the following:
- [CPT 252](#) Digital Animation - 3 credits
- [IST 238](#) Advanced Tools for Web Site Design - 3 credits
- [CPT 295](#) Desktop Publishing Applications - 3 credits

Additional Requirements..... 3 Credits
[CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 24 Credits

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Search for... Programs of Study Courses

Human Services Programs

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 internship 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 Basic Human Services while earning the Human Services Associate Degree.

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 Department Chair.

In order to enter the Human Services program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#) or have acceptable placement scores or transfer classes.

While completing the above courses, you may enter the Basic Human Services Certificate program.

General Education..... 15 Credits

Humanities/Fine Arts 9 credits

[ENG 101](#) English Composition I - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

-AND- Select *ONE* course from the following:

[SPC 205](#) Public Speaking - 3 credits

[SPC 209](#) Interpersonal Communications - 3 credits

Physical Sciences, Natural Sciences and Mathematics 3 credits

Select ONE course from the following:

[MAT 102](#) Intermediate Algebra - 3 credits

[MAT 110](#) College Algebra - 3 credits

Social/Behavioral Sciences 3 credits

[SOC 205](#) Social Problems - 3 credits

Major Requirement..... 47 Credits

[HUS 101](#) Introduction to Human Services - 3 credits

[HUS 209](#) Case Management - 3 credits

[PSY 105](#) Personal/Interpersonal Psychology - 3 credits

[PSY 201](#) General Psychology - 3 credits

[PSY 203](#) Human Growth and Development - 3 credits

[PSY 208](#) Human Sexuality - 3 credits

[PSY 212](#) Abnormal Psychology - 3 credits

[PSY 230](#) Interviewing Techniques - 3 credits

[PSY 231](#) Counseling Techniques - 3 credits

[PSY 235](#) Group Dynamics - 3 credits

Select courses **totalling** a minimum of 11 credits from the following:

[HUS 112](#) Services for the Elderly - 2 credits

[HUS 134](#) Activity Therapy - 3 credits

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[HUS 205](#) Gerontology - 3 credits
[HUS 206](#) Death and Dying - 3 credits
[HUS 208](#) Alcohol and Drug Abuse - 3 credits
[PSY 237](#) Crisis Management - 3 credits
[PSY 240](#) Ethnicity and Minority Issues - 3 credits
[SOC 210](#) Juvenile Delinquency - 3 credits

Field Placement Requirements..... 6 Credits

[HUS 150](#) Supervised Field Placement I - 3 credits
[HUS 151](#) Supervised Field Placement II - 3 credits

Additional Requirements..... 3 Credits

[CPT 101](#) Intro to Computers - 3 credits

Total Credits Required: 65 Credits (minimum)

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

**Associate in Applied Science: Major in General Technology:
Emphasis in Correctional Counseling**

The Associate in Applied Science – Major in General Technology: Emphasis in Correctional Counseling combines the course content and skills learned in the Human Services and Criminal Justice programs – to prepare graduates for entry-level employment in state and local correctional agencies dealing with pre-trial intervention, probation and parole, and juvenile arbitration programs.

This program is designed to provide students the education and supervised internship experience to prepare them to deal with a spectrum of juvenile and adult populations served by correctional agencies. Students will learn interpersonal, interviewing, counseling and case management skills in working with agencies in the criminal justice domain.

Admission to the Associate in Applied Science – Major in General Technology: Emphasis in Correctional Counseling program is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair.

In order to enter the Human/Correctional Services program, you must have successfully completed [ENG 032](#), [MAT 032](#) and [RDG 032](#) with a grade of "C" or higher, or have acceptable placement scores. While completing these courses, students may enter the Basic Human Services Certificate program.

General Education..... 15 Credits

Humanities/Fine Arts 9 credits

[ENG 101](#) English Composition I - 3 credits
[SPC 205](#) Public Speaking - 3 credits
–OR–
[SPC 209](#) Interpersonal Communications - 3 credits

[REL 103](#) Comparative Religion - 3 credits

Physical Sciences, Natural Sciences and Mathematics 3 credits

Select ONE course from the following:
[MAT 102](#) Intermediate Mathematics - 3 credits
[MAT 110](#) College Algebra - 3 credits

Social/Behavioral Sciences 3 credits

[SOC 210](#) Juvenile Delinquency - 3 credits

Primary Specialty... 33 Credits

[HUS 101](#) Introduction to Human Services - 3 credits
[HUS 208](#) Alcohol and Drug Abuse - 3 credits
[HUS 209](#) Case Management - 3 credits
[PSY 105](#) Personal/Interpersonal Psychology - 3 credits
[PSY 201](#) General Psychology - 3 credits
[PSY 212](#) Abnormal Psychology - 3 credits
[PSY 230](#) Interviewing Techniques - 3 credits

- [PSY 231](#) Counseling Techniques - 3 credits
- [PSY 235](#) Group Dynamics - 3 credits
- [PSY 237](#) Crisis Management - 3 credits
- [PSY 240](#) Ethnicity and Minority Issues - 3 credits

Secondary Specialty... 12 Credits

- [CRJ 115](#) Criminal Law I - 3 credits
- [CRJ 125](#) Criminology - 3 credits
- [CRJ 224](#) Police Community Relations - 3 credits
- [CRJ 242](#) Correctional Systems - 3 credits

Additional Course Requirements.... 6 Credits

- [CPT 101](#) Introduction to Computers - 3 credits
- [CRJ 250](#) Criminal Justice Internship I - 3 credits

Total Credits Required: 66 Credits

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 Department Chair.

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 Department Chair. The Certificate in Alcohol and Drug Abuse is designed to enhance skills of those who are earning the Associate in Applied Science - Major in Human Services degree.

Major Requirement..... 27 Credits

- [HUS 150](#) Supervised Field Placement I - 3 credits
- [HUS 208](#) Alcohol and Drug Abuse - 3 credits
- [PSY 105](#) Personal/Interpersonal Psychology - 3 credits
- [PSY 230](#) Interviewing Techniques - 3 credits
- [PSY 231](#) Counseling Techniques - 3 credits
- [PSY 235](#) Group Dynamics - 3 credits
- [PSY 237](#) Crisis Management - 3 credits
- [PSY 240](#) Ethnicity and Minority Issues - 3 credits
- [SOC 210](#) Juvenile Delinquency - 3 credits

Total Credits Required: 27 Credits

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 Associate in Applied Science - Major in Human Services degree, 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 the human services professions. The certificate is designated for the student who intends to pursue the AAS-Major in Human Services degree and who does not meet the conditional admissions requirements of the program.

General Education..... 9 Credits

- [ENG 101](#) English Composition I - 3 credits
- [PSY 105](#) Personal/Interpersonal Psychology - 3 credits
- [MAT 101](#) Beginning Algebra - 3 credits

Major Requirement..... 12 Credits

- [HUS 101](#) Introduction to Human Services - 3 credits
- [PSY 201](#) General Psychology - 3 credits
- [PSY 230](#) Interviewing Techniques - 3 credits

[SOC 205](#) Social Problems - 3 credits

Additional Requirements..... 3 Credits

[CPT 101](#) Intro to Computers - 3 credits

Total Credits Required: 24 Credits

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 Department Chair.

Admission to the Gerontology Certificate is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair. The Certificate in Gerontology is designed to enhance skills of those who are earning the Associate in Applied Science - Major in Human Services degree.

Major Requirement..... 26 Credits

[HUS 112](#) Services for the Elderly - 2 credits

[HUS 134](#) Activity Therapy - 3 credits

[HUS 151](#) Supervised Field Placement II - 3 credits

[HUS 205](#) Gerontology - 3 credits

[HUS 206](#) Death and Dying - 3 credits

[PSY 105](#) Personal/Interpersonal Psychology - 3 credits

[PSY 230](#) Interviewing Techniques - 3 credits

[PSY 231](#) Counseling Techniques - 3 credits

[PSY 235](#) Group Dynamics - 3 credits

Total Credits Required: 26 Credits

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

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Search for... Programs of Study Courses

Education Programs

The Associate in Arts: Early Childhood Education Transfer Track

The Associate in Arts – Early Childhood Education Transfer Track Degree provides ATC transfer students with the first two years (70 hours) of undergraduate credit towards a degree in Early Childhood Education at the University of South Carolina - Aiken. All of the courses listed below, even those not found on the Technical College Courses Transferable to Senior Institutions list*, will transfer to USCA under the ATC-USCA Early Childhood Education articulation agreement. AA-ECE transfer students must maintain a minimum 2.75 GPA and are expected to complete the Praxis Exam before transferring to USCA.

General Education.....57 Credits

Humanities/Fine Arts 35 credits

- [ENG 101](#) English Composition I - 3 credits
- [ENG 102](#) English Composition II - 3 credits
- [ENG 201](#), [ENG 202](#), [ENG 205](#), or [ENG 206](#) - 3 credits
- [Foreign Language I](#) - 4 credits
- [Foreign Language II](#) - 4 credits
- [HIS 101](#) or [HIS 102](#) (Western Civ.) - 3 credits
- [HIS 201](#) or [HIS 202](#) (U.S. History) - 3 credits
- [MUS 105](#) Music Appreciation - 3 credits
- [REL 103](#) Comparative Religion - 3 credits
- [SPC 205](#) Public Speaking - 3 credits
- [PHI 101](#), [THE 101](#) or another of the ENG or HIS courses listed above - 3 credits

Physical Sciences, Natural Sciences and Mathematics 13 credits

- [BIO 102](#) Biological Science II - 4 credits
- [MAT 110](#) College Algebra - 3 credits
- [MAT 250](#) Elementary Math I* - 3 credits
- [MAT 251](#) Elementary Math II* - 3 credits

Social/Behavioral Sciences 9 credits

- [PSY 201](#) General Psychology - 3 credits
- [PSY 210](#) Educational Psychology* - 3 credits
- [SOC 101](#) Introduction to Sociology - 3 credits

Major Course Requirements..... 15 Credits

- [ECD 106](#) Observation of Young Children* - 3 credits
- [ECD 107](#) Exceptional Children* - 3 credits
- [ECD 131](#) Language Arts* - 3 credits
- [ECD 135](#) Health, Safety, and Nutrition* - 3 credits
- [ECD 138](#) Movement and Music for Young Children* - 3 credits

Total Credits Required: 72 Credits

*The 72 ATC credit hours listed above will transfer to USCA's Department of Education as 70 hours of undergraduate credit. Transfer of any of the eight AA-ECE courses marked with an * above to any college other than USCA would require approval on a case-by-case basis.*

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

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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 Department Chair.

In order to enter the Early Care and Education program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

While completing the above courses, you may enter the Early Childhood Development Certificate program.

General Education..... 15 Credits

Humanities/Fine Arts 9 credits

- [ENG 101](#) English Composition I - 3 credits
- Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).
- AND- Select ONE course from the following:**
- [SPC 205](#) Public Speaking - 3 credits
- [SPC 209](#) Interpersonal Communications - 3 credits

Physical Sciences, Natural Sciences and Mathematics 3 credits

- Select ONE course from the following:
- [MAT 102](#) Intermediate Algebra - 3 credits
- [MAT 110](#) College Algebra - 3 credits

Social/Behavioral Sciences 3 credits

- [PSY 201](#) General Psychology - 3 credits

Major Course Requirements..... 48 Credits

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

- Select ONE course from the following:
- [ECD 138](#) Movement and Music for Young Children - 3 credits
- [SAC 101](#) Best Practices in School-Age and Youth Care Skills - 3 credits

Additional Course Requirements.... 3 Credits

- [CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 66 Credits

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

Basic Early Care and 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 credits
- [ENG 101](#) English Composition I - 3 credits
- [MAT 101](#) Beginning Algebra - 3 credits

Major Requirement..... 15 Credits

- [ECD 101](#) Intro to Early Childhood - 3 credits
- [ECD 102](#) Growth and Development I - 3 credits
- [ECD 105](#) Guidance and Classroom Management - 3 credits
- [ECD 135](#) Health, Safety, and Nutrition - 3 credits

Additional Requirements..... 3 Credits

- [CPT 101](#) Intro to Computers - 3 credits

Total Credits Required: 24 Credits

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. Students must have or be enrolled in a related associate, bachelor or masters degree program to earn this certificate. The Childcare Management Certificate is designed to enhance the skills of those who are earning the Associate in Applied Science - Major in Early Care and Education.

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:*
- [BUS 140](#) Business Mathematics - 3 credits
 - [MAT 102](#) Intermediate Algebra - 3 credits

Major Course Requirements..... 33 Credits

- [ECD 102](#) Growth and Development I - 3 credits
- [ECD 105](#) Guidance and Classroom Management - 3 credits
- [ECD 106](#) Observation of Young Children - 3 credits
- [ECD 107](#) Exceptional Children - 3 credits
- [ECD 108](#) Family and Community Relations - 3 credits
- [ECD 135](#) Health, Safety, and Nutrition - 3 credits
- [ECD 203](#) Growth and Development II - 3 credits
- [MGT 101](#) Principles of Management - 3 credits
- [MGT 120](#) Small Business Management - 3 credits
- [MGT 150](#) Fundamentals of Supervision - 3 credits
- [SAC 101](#) Introduction to School-Age Child Care - 3 credits

Additional Requirements..... 3 Credits

- [CPT 101](#) Intro to Computers - 3 credits

Total Credits Required: 39 Credits

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 Course Requirements..... 27 Credits

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

Total Credits Required: 27 Credits

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

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Public Safety Programs

Associate in Applied Science: Major in Criminal Justice

The Associate in Applied Science with a Major in Criminal Justice program 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 Department Chair.

In order to enter the Criminal Justice program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

While completing the above courses, you may enter the Basic Criminal Justice Certificate program.

General Education..... 18 Credits

Humanities/Fine Arts 9 credits

[ENG 101](#) English Composition I - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

-AND- Select ONE course from the following:

[SPC 205](#) Public Speaking - 3 credits

[SPC 209](#) Interpersonal Communications - 3 credits

Physical Sciences, Natural Sciences and Mathematics 3 credits

[MAT 102](#) Intermediate Algebra - 3 credits

Social/Behavioral Sciences 6 credits

[PSY 201](#) General Psychology - 3 credits

[SOC 210](#) Juvenile Delinquency - 3 credits

Major Course Requirements.... 45 Credits

[CRJ 101](#) Intro to Criminal Justice - 3 credits

[CRJ 110](#) Police Patrol - 3 credits

[CRJ 115](#) Criminal Law I - 3 credits

[CRJ 125](#) Criminology - 3 credits

[CRJ 140](#) Criminal Justice Report Writing - 3 credits

[CRJ 202](#) Criminalistics - 3 credits

[CRJ 217](#) Crime Scene Investigations for Major Incidents and Mass Crime - 3 credits

[CRJ 224](#) Police Community Relations - 3 credits

[CRJ 230](#) Criminal Investigations I - 3 credits

[CRJ 235](#) Practical Crime Scene Investigations - 3 credits

[CRJ 237](#) Defensive Tactics for Law Enforcement - 3 credits

[CRJ 239](#) Terrorism & Homeland Security - 3 credits

[CRJ 242](#) Correctional Systems - 3 credits

[CRJ 250](#) Criminal Justice Internship I - 3 credits

[CRJ 275](#) Criminal Investigation, P.S. & Traffic - 3 credits

Additional Course Requirements... 3 Credits

[CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 66 Credits

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Note: Every student must obtain certification in CPR and 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 skills 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 credits

[COL 103](#) College Skills - 3 credits

-OR-

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

[MAT 101](#) Beginning Algebra - 3 credits

Major Course Requirements..... 12 Credits

[CRJ 101](#) Introduction to Criminal Justice - 3 credits

[CRJ 110](#) Police Patrol - 3 credits

[CRJ 115](#) Criminal Law - 3 credits

[CRJ 125](#) Criminology - 3 credits

Additional Course Requirements... 3 Credits

[CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 24 Credits

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Manufacturing Programs

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 problemsolving 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 Department Chair.

In order to enter the Industrial Maintenance Technology program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

While completing the above courses, you may enter the Electrical/Maintenance Certificate program.

General Education..... 15 Credits

Humanities/Fine Arts 9 credits

[SPC 205](#) Public Speaking - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

-AND- one of the following:

[ENG 101](#) English Composition I - 3 credits

[ENG 160](#) Technical Communications - 3 credits

Physical Sciences, Natural Sciences and Mathematics 3 credits

[MAT 102](#) Intermediate Algebra - 3 credits

-OR-

[MAT 155](#) Contemporary Mathematics - 3 credits

Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

Major Requirements..... 46 Credits

[CIM 131](#) Computer Integrated Manufacturing* - 3 credits

[EEM 145](#) Control Circuits - 3 credits

[EEM 162](#) Process Control - 3 credits

[EEM 166](#) Commercial/Industrial Wiring - 4 credits

[EEM 201](#) Electronics Devices I - 3 credits

[EEM 215](#) DC/AC Machines - 3 credits

[EEM 221](#) DC/AC Drives - 3 credits

[EEM 251](#) Programmable Controllers - 3 credits

[EEM 275](#) Technical Troubleshooting - 3 credits

[EET 140](#) Digital Electronics* - 3 credits

[IMT 113](#) Power Tools Operations - 2 credits

[IMT 121](#) Drive Systems - 2 credits

[IMT 122](#) Couplings - 2 credits

[IMT 126](#) Introduction to Mechanical Installation - 2 credits

[IMT 131](#) Hydraulics and Pneumatics - 4 credits

[IMT 151](#) Piping Systems - 3 credits

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Additional Requirements..... 8 Credits

- [EGR 105](#) Safety in the Workplace - 1 credits
- [EGT 123](#) Industrial Print Reading - 2 credits
- [MTT 145](#) Machining of Metals - 3 credits
- [WLD 102](#) Introduction to Welding - 2 credits

Total Credits Required: 69 Credits

** Project Lead the Way classes may apply to course.*

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 AASMajor 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 credits
- OR-**
- [ENG 160](#) Technical Communications - 3 credits

[COL 103](#) College Skills - 3 credits

-OR-
Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

[MAT 101](#) Beginning Algebra - 3 credits

Major Requirements..... 13 Credits

- [EEM 145](#) Control Circuits - 3 credits
- [EEM 166](#) Commercial/Industrial Wiring - 4 credits
- [IMT 113](#) Power Tools Operations - 2 credits
- [IMT 121](#) Drive Systems - 2 credits
- [IMT 122](#) Couplings - 2 credits

Additional Requirements..... 3 Credits

- [CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 25 Credits

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 credits
- OR-**
- [ENG 101](#) English Composition I - 3 credits

[MAT 102](#) Intermediate Algebra - 3 credits

-OR-
[MAT 155](#) Contemporary Mathematics - 3 credits

Major Requirements..... 21 Credits

- [EEM 145](#) Control Circuits - 3 credits
- [EEM 166](#) Commercial/Industrial Wiring - 4 credits
- [EEM 215](#) DC/AC Machines - 3 credits
- [IMT 113](#) Power Tools Operations - 2 credits
- [IMT 121](#) Drive Systems - 2 credits
- [IMT 122](#) Couplings - 2 credits
- [IMT 126](#) Introduction to Mechanical Installation - 2 credits

IMT 151 Piping Systems - 3 credits

Total Credits Required: 27 Credits

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 credits

-OR-

[ENG 160](#) Technical Communications - 3 credits

[COL 103](#) College Skills - 3 credits

-OR-

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

[MAT 101](#) Beginning Algebra - 3 credits

Major Requirements..... 15 Credits

[ACR 101](#) Fundamentals of Refrigeration - 5 credits

[ACR 102](#) Tools & Service Techniques - 3 credits

[ACR 106](#) Basic Electricity for HVAC/R - 4 credits

[ACR 140](#) Automatic Controls - 3 credits

Additional Course Requirements... 3 Credits

[CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 27 Credits

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 Department Chair. 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 credits

-OR-

[MAT 155](#) Contemporary Mathematics - 3 credits

Major Requirements..... 18 Credits

[ACR 107](#) Wiring Diagrams - 2 credits

[ACR 110](#) Heating Fundamentals - 4 credits

[ACR 120](#) Basic Air Conditioning - 4 credits

[ACR 131](#) Commercial Refrigeration - 4 credits

[ACR 210](#) Heat Pumps - 4 credits

Total Credits Required: 21 Credits

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 and does not meet the conditional requirements of the program.

General Education..... 9 Credits

[ENG 101](#) English Composition I - 3 credits

-OR-

[ENG 160](#) Technical Communications - 3 credits

[COL 103](#) College Skills - 3 credits

-OR-

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

[MAT 101](#) Beginning Algebra - 3 credits

Major Requirements..... 16 Credits

[WLD 101](#) Cutting Process - 1 credits

[WLD 102](#) Introduction to Welding - 2 credits

[WLD 103](#) Print Reading I - 1 credits

[WLD 108](#) Gas Metal Arc Welding - 4 credits

[WLD 111](#) Arc Welding I - 4 credits

[WLD 132](#) Gas Tungsten Arc Welding - Ferrous - 4 credits

Additional Course Requirements... 3 Credits

[CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 28 Credits

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 nondestructive 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 Department Chair. 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 credits

-OR-

[MAT 155](#) Contemporary Mathematics - 3 credits

Major Requirements..... 17 Credits

[WLD 105](#) Print Reading II - 1 credits

[WLD 117](#) Specialized Arc Welding - 4 credits

[WLD 140](#) Weld Testing - 1 credits

[WLD 152](#) Gas Tungsten Arc Welding - 4 credits

[WLD 160](#) Fabrication Welding - 3 credits

[WLD 170](#) Qualification Welding - 4 credits

Total Credits Required: 20 Credits

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 credits

-OR-

[ENG 160](#) Technical Communications - 3 credits

[COL 103](#) College Skills - 3 credits

-OR-

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

[MAT 101](#) Beginning Algebra - 3 credits

Major Requirements..... 15 Credits

[EGT 123](#) Industrial Printing - 2 credits

[MTT 111](#) Machine Tool Theory and Practice I - 5 credits

[MTT 112](#) Machine Tool Theory and Practice II - 5 credits

[MTT 143](#) Precision Measurements - 2 credits

[EGR 105](#) Safety in the Workplace - 1 credits

Additional Course Requirements... 3 Credits

[CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 27 Credits

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 Department Chair. The Certificate in Computerized Numerical Control (CNC) is designed to enhance skills of those who already have earned the 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 Department Chair is required for admission.

General Education..... 3 Credits

[MAT 102](#) Intermediate Algebra - 3 credits

-OR-

[MAT 155](#) Contemporary Mathematics - 3 credits

Major Requirements..... 22 Credits

[EGT 110](#) Engineering Graphics I - 4 credits

-OR- both

[EGT 102](#) Technical Drawing - 2 credits

[EGT 109](#) Intro to Engineering Design Graphics - 3 credits

[EGT 130](#) Geometric Dimensioning/Tolerancing Applications - 3 credits

[EGT 152](#) Fundamentals of CAD - 3 credits

[MTT 250](#) Principles of CNC - 3 credits

[MTT 254](#) CNC Programming I - 3 credits

[MTT 255](#) CNC Programming II - 3 credits

[CIM 131](#) Computer Integrated Manufacturing - 3 credits

Total Credits Required: 25 Credits



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Science & Technology Programs

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 degree is restricted to those who have met the prerequisite requirements and/or have the permission of the Department Chair.

In order to enter the Electronics Engineering Technology program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 102](#).

While completing the above courses, you may enter the Basic Electronics Engineering Technology certificate program.

General Education..... 19 Credits

Humanities/Fine Arts 6 credits

[ENG 160](#) Technical Communications - 3 credits

-OR- Both

[ENG 101](#) English Composition I - 3 credits

[SPC 205](#) Public Speaking - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

Physical Sciences, Natural Sciences and Mathematics 10 credits

[MAT 110](#) College Algebra - 3 credits

[MAT 111](#) College Trigonometry - 3 credits

[PHY 201](#) Physics I - 4 credits

Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

Major Requirements..... 41 Credits

[EET 113](#) Electrical Circuits I - 4 credits

[EET 114](#) Electrical Circuits II - 4 credits

[EET 130](#) Network Devices - 3 credits

[EET 140](#) Digital Electronics* - 3 credits

[EET 141](#) Electronic Circuits - 4 credits

[EET 227](#) Electrical Machinery - 3 credits

[EET 231](#) Industrial Electronics - 4 credits

[EET 235](#) Programmable Controllers - 3 credits

[EET 241](#) Electronic Communications - 4 credits

[EET 251](#) Microprocessor Fundamentals - 4 credits

[EGR 130](#) Engineering Technology Applications and Programming* - 3 credits

[EGR 255](#) Engineering Technology Senior Systems Project - 2 credits

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Additional Course Requirements... 9 Credits

- [CPT 101](#) Introduction to Computers - 3 credits
- [CIM 131](#) Computer Integrated Manufacturing* - 3 credits
- [EGT 152](#) Fundamentals of CAD - 3 credits

Total Credits Required: 69 Credits

** Project Lead the Way classes may apply to course.*

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 credits
- OR-**
- [ENG 160](#) Technical Communications - 3 credits

- [COL 103](#) College Skills - 3 credits
- OR-**
- Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

- [MAT 102](#) Intermediate Algebra - 3 credits

Major Requirements..... 13 Credits

- [EET 113](#) Electrical Circuits I - 4 credits
- [EET 140](#) Digital Electronics* - 3 credits
- [EGR 130](#) Engineering Technology Applications and Programming* - 3 credits
- [EGT 152](#) Fundamentals of CAD - 3 credits

Additional Course Requirements... 3 Credits

- [CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 25 Credits

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 Department Chair. 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 credits
- [CPT 209](#) Computer Systems - 3 credits
- [CPT 257](#) Operating Systems - 3 credits
- [EET 141](#) Electronic Circuits - 4 credits

[EET 251](#) Microprocessor Fundamentals - 4 credits

[IST 201](#) Cisco Internetworking Concepts - 3 credits

Total Credits Required: 20 Credits

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 and MICROSTATION software for computeraided drafting and E-Z CAM 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 Department Chair.

In order to enter the Engineering Graphics program, the following courses must be successfully completed with a grade "C" or higher: [ENG 032](#); [RDG 032](#); [MAT 032](#).

While completing these courses, you may enter the Basic Engineering Graphics Technology certificate program.

General Education..... 15 Credits

Humanities/Fine Arts 9 credits

[SPC 205](#) Public Speaking - 3 credits

Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

-AND- one of the following:

[ENG 101](#) English Composition I - 3 credits

[ENG 160](#) Technical Communications - 3 credits

Physical Sciences, Natural Sciences and Mathematics 3 credits

[MAT 102](#) Intermediate Algebra - 3 credits

Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

Major Requirements..... 43 Credits

Primary Technical Specialty - 29 credits

[EGT 115](#) Engineering Graphics II - 4 credits

[EGT 130](#) Geometric Dimensioning/Tolerancing Applications - 3 credits

[EGT 155](#) Intermediate CAD - 2 credits

[EGT 210](#) Engineering Graphics III - 4 credits

[EGT 215](#) Mechanical Drawing Applications - 4 credits

[EGT 260](#) CAD Symbols Creation - 2 credits

[EGT 110](#) Engineering Graphics I - 4 credits

-OR BOTH-

[EGT 102](#) Technical Drawing - 4 credits

[EGT 109](#) Introduction to Engineering Design Graphics - 3 credits

[EGT 151](#) Introduction to CAD - 3 credits

-OR BOTH-

[EGT 150](#) Basic CAD - 2 credits

[EGT 290](#) Computer Aided Design I - 1 credits

[EGT 152](#) Fundamentals of CAD* - 3 credits

Secondary Technical Specialty - 14 credits

[MTT 111](#) Machine Tool Theory and Practice I - 5 credits

- [MTT 250](#) Principles of CNC - 3 credits
- [MTT 254](#) CNC Programming I - 3 credits
- [CIM 131](#) Computer Integrated Manufacturing* - 3 credits

Additional Requirements..... 7 Credits

- [CPT 101](#) Intro to Computers - 3 credits
- [EGR 105](#) Safety in the Workplace - 1 credits
- [EGR 130](#) Engineering Technology Applications and Programming* - 3 credits

Total Credits Required: 65 Credits

** Project Lead the Way classes may apply to course.*

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 credits
- OR-
- [ENG 160](#) Technical Communications - 3 credits

- [COL 103](#) College Skills - 3 credits
- OR-
- Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

- [MAT 101](#) Beginning Algebra - 3 credits

Major Requirements..... 13 Credits

- [EGT 110](#) Engineering Graphics I - 4 credits
- OR BOTH-
- [EGT 102](#) Technical Drawing - 2 credits
- [EGT 109](#) Introduction to Engineering Design Graphics - 3 credits

- [EGT 115](#) Engineering Graphics II - 4 credits
- [EGT 152](#) Fundamentals of CAD* - 3 credits
- [EGT 155](#) Intermediate CAD - 2 credits

Additional Course Requirements... 3 Credits

- [CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 25 Credits

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 credits

Major Requirements..... 24 Credits

- [EGT 110](#) Engineering Graphics I - 4 credits

-OR BOTH-

- [EGT 102](#) Technical Drawing - 2 credits
- [EGT 109](#) Introduction to Engineering Design Graphics - 3 credits

- [EGT 115](#) Engineering Graphics II - 4 credits
- [EGT 130](#) Geometric Dimensioning/Tolerancing Applications - 3 credits
- [EGT 210](#) Engineering Graphics III - 4 credits
- [EGT 215](#) Mechanical Drawing Applications - 4 credits

-Choose A Path-

MicroStation:

- [EGT 151](#) Introduction to CAD - 3 credits

-OR BOTH-

- [EGT 150](#) Basic CAD - 2 credits
- [EGT 290](#) Computer Aided Design I - 1 credits

- [EGT 260](#) CAD Symbols Creation - 2 credits

AutoCAD:

- [EGT 152](#) Fundamentals of CAD - 3 credits
- [EGT 155](#) Intermediate CAD - 2 credits

Additional Course Requirements... 3 Credits

- [CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 30 Credits

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

- [MAT 140](#) Analytical Geometry and Calculus I - 4 credits
- [MAT 141](#) Analytical Geometry and Calculus II - 4 credits

Select 6 credits from the following:

- [ECO 210](#) Macroeconomics - 3 credits
- [HIS 201](#) American History: Discovery to 1877 - 3 credits
- [HIS 202](#) American History: 1877 to Present - 3 credits
- [PSC 201](#) American Government - 3 credits

Major Requirements..... 12 Credits

- [CIM 131](#) Computer Integrated Manufacturing* - 3 credits
- [EET 140](#) Digital Electronics* - 3 credits
- [EGR 130](#) Engineering Technology Applications and Programming* - 3 credits
- [EGT 152](#) Fundamentals of CAD* - 3 credits

Total Credits Required: 26 Credits

Engineering Transfer Certificate

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

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

General Education..... 33 Credits

Humanities/Fine Arts 9 credits

- [ENG 101](#) English Composition I - 3 credits
- [ENG 102](#) English Composition II - 3 credits
- Select ONE course from the following:*
- [HIS 201](#) American History: Discovery to 1877 - 3 credits
- [HIS 202](#) American History: 1877 to Present - 3 credits
- [MUS 105](#) Music Appreciation - 3 credits
- [ART 101](#) Art History and Appreciation - 3 credits

Physical Sciences, Natural Sciences and Mathematics 24 credits

- [MAT 140](#) Analytical Geometry & Calculus I - 4 credits
- [MAT 141](#) Analytical Geometry & Calculus II - 4 credits
- [CHM 110](#) College Chemistry I - 4 credits
- [CHM 111](#) College Chemistry II - 4 credits
- [PHY 221](#) University Physics I - 4 credits
- [PHY 222](#) University Physics II - 4 credits

Major Requirements..... 9 Credits

- [EGT 152](#) Fundamentals of CAD (*IED) - 3 credits
- [EGR 130](#) Engineering Technology Applications and Programming (*POE) - 3 credits
- [EET 140](#) Digital Electronics (*DE) - 3 credits

Total Credits Required: 42 Credits

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 Department Chair.

In order to enter the Radiation Protection Technology program, the following courses must be successfully completed with a grade “C” or higher: [ENG 032](#); [RDG 032](#); [MAT 102](#).

While completing the above courses, you may enter the Basic Radiation Protection Technology 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 credits
- OR BOTH-**
- [ENG 101](#) English Composition I - 3 credits
- [SPC 205](#) Public Speaking - 3 credits
- AND-**
- [ENG 260](#) Advanced Technical Communications - 3 credits
- Select Humanities/Fine Arts courses totaling 3 credits from the [course list](#).

Physical Sciences, Natural Sciences and Mathematics 25 credits

- Biology (4 credits)**
- [BIO 101](#) Biological Science I - 4 credits
- Chemistry (4 credits)**
- [CHM 105](#) General/Organic/Biochemistry - 4 credits
- OR BOTH-**

[CHM 110](#) College Chemistry I - 4 credits
[CHM 111](#) College Chemistry II - 4 credits

Mathematics (9 credits)

[MAT 110](#) College Algebra - 3 credits
[MAT 111](#) College Trigonometry - 3 credits
[MAT 120](#) Probability & Statistics - 3 credits

Physics (8 credits)

[PHY 201](#) Physics I - 4 credits
[PHY 202](#) Physics II - 4 credits

-OR BOTH -

[PHY 221](#) University Physics I - 4 credits
[PHY 222](#) University Physics II - 4 credits

Social/Behavioral Sciences 3 credits

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

Major Requirements..... 29 Credits

[NET 105](#) Reactor Components and Systems - 3 credits
[RPT 101](#) Introduction to Radiation Protection - 1 credits
[RPT 103](#) Radiation Fundamentals - 4 credits
[RPT 113](#) Radiation Monitoring - 4 credits
[RPT 120](#) Hazardous Waste Operations & Emergency Response - 1 credits
[RPT 223](#) Radiation Dosimetry - 3 credits
[RPT 233](#) Radioactive Materials Handling - 3 credits
[RPT 243](#) Radiological Safety and Response - 4 credits
[RPT 253](#) Radiation Protection - 3 credits
[RPT 290](#) RPT Internship - 3 credits

Additional Requirements..... 4 Credits

[CPT 101](#) Intro to Computers - 3 credits
[EGR 105](#) Safety in the Workplace - 1 credits

Total Credits Required: 70 Credits

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 credits
-OR-
[ENG 160](#) Technical Communications - 3 credits

[COL 103](#) College Skills - 3 credits

-OR-

Select Social/Behavioral Sciences courses totaling 3 credits from the [course list](#).

[MAT 102](#) Intermediate Algebra - 3 credits

Major Requirements..... 10 Credits

[BIO 101](#) Biological Science I - 4 credits
[CHM 105](#) General/Organic/Biochemistry - 4 credits
[EGR 105](#) Safety in the Workplace - 1 credits
[RPT 101](#) Introduction to Radiation Protection Technology - 1 credits

Additional Course Requirements... 3 Credits

[CPT 101](#) Introduction to Computers - 3 credits

Total Credits Required: 22 Credits

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 science-related 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 Department Chair. The Certificate in Radiological Control (RADCON) is designed to augment skills of those who already have a science-related Associate or Bachelor degree.

General Education..... 11 Credits

Humanities/Fine Arts 3 credits

[ENG 260](#) Advanced Technical Communications - 3 credits

Physical Sciences, Natural Sciences and Mathematics 8 credits

Select TWO courses from the following:

[PHY 201](#) Physics I - 4 credits

[PHY 202](#) Physics II - 4 credits

[BIO 101](#) Biological Science I - 4 credits

[CHM 105](#) General/Organic/Biochemistry - 4 credits

Major Requirements..... 26 Credits

[NET 105](#) Reactor Components and Systems - 3 credits

[RPT 101](#) Introduction to Radiation Protection - 1 credits

[RPT 103](#) Radiation Fundamentals - 4 credits

[RPT 113](#) Radiation Monitoring - 4 credits

[RPT 120](#) Hazardous Waste Operations & Emergency Response - 1 credits

[RPT 223](#) Radiation Dosimetry - 3 credits

[RPT 233](#) Radioactive Materials Handling - 3 credits

[RPT 243](#) Radiological Safety and Response - 4 credits

[RPT 253](#) Radiation Protection - 3 credits

Total Credits Required: 37 Credits

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Search for... Programs of Study Courses

General Education Elective Courses

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.

Note:

Students enrolled in the Associate in Arts, Associate in Science and General Studies Certificate Programs MUST select courses from these official courses to fulfill degree and certificate requirements. Courses not underlined are currently not offered at Aiken Technical College.

Courses may be taken online or in the classroom. Students should consult with their advisors before enrolling in an online course.

Humanities/Fine Arts Course List

ART 101 History/Appreciation of Art

ART 105 Film As Art

ART 108 History of Western Art

ENG 201 American Literature I

ENG 202 American Literature II

ENG 205 English Literature I

ENG 206 English Literature II

ENG 208 World Literature I

ENG 209 World Literature II

ENG 236 African-American Literature

HIS 101 Western Civilization to 1689

HIS 102 Western Civilization: Post 1689

HIS 201 American History: Discovery to 1877

HIS 202 American History: 1877 to Present

IDS 101 Human Thought and Learning

IDS 201 Leadership Development

MUS 105 Music Appreciation

PHI 101 Introduction to Philosophy

PHI 110 Ethics

PHI 115 Contemporary Moral Issues

REL 103 Comparative Religion

THE 101 Introduction to Theatre

Social/Behavioral Sciences Course

ECO 210 Macroeconomics

ECO 211 Microeconomics

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» ECD - ENG

» FST - HUS

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» MAT - MUS

» NET - NUR

» PHI - PSY

» RAD - RPT

» SAC - WLD

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[GEO 101 Introduction to Geography](#)

[GEO 102 World Geography](#)

[HUS 101 Intro. to Human Services](#)

[PSC 201 American Government](#)

[PSC 215 State and Local Government](#)

[PSY 105 Personal/Interpersonal Psychology](#)

[PSY 201 General Psychology](#)

[PSY 203 Human Growth and Development](#)

[PSY 208 Human Sexuality](#)

[PSY 210 Educational Psychology](#)

[PSY 212 Abnormal Psychology](#)

[SOC 101 Introduction to Sociology](#)

[SOC 102 Marriage and the Family](#)

[SOC 205 Social Problems](#)

[SOC 210 Juvenile Delinquency](#)

[SOC 235 Thanatology](#)

Physical/Natural Sciences & Mathematics Courses

[BIO 101 Biological Science I](#)

[BIO 102 Biological Science II](#)

[BIO 105 Principles of Biology](#)

[BIO 210 Anatomy and Physiology I](#)

[BIO 211 Anatomy and Physiology II](#)

[BIO 225 Microbiology](#)

[CHM 110 College Chemistry I](#)

[CHM 111 College Chemistry II](#)

[CHM 211 Organic Chemistry I](#)

[MAT 102 Intermediate Algebra](#)

[MAT 110 College Algebra](#)

[MAT 111 College Trigonometry](#)

[MAT 120 Probability & Statistics](#)

[MAT 122 Finite College Mathematics](#)

[MAT 130 Elementary Calculus](#)

[MAT 140 Analytical Geometry & Calculus I](#)

[MAT 141 Analytical Geometry & Calculus II](#)

[MAT 155 Contemporary Mathematics](#)

[MAT 160 Math for Business & Finance](#)

[MAT 250 Elementary Mathematics I](#)

[MAT 251 Elementary Mathematics II](#)

[PHY 201 Physics I](#)

[PHY 202 Physics II](#)

[PHY 221 University Physics I](#)

[PHY 222 University Physics II](#)

Special Note:

General Education elective courses listed here may be applied only once to satisfy curriculum requirements. They may NOT be applied to both categories at any time.

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Search for... Programs of Study Courses

ACC-100 Basic Accounting

Credits: 3

This course introduces basic accounting principles, including the accounting cycle, bookkeeping, the debit-credit procedure, journals, ledgers and trial balances.

Prerequisite(s)..... [MAT-031](#) and [RDG-031](#) or acceptable placement scores for math and reading.

ACC-101 Accounting Principles I

Credits: 3

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)..... Take [MAT-032](#) and [RDG-032](#) or acceptable placement scores

ACC-102 Accounting Principles II

Credits: 3

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](#)

ACC-120 Federal Income Tax

Credits: 3

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

Credits: 3

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](#) [CPT-101](#)

ACC-201 Intermediate Accounting I

Credits: 3

This course explores the fundamental processes of accounting theory, including the preparation of financial statements.

Prerequisite(s)..... [ACC-102](#)

ACC-202 Intermediate Accounting II

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Credits: 3

This course covers the application 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

Credits: 3

This course is a study of the accounting principles involved in job order cost systems.

Prerequisite(s)..... [ACC-102](#)

ACC-231 Cost Accounting II

Credits: 3

This course is a study of the accounting principles involving processing and standard cost systems.

Prerequisite(s)..... [ACC-230](#)

ACC-240 Computerized Accounting

Credits: 3

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

Credits: 3

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](#)

ACR-101 Fundamentals of Refrigeration

Credits: 5

This course covers the refrigeration cycle, refrigerants, pressure/temperature relationship, and system components.

Prerequisite(s)..... [MAT-031](#) and [RDG-031](#)

ACR-102 Tools and Service Techniques

Credits: 3

This course is a basic study of the uses of tools and service equipment used in the installation and repair of HVAC equipment.

Prerequisite(s)..... Take [ACR-101](#) along with this course

Corequisite(s)..... [ACR-101](#)

ACR-106 Basic Electricity for HVAC/R

Credits: 4

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 refrigerations systems.

Prerequisite(s)..... [MAT-031](#) and [RDG-031](#)

ACR-107 Wiring Diagrams

Credits: 2

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](#), and [ACR-120](#); Take [ACR-210](#) with this course

Corequisite(s)..... [ACR-210](#)

ACR-110 Heating Fundamentals

Credits: 4

This course covers the basic concepts of oil, gas, and electric heat, their components and operations.

Prerequisite(s)..... [ACR-106](#)

ACR-120 Basic Air Conditioning

Credits: 4

This course is a study of various types of air conditioning equipment including electrical components, schematics, and service to the refrigerant circuit.

Prerequisite(s)..... None

ACR-131 Commercial Refrigeration

Credits: 4

This course is a study of maintenance and repair of commercial refrigeration systems.

Prerequisite(s)..... [ACR-101](#) and [ACR-106](#)

ACR-140 Automatic Controls

Credits: 3

This course is a study of the adjustment, repair, and maintenance of a variety of pressure and temperature-sensitive automatic controls.

Prerequisite(s)..... None

ACR-210 Heats Pumps

Credits: 4

This course is a study of theory and operational principles of the heat pump.

Prerequisite(s)..... None

AHS-101 Introduction to Health Professions

Credits: 2

This course provides a study of the health professions and the health care industry.

Prerequisite(s)..... None

AHS-102 Medical Terminology

Credits: 3

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

Credits: 2

This course provides a study of ethical conduct and legal responsibilities related to health care.

Prerequisite(s)..... [RDG-032](#)

AHS-106 Cardiopulmonary Resuscitation

Credits: 1

This course provides the study of the principles of cardiopulmonary resuscitation.

Prerequisite(s)..... None

AHS-113 Head and Neck Anatomy and Physiology

Credits: 1

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](#) and admissions to the EDA program.

AHS-116 Patient Care Relations

Credits: 3

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-117 The Care of Patients

Credits: 4

This course includes ma study of concepts required in nurse assisting.

Prerequisite(s)..... None

AHS-126 Health Calculations

Credits: 1

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

Credits: 3

This course emphasizes specialized job-related education in health care.

Prerequisite(s)..... [ENG-032](#) and [RDG-032](#)

ANT-202 Cultural Anthropology

Credits: 3

This course includes an exploration and comparison of selected contemporary cultures, including their languages. The course also includes an introduction to the concepts, methods, and data of sociocultural anthropology and anthropological linguistics.

Prerequisite(s)..... Take [RDG-032](#)

AOT-105 Keyboarding

Credits: 3

This course focuses on the mastery of touch keyboarding, and formatting principles of business, and MLA or APA research papers.

Prerequisite(s)..... [RDG-032](#)

AOT-110 Document Formatting

Credits: 3

This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies.

Prerequisite(s)..... [AOT-105](#)

AOT-141 Office Procedures I

Credits: 3

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](#), and [MAT-032](#) or acceptable placement scores

AOT-161 Records Management

Credits: 3

This course emphasizes records management functions and various types of storage methods, technology, and procedures.

Prerequisite(s)..... [AOT-105](#)

AOT-163 Word Processing

Credits: 3

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

Credits: 3

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)..... [RDG-032](#), [ENG-032](#), or acceptable placement scores.

AOT-250 Advanced Information Processing

Credits: 3

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

Credits: 3

This course covers processing information in the office. Emphasis is on increasing proficiency in performing a variety of office tasks.

Prerequisite(s)..... [AOT-110](#), [AOT-141](#), [AOT-161](#), [AOT-163](#); And Take [ENG-101](#) or [ENG-160](#)

AOT-261 Office Spreadsheet Applications

Credits: 3

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

Credits: 3

This course emphasizes the application of integrated computer software.

Prerequisite(s)..... [AOT-105](#), [AOT-163](#), [AOT-261](#) and [IST-281](#)

AOT-270 SCWE in Office Systems

Credits: 3

This course integrates office skills within an approved work site related to Administrative Office Technology.

Prerequisite(s)..... Take [AOT-110](#), [AOT-161](#), [AOT-163](#), [AOT-180](#) and [ENG-101](#) or [ENG-160](#) and approval of program coordinator

ART-101 Art History and Appreciation

Credits: 3

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

Prerequisite(s)..... [ENG-032](#) and [RDG-031](#) or acceptable placement test scores

ART-105 Film As Art

Credits: 3

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

Credits: 3

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 I

Credits: 3

This course provides an introduction to the materials and basic techniques of drawing.

Prerequisite(s)..... [ENG-032](#) and [RDG-032](#) or acceptable placement test scores

ART-112 Basic Drawing II

Credits: 3

This course covers a study of the materials and the basic techniques of drawing building on the techniques covered in Art 111.

Prerequisite(s)..... [ART-111](#)

ART-289 Digital Photography

Credits: 3

This course is an exploration of the opportunities and possibilities of the digital photography revolution. The class will include instruction and assignments in the theory, practice, and use of digital cameras, scanners, and printers.

Prerequisite(s)..... [ENG-032](#) and [RDG-032](#) or acceptable placement test scores

ARV-121 Design

Credits: 3

This course covers basic theories, vocabulary, principles, techniques, media and problem solving in basic design.

Prerequisite(s)..... [ENG-032](#) and [RDG-032](#)

ARV-212 Digital Photography

Credits: 3

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](#) and [RDG-032](#) or acceptable placement test scores

AUT-122 Suspension and Alignment

Credits: 4

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)..... Take [MAT-032](#) and [RDG-032](#)



Search for... Programs of Study Courses

BAF-201 Principles of Finance

Credits: 3

This is an introductory course to the field of finance. The monetary and credit system are examined along with how the demand for funds is met in both the public and private sector.

Prerequisite(s)..... [ACC-101](#), [BUS-140](#)

BAF-230 Computers in Finance

Credits: 3

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](#)

BIO-101 Biological Science I

Credits: 4

This course is a study of 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)..... [RDG-032](#); High school biology is recommended.

BIO-102 Biological Science II

Credits: 4

This course is a study of the classification 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

Credits: 4

This is an introductory biology course, unifying biology concepts and principles at all levels. Emphasis is on current topics in biology.

Prerequisite(s)..... [RDG-032](#); High school biology is recommended.

BIO-112 Basic Anatomy and Physiology

Credits: 4

This course is a basic integrated study of the structure and function of the human body. Laboratory sessions relate closely to lecture material.

Prerequisite(s)..... [RDG-032](#); High school biology is recommended.

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BIO-115 Basic Microbiology

Credits: 3

This is a general course in microbiology, including epidemiology, presence, control, and identification of microorganisms. The student performs routine microbiologic laboratory procedures with emphasis on practical application of classroom studies.

Prerequisite(s)..... [RDG-032](#) and successful completion of any college science course with laboratory or consent of program coordinator.

BIO-150 Anatomy Review for Kinesiology

Credits: 1

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

Credits: 4

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)..... [RDG-032](#), [BIO-112](#); Other college biology or chemistry course is strongly recommended.

BIO-211 Anatomy and Physiology II

Credits: 4

This is a continuation of a sequence of courses, including intensive coverage of the body as an intergrated whole. All body systems are studied. Laboratory sessions emphasize microscopic studies and dissections.

Prerequisite(s)..... [BIO-210](#)

BIO-225 Microbiology

Credits: 4

This is a detailed study of microbiology as it relates to infection and the disease processes of the human body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification.

Prerequisite(s)..... [RDG-032](#) and successful completion of any college science course with a laboratory or consent of program coordinator.

BUS-135 Wage and Salary Administration

Credits: 3

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

Credits: 3

This course provides applications of business mathematics in the study of discounting, marking up,

inventory and insurance. Other topics may include payroll 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

Credits: 3

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, Legal Asp. of Business

Credits: 3

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, government and business relations, corporate social performance, stakeholder responsibility and business law.

Prerequisite(s)..... [MGT-101](#), [ENG-032](#) OR writing sample placement, and [MAT-032](#) OR acceptable placement test scores





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CHM-105 General Organic and Biochemistry

Credits: 4

This course is a study of fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.

Prerequisite(s)..... [MAT-102](#)

CHM-110 College Chemistry I

Credits: 4

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.

Prerequisite(s)..... [MAT-102](#)

CHM-111 College Chemistry II

Credits: 4

This 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.

Prerequisite(s)..... [CHM-110](#)

CHM-211 Organic Chemistry I

Credits: 4

This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry.

Prerequisite(s)..... [CHM-111](#)

CIM-131 Computer Integrated Manufacturing

Credits: 3

This course is a comprehensive review of the total manufacturing operation. This is the Project Lead the Way (PLTW) specialty course Computer Integrated Manufacturing.

Prerequisite(s)..... [EET-140](#) or [EGR-130](#) or [EGT-152](#) AND [MAT-102](#) or [MAT-155](#)

COL-103 College Skills

Credits: 3

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. It is designed to help students gain confidence in their ability to learn and succeed in college.

Prerequisite(s)..... None

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CPT-101 Introduction to Computers

Credits: 3

This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system. Applications covered include MS Word, MS Access, MS Excel, email and the Windows operating system.

Prerequisite(s)..... [RDG-032](#)

CPT-160 Digital Vector Graphics I

Credits: 3

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 Intro to Digital Raster Graphics I

Credits: 3

This course is a study of the fundamental tools and techniques used in basic digital image creation and manipulation of raster computer 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 Introduction to Web Page Publishing

Credits: 3

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 and Design

Credits: 3

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-209 Computer Systems Management

Credits: 3

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting. This course is applicable to the Associate in Applied Science: Major in Computer Technology and the Associate in Applied Science: Major in Telecommunications Systems Management degree: it is equivalent to A+ Certification.

Prerequisite(s)..... [RDG-032](#)

CPT-212 Visual Basic Programming

Credits: 3

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

Credits: 3

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 advanced game programming.

Prerequisite(s)..... [CPT-168](#)

CPT-233 C++ Programming II

Credits: 3

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

Credits: 3

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, including the jQuery library.

Prerequisite(s)..... [CPT-162](#), [CPT-168](#)

CPT-239 Active Server Pages

Credits: 3

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. PHP is covered in parallel with ASP.

Prerequisite(s)..... [CPT-162](#), [CPT-168](#)

CPT-240 Internet Programming With Databases

Credits: 3

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 web programming using PHP and MySQL.

Prerequisite(s)..... [CPT-239](#), [CPT-242](#)

CPT-242 Database

Credits: 3

This course introduces data base models and the fundamentals of data base design. Topics include data base structure, database processing, and application programs which access a data base. The course content is implemented with Oracle Database Management System.

Prerequisite(s)..... [CPT-168](#)

CPT-251 Digital Video Production

Credits: 3

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 Premiere.

Prerequisite(s)..... [RDG-032](#)

CPT-252 Digital Animation

Credits: 3

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 MacroMedia Flash.

Prerequisite(s)..... [RDG-032](#)

CPT-257 Operating Systems

Credits: 3

This course examines the theory of operating systems and how the operation system theory is implemented in current operating systems. This course uses Windows 2000 Professional to support concepts presented.

Prerequisite(s)..... [RDG-032](#)

CPT-265 Advanced Systems and Procedures

Credits: 3

This course uses a complete case study to show the design, development, and implementation business system. The case study will be developed using a team approach to problem solving and systems development.

Prerequisite(s)..... [CPT-212](#), [CPT-233](#), [CPT-239](#), and [CPT-242](#)

CPT-269 3D Digital Animation

Credits: 3

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-284 ActionScript Programming I

Credits: 3

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 I

Credits: 3

This course introduces computer game design and development using 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 Multimedia Applications

Credits: 3

This course covers advanced topics for micro- computer 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 Software used is Macromedia Director.

Prerequisite(s)..... [CPT-160](#), [CPT-161](#), [CPT-162](#), and [IST-238](#)

CPT-295 Desktop Publishing Applications

Credits: 3

This course is a study of application software used to design, edit and produce a variety of documents for marketing purposes.

Prerequisite(s)..... [RDG-032](#)

CRJ-101 Introduction to Criminal Justice

Credits: 3

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(s)..... [ENG-101](#)

CRJ-110 Police Patrol

Credits: 3

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

Credits: 3

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-120 Constitutional Law

Credits: 3

This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the State and the individual. The application of the Bill of Rights to federal and state systems is examined.

Prerequisite(s)..... None

CRJ-125 Criminology

Credits: 3

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 Just Report Writing

Credits: 3

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)..... [ENG-032](#), [RDG-032](#) or acceptable placement scores

CRJ-202 Criminalistics

Credits: 3

This course covers and 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)..... [CRJ-115](#)

CRJ-217 Crime Scene Invest for Major Incidents &

Credits: 3

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-224 Police Community Relations

Credits: 3

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

Credits: 3

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-115](#)

CRJ-235 Practical Crime Scene Investigations

Credits: 3

This course is a study of practical, hand-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-202](#), [CRJ-230](#), [CRJ-140](#)

CRJ-237 Defensive Tactics of Law

Credits: 3

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-239 Terrorism & Homeland Security

Credits: 3

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

Credits: 3

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-250 Criminal Justice Internship I

Credits: 3

This course includes practical experience in a criminal justice or private security setting.

Prerequisite(s)..... [CRJ-115](#); This course requires a clear background check, and approval of Department Chair.

CRJ-251 Criminal Justice Internship II

Credits: 3

This course includes additional practical experience in a criminal justice or private security setting.

Prerequisite(s)..... Take [CRJ-246](#) or [CRJ-250](#)

CRJ-275 Criminal Investigation, P.S. & Traffic

Credits: 3

This course covers the comprehensive duties of patrol officers and the ability to use a variety of police tools. Areas of study include public service and presentation, radio and electronic communications, constitutional law, report writing, traffic and criminal investigations and enforcement.

Prerequisite(s)..... Take [CRJ-235](#), [CRJ-250](#), and approval from academic coordinator

CWE-101 Coop Work Experience Prep

Credits: 1

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.

Prerequisite(s)..... None

CWE-112 Cooperative Work Experience I

Credits: 2

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

CWE-113 Cooperative Work Experience I

Credits: 3

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

CWE-114 Cooperative Work Experience I

Credits: 4

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

CWE-122 Cooperative Work Experience II

Credits: 2

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

CWE-123 Cooperative Work Experience II

Credits: 3

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

CWE-124 Cooperative Work Experience II

Credits: 4

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

CWE-132 Coop Work Experience III

Credits: 2

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

CWE-133 Coop Work Experience III

Credits: 3

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

CWE-134 Coop Work Experience III

Credits: 4

This course includes cooperative work experience in an approved setting.

Prerequisite(s)..... None

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Search for... Programs of Study Courses

DAT-105 Dental Charting and Documentation

Credits: 3

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)..... [ENG-160](#), [BIO-112](#) and admission to the EDA program.

DAT-113 Dental Materials

Credits: 4

This course is a study of the physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

Prerequisite(s)..... [BIO-112](#), [ENG-160](#), and admission to the EDA program.

DAT-115 Ethics and Professionalism

Credits: 1

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 Proactice Act is reviewed.

Prerequisite(s)..... [ENG-160](#) and admission to the EDA program.

DAT-118 Dental Morphology

Credits: 2

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)..... [BIO-112](#) and admission to the EDA program.

DAT-121 Dental Health Education

Credits: 2

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)..... [BIO-112](#), [ENG-160](#) and admission to the EDA program.

DAT-122 Dental Office Management

Credits: 2

This course provides a study of the business aspects of a dental office.

Prerequisite(s)..... [AHS-113](#), [DAT-113](#), [DAT-115](#), [DAT-118](#), [DAT-121](#), [DAT-154](#), [MAT-160](#).

DAT-123 Oral Medicine / Oral Biology

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Credits: 3

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)..... [AHS-113](#), [DAT-113](#), [DAT-115](#), [DAT-118](#), [DAT-121](#), and [DAT-154](#).

DAT-124 Expanded Functions/Specialties

Credits: 1

This course offers practice in performing the expanded clinical procedures designated by the South Carolina State Board of Dentistry for Dental Assistants.

Prerequisite(s)..... [AHS-113](#), [DAT-113](#), [DAT-115](#), [DAT-118](#), [DAT-121](#), and [DAT-154](#).

DAT-127 Dental Radiology

Credits: 4

This course provides the fundamental back- ground 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)..... [AHS-113](#), [DAT-113](#), [DAT-115](#), [DAT-118](#), [DAT-121](#), and [DAT-154](#).

DAT-154 Clinical Procedures I

Credits: 4

This course includes preparation to assist 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 dental assistants' role in dental instrumentation.

Prerequisite(s)..... [ENG-160](#), [BIO-112](#) and admission to the EDA program.

DAT-164 Clinical Procedures II

Credits: 4

This course introduces the instruments and chair-side procedures of the dental specialties. Students also participate in office rotations.

Prerequisite(s)..... [AHS-113](#) [DAT-113](#) [DAT-115](#) [DAT-118](#) [DAT-121](#) [DAT-154](#).

DAT-177 Dental Office Experience

Credits: 7

This course consists of practice in the dental office or clinic with rotation of assign- ments to encompass experiences in office managment and clinical experience in all areas of dentistry.

Prerequisite(s)..... [DAT-122](#), [DAT-123](#), [DAT-124](#), [DAT-127](#) and [DAT-164](#).



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ECD-101 Introduction to Early Childhood

Credits: 3

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

Credits: 3

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

Credits: 3

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

Credits: 3

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

Credits: 3

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](#) and [ENG-032](#) OR [PSY-210](#)

ECD-108 Family and Community Relations

Credits: 3

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

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community resources and on developing appropriate communication skills.

Prerequisite(s)..... [ENG-101](#)

ECD-131 Language Arts

Credits: 3

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading, 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](#), and [ENG-032](#) OR [ECD-106](#)

ECD-132 Creative Experiences

Credits: 3

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](#) OR writing sample placement, and [RDG-032](#) OR acceptable placement test scores

ECD-133 Science and Math Concepts

Credits: 3

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](#), and [ENG-032](#)

ECD-135 Health, Safety, and Nutrition

Credits: 3

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 Children

Credits: 3

This course is a study of criteria for selecting and implementing appropriate experiences to support the physical and musical development of young children. Emphasis is on the selection of materials, equipment, and related design of indoor/outdoor environment.

Prerequisite(s)..... [ECD-101](#), [ECD-102](#), and [ENG-032](#) OR [ECD-131](#)

ECD-201 Prin. of Ethics and Leadership in E C E

Credits: 3

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

Credits: 3

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)..... [ENG-032](#), [ECD-102](#)

ECD-237 Methods and Materials

Credits: 3

This course includes an overview of developmentally appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on intergrating divergent activities in each curriculum area.

Prerequisite(s)..... [ENG-101](#), [ECD-107](#), [ECD-131](#), [ECD-132](#), [ECD-133](#) and [ECD-203](#)

ECD-243 Supervised Field Experience I

Credits: 3

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 Department Chair

ECD-252 Diversity Issues in Early Care and Ed

Credits: 3

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](#)

ECO-210 Macroeconomics

Credits: 3

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](#) and [RDG-032](#)

ECO-211 Microeconomics

Credits: 3

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](#) and [RDG-032](#)

EEM-145 Control Circuits

Credits: 3

This course covers the principles and applications of component circuits and methods of motor control.

Prerequisite(s)..... [EEM-166](#), [MAT-032](#), and [RDG-032](#) or acceptable placement scores in math and reading

EEM-162 Process Control

Credits: 3

This course is an introduction to control systems theory and process control characteristics.

Prerequisite(s)..... [EEM-201](#), [EEM-251](#), and [MAT-102](#) OR 2) [EEM-201](#), [EEM-251](#), and [MAT-105](#)

EEM-166 Commercial/Industrial Wiring

Credits: 4

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.

Prerequisite(s)..... [MAT-031](#) and [RDG-031](#) or acceptable placement scores

EEM-201 Electronic Devices I

Credits: 3

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](#) and [RDG-032](#) OR [MAT-155](#) and [RDG-032](#)

EEM-215 DC/AC Machines

Credits: 3

This course is a study of applications, operations, and construction of DC and AC machines. Generators, motors, and transformers are examined as energy converting power devices.

Prerequisite(s)..... [MAT-102](#), [EEM-201](#), and [RDG-032](#) OR [MAT-115](#), [EEM-201](#), and [RDG-032](#)

EEM-221 Dc/Ac Drives

Credits: 3

This course covers the principles of operation and application of DC drives and AC drives.

Prerequisite(s)..... [EEM-145](#), [EEM-215](#), and [EEM-251](#)

EEM-231 Digital Circuits I

Credits: 3

This course is a study of the logic elements, mathematics, componenets, and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices. Students will predict and verfy output logic based on input conditions.

Prerequisite(s)..... None

EEM-251 Programmable Controllers

Credits: 3

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered. Programs are designed and tested in response to problem solving.

Prerequisite(s)..... [EEM-145](#), [EET-140](#)

EEM-275 Technical Troubleshooting

Credits: 3

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.

Prerequisite(s)..... [MAT-101](#), [EEM-215](#), [EEM-251](#), and [IMT-126](#)

EET-113 Electrical Circuits I

Credits: 4

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 Law, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

Prerequisite(s)..... [MAT-102](#) or equivalent high school algebra course. Take [MAT-110](#) as a corequisite of this course.

Corequisite(s)..... [MAT-110](#)

EET-114 Electrical Circuits II

Credits: 4

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](#) and [EET-113](#); Take [MAT-111](#) as a corequisite of this course.

Corequisite(s)..... [MAT-111](#)

EET-130 Network Devices

Credits: 3

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

Credits: 3

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](#)

EET-141 Electronic Circuits

Credits: 4

This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and trouble- shooting.

Prerequisite(s)..... [EET-113](#) [EET-140](#)

EET-227 Electrical Machinery

Credits: 3

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

Credits: 4

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

Credits: 3

This course is a study of relay logic, ladder diagrams, theory of operations and applications. Loading ladder diagrams, debugging and troubleshooting techniques are applied to programmable controllers.

Prerequisite(s)..... [EET-140](#)

EET-241 Electronic Communications

Credits: 4

This course is a study of the theory of trans- mitters and receivers, with an emphasis on the receivers, mixers, IF amplifiers, and de- tectors. Some basic FCC rules and regulations are also covered. In addition modulation technique, wave theory, antennas, and transmission lines. The mathematical analysis of these topics is emphasized. The course also prepares students for FCC and Certified Electronics Technicians tests.

Prerequisite(s)..... [EET-130](#), [EET-140](#)

EET-251 Microprocessor Fundamentals

Credits: 4

This course is study of binary numbers, microprocessor operation, architecture, in- struction sets, and interfacing with operat- ing systems, and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested.

Prerequisite(s)..... [MAT-102](#), [EET-140](#)

EGR-105 Safety in Workplace

Credits: 1

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, bloodborne pathogens, MSDS, and OSHA re- quirements.

Prerequisite(s)..... [ENG-031](#), [MAT-031](#) and [RDG-031](#)

EGR-130 Engineering Tech Applications & Programm

Credits: 3

This course covers the development and use of computer programs to solve engineering technology problems. This is the Project Lead the Way (PLTW) foundation course Principles of Engineering.

Prerequisite(s)..... [MAT-102](#) or have completed high school algebra

EGR-255 Engr Tec Senior Systems Proj

Credits: 2

This course includes an instructor approved project which is designed, specified, constructed and tested.

Prerequisite(s)..... [EET-131](#), [EET-210](#), [EET-235](#), [EET-253](#), and [MAT-111](#)

EGT-102 Technical Drawing

Credits: 2

This course covers the application of drawing equipment and drawing techniques in the preparation of multiview 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](#) or acceptable placement scores; Corequisites: EGT 109 and EGT 152

Corequisite(s)..... [EGT-109](#), [EGT-152](#)

EGT-109 Intro to Engineering Design Graphics

Credits: 3

This course is a study of basic graphical concepts for engineering graphics, including freehand sketching and computer applications.

Prerequisite(s)..... [RDG-031](#) or acceptable placement test scores. Corequisites [EGT-102](#) and [EGT-152](#).

Corequisite(s)..... [EGT-102](#), [EGT-152](#)

EGT-110 Engineering Graphics I

Credits: 4

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 sketching, geometric construction, orthographic drawing, sections, shop processes, and dimensioning.

Prerequisite(s)..... [RDG-031](#) or acceptable placement scores; Corequisite: [EGT-152](#)

Corequisite(s)..... [EGT-152](#)

EGT-115 Engineering Graphics II

Credits: 4

This course in engineering graphics science includes additional drawing techniques for industrial applications.

Prerequisite(s)..... [EGT-110](#) OR Both [EGT-102](#) and [EGT-109](#)

Corequisite(s)..... [EGT-155](#)

EGT-123 Industrial Print Reading

Credits: 2

This course covers basic print reading and sketching for the industrial trades area. Sketching of geometric shapes and interpretation of working shop drawings are also included.

Prerequisite(s)..... [MAT-031](#) and [RDG-031](#) or acceptable placement test scores

EGT-130 Geometric Dimensioning & Tolerancing Aps

Credits: 3

This course covers interpreting, calculating tolerancing, inspecting, computing geometrics of rejected parts, and analyzing the concepts of geometric control.

Prerequisite(s)..... [MAT-102](#) and [EGT-110](#) OR both [EGT-102](#) and [EGT-109](#)

EGT-150 Basic Cad

Credits: 2

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](#) and [RDG-031](#) or acceptable placement test scores; Corequisite: [EGT-290](#) course

Corequisite(s)..... [EGT-290](#)

EGT-151 Introduction to CAD

Credits: 3

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 Intergraph (Microstation).

Prerequisite(s)..... [MAT-031](#) and [RDG-031](#) or acceptable placement test scores

EGT-152 Fundamentals of CAD

Credits: 3

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 to AutoCAD.

Prerequisite(s)..... [MAT-101](#) or have completed high school algebra and [RDG-032](#) or acceptable reading placement test score

EGT-155 Intermediate CAD

Credits: 2

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. (AutoCAD)

Prerequisite(s)..... [EGT-152](#) and [EGT-110](#) OR [EGT-152](#), [EGT-102](#) and [EGT-109](#)

EGT-210 Engineering Graphics III

Credits: 4

This advanced course in engineering graphics science covers the production of technical working drawings. This course is designed to have the student apply the basic skills acquired in EGT 110 and EGT 115 to an architectural project. All types of construction drawings will be covered including site plans, floor plans, elevations and sections, structural, building mechanics, and perspectives.

Prerequisite(s)..... [EGT-115](#), [EGT-155](#);

EGT-260 CAD Symbols Creation

Credits: 2

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 BOTH [EGT-150](#) and [EGT-290](#) or work related experience and approval of Department Chair

EGT-290 Computer Aided Design I

Credits: 1

This course focuses on AutoCAD basic skills. It covers how to create two-dimensional drawings using CAD commands: draw, edit, display, layer, settings, dimensions, blocks, plotting, creating and editing text entities and associative crosshatching techniques. When EGT 290 is taught in conjunction with EGT 150, the CAD program used will be Microstation instead of AutoCAD.

Prerequisite(s)..... [MAT-031](#) and [RDG-031](#) or acceptable placement test scores Corequisite: [EGT-150](#)

Corequisite(s)..... [EGT-150](#)

EMS-119 Emergency Medical Services Operations

Credits: 2

This course is a multi-faceted approach to theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism, and weapons of mass destruction.

Prerequisite(s)..... [EMS-220](#)

EMS-120 Pharmacology

Credits: 3

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

Credits: 5

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)..... [BIO-112](#) [EMS-115](#), [EMS-116](#) [EMS-120](#) [EMS-220](#).

EMS-213 Advanced Emergency Medical Care II

Credits: 4

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-217 Introduction to Electrocardiography

Credits: 2

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

Credits: 3

This course includes experiences with advanced life support emergency medical service providers.

Prerequisite(s)..... None

EMS-221 Paramedic Internship II

Credits: 3

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

Credits: 3

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)..... [EMS-210](#), [EMS-214](#), [EMS-221](#)

EMS-223 Paramedic Clinical I

Credits: 2

This course includes hospital clinical experiences in many areas, such as the emergency center, surgery, labor and delivery, and pediatric centers.

Prerequisite(s)..... [EMS-220](#)

EMS-224 Paramedic Clinical II

Credits: 2

This course builds on skills gained in Paramedic Clinical I and includes continued hospital clinical experiences in many areas, such as the emergency center, surgery, labor and delivery and pediatric centers. The student is expected to become proficient in medication administration, iv initiation and patient assessment of all age groups.

Prerequisite(s)..... [EMS-223](#)

ENG-031 Developmental English

Credits: 3

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)..... None

ENG-032 Developmental English

Credits: 3

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

ENG-101 English Composition I

Credits: 3

This is a college transfer course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

Prerequisite(s)..... [ENG-032](#) OR writing sample placement and [RDG-032](#) OR acceptable placement test scores

ENG-102 English Composition II

Credits: 3

This is a college transfer course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.

Prerequisite(s)..... [ENG-101](#) with a grade of "C" or better

ENG-160 Technical Communications

Credits: 3

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports. Both oral and written communication essential to job effectiveness and professionalism are emphasized.

Prerequisite(s)..... [ENG-032](#) OR writing sample placement and [RDG-032](#) OR acceptable placement test scores

ENG-201 American Literature I

Credits: 3

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

Credits: 3

This course is a study of American Literature from the civil war to the present.

Prerequisite(s)..... [ENG-101](#)

ENG-205 English Literature I

Credits: 3

This is a college transfer course in which the following topics are presented: 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

Credits: 3
This is a college transfer course in which the following topics are presented: the study of English literature from the romantic period to the present with emphasis on major writers and periods.

Prerequisite(s)..... [ENG-101](#)

ENG-207 Literature for Children

Credits: 3
This course provides an introduction to children's literature in America through an examination of picture books & novels that depict Americans of various backgrounds and experiences. It focuses on defining quality in children's book writing & illustration, and assessing concerns in the field.

Prerequisite(s)..... [ENG-101](#);

ENG-208 World Literature I

Credits: 3
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

Credits: 3
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

Credits: 3
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 Communication

Credits: 3
This course develops skills in research techniques and increases proficiency in technical communications.

Prerequisite(s)..... [RPT-113](#) and [ENG-160](#) OR [ENG-101](#) and [SPC-205](#). Corequisite: [RTP-253](#)

Corequisite(s)..... [RPT-253](#)



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FST-102 Firefighter 1- Basic

Credits: 3

This course is the study of the initial National Fire Protection Association 1001 standards. Topics include firefighter safety, personal protective equipment, communications, firefighter survival, fire behavior, fire service organization, hazardous materials, and command and control.

Prerequisite(s)..... None

FST-105 Occup. Safety & Health for Emergency Ser

Credits: 3

This course covers safety and health challenges for the responder, including NFPA 1710, Standard for Fire Department Deployment, and OSHA's clarification of Two-in-Two-Out procedures. This course prepares the student to apply OSHA regulations to real life events.

Prerequisite(s)..... None

FST-107 Fire Investigation I

Credits: 3

This course provides the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fire causes.

Prerequisite(s)..... None

GEO-101 Introduction to Geography

Credits: 3

This course is an introduction to the principles and methods of geographic inquiry.

Prerequisite(s)..... [RDG-032](#)

GEO-102 World Geography

Credits: 3

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](#)

HIM-101 Introduction to Health Information

Credits: 1

This course provides an introduction to the health information science profession.

Prerequisite(s)..... None

HIM-110 Health Information Science I

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Credits: 3

This course provides an in-depth study of the content, retrieval, control and retention of health information systems.

Prerequisite(s)..... None

HIM-130 Billing & Reimbursements

Credits: 3

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

Credits: 3

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

Credits: 1

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

Credits: 3

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

Credits: 3

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 & Classifications I

Credits: 3

This course includes a study of disease, procedural coding and classification systems.

Prerequisite(s)..... None

HIM-225 Coding & Classifications II

Credits: 3

This course provides a study of advanced coding and classification systems.

Prerequisite(s)..... [HIM-216](#)

HIM-227 Senior Professional Competencies

Credits: 3

This capstone course is designated 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(s)..... None

Corequisite(s)..... [HIM-150](#)

HIM-266 Computers in Healthcare

Credits: 3

This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security of data in computer systems, record linkage, and data sharing concepts.

Prerequisite(s)..... [CPT-101](#)

HIS-101 Western Civilization to 1689

Credits: 3

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.

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

HIS-102 Western Civilization: Post 1689

Credits: 3

This course is a survey of western civilization from 1689 to the present, including the major political, social, economic, and intellectual factors which shape the modern western world.

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

HIS-201 American History: Discovery to 1877

Credits: 3

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.

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

HIS-202 American History: 1877 to Present

Credits: 3

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.

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

HUS-101 Introduction to Human Services

Credits: 3

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

Credits: 2

This course is a study of services available for older adults (55 and over), including health, social, recreational, financial, and educational services.

Prerequisite(s)..... None

HUS-134 Activity Therapy

Credits: 3

The course is a study of activity programs for human services settings. Actual activity projects for various settings are developed by the students.

Prerequisite(s)..... [HUS-101](#)

HUS-150 Supervised Field Placement I

Credits: 3

This course includes work experience assignments for students in selected human services agencies.

Prerequisite(s)..... [HUS-101](#), [PSY-105](#)

HUS-151 Supervised Field Placement II

Credits: 3

This course includes work experience assignments for students in selected human services agencies.

Prerequisite(s)..... [HUS-101](#), [PSY-105](#)

HUS-152 Supervised Field Placement III

Credits: 3

This course includes work assignments in selected human services agencies.

Prerequisite(s)..... Take [HUS-150](#), [PSY-105](#) or approval of program coordinator

HUS-205 Gerontology

Credits: 3

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 this course.

Prerequisite(s)..... [HUS-101](#)

HUS-206 Death and Dying

Credits: 3

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)..... [HUS-101](#)

HUS-208 Alcohol and Drug Abuse

Credits: 3

This course is a study of the etiology of alcohol and drug abuse; various types of addictive substances; physical, mental and social implications; programs in rehabilitation, and preventive education. Also included is the disease concept of addiction, and interpersonal treatment and counseling strategies.

Prerequisite(s)..... [HUS-101](#)

HUS-209 Case Management

Credits: 3

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)..... [HUS-101](#)

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Search for... Programs of Study Courses

IDS-101 Human Thought and Learning

Credits: 3

This course explores the principles, methods, and application 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

Credits: 3

This course focuses on the development of leadership, including philosophy, morals/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](#)

IMT-113 Power Tools Operations

Credits: 2

This course covers the use of power tools and their applications in industrial and service areas.

Prerequisite(s)..... [MAT-031](#), [RDG-031](#); OR acceptable placement scores

IMT-121 Drive Systems

Credits: 2

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](#); OR acceptable placement scores

IMT-122 Couplings

Credits: 2

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](#); OR acceptable placement scores.

IMT-126 Introduction to Mechanical Installation

Credits: 2

This course includes and 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

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Credits: 4

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](#); OR acceptable placement scores in math and reading

IMT-151 Piping Systems

Credits: 3

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](#); OR acceptable placement scores in math and reading

IST-201 Cisco Internetworking Concepts

Credits: 3

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, abling tools, Cisco routers, router programming, star topology, IP addressing and network standards.

Prerequisite(s)..... [ENG-032](#), [RDG-032](#); OR acceptable placement scores

IST-202 Cisco Router Configuration

Credits: 3

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](#); OR acceptable placement scores

IST-203 Advanced Cisco Router Configuration

Credits: 3

This course is a study of configureing Cisco Routers. Topics include LAN Switching, VLANs, LAN design, IGRP, Access Lists, Novell IP, and the use of numerous case studies.

Prerequisite(s)..... [IST-201](#), [IST-202](#)

IST-204 Cisco Troubleshooting

Credits: 3

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-201](#), [IST-202](#)

IST-215 Health Information Networking

Credits: 3

This course studies the application of information technology principles in a health care environment. Topics include electronic health records, medical group LANs and WANs, and effective security and support strategies for medical group networks.

Prerequisite(s)..... [IST-204](#)

IST-220 Data Communications

Credits: 3

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered.

Prerequisite(s)..... None

IST-238 Advanced Tools for Website Design

Credits: 3

This course is a study of an advanced (4th generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in website design and web project management.

Prerequisite(s)..... [CPT-162](#)

IST-246 Integrated Digital Network

Credits: 3

This course discusses the characteristics and operation of packet switching and networking technologies such as ISDN, Frame Relay, and ATM. The course includes fundamental Wide Area Networking technology. 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

Credits: 3

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)..... [CPT-257](#) OR [IST-201](#)

IST-261 Advanced Network Administration

Credits: 3

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.

Prerequisite(s)..... [IST-201](#), [IST-202](#), [IST-246](#)

IST-263 Designing Windows Network Security

Credits: 3

This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPsec, and Certificate servers.

Prerequisite(s)..... [CPT-257](#) OR [IST-201](#)

IST-265 Designing a Windows Directory Services

Credits: 3

This course is a study of directory services infrastructure design including design of a domain

structure, tree and forest structures, organizational unit structure and other related topics.

Prerequisite(s)..... None

IST-281 Presentation Graphics

Credits: 3

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

Credits: 3

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.This course is applicable to the Associate in Applied Science: Major in Computer Technology and the Associate in Applied Science: Major in Telecommunications Systems Management degree;; it is equivalent to Security + Certification.

Prerequisite(s)..... [CPT-257](#) OR [IST-201](#)

IST-295 Fundamentals of Voice Over Ip

Credits: 3

This course is an introduction to features of Voice over IP protocols, including VOIP hardware selection and network design considerations. Concepts include analog and digital voice encoding signaling and Quality of Service (QOS) and troubleshooting and configuration of VOIP networks.

Prerequisite(s)..... None



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MAT-011 Dev Mathematics Basics Workshop

Credits: 1
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).

Prerequisite(s)..... None

Corequisite(s)..... [MAT-031](#)

MAT-012 Dev Math Basics Workshop

Credits: 1
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).

Prerequisite(s)..... None

Corequisite(s)..... [MAT-032](#)

MAT-031 Developmental Mathematics

Credits: 3
Developmental Mathematics 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)..... None

MAT-032 Developmental Mathematics

Credits: 3
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

MAT-101 Beginning Algebra

Credits: 3
This course includes the study of rational numbers and their applications, operations with algebraic expression, 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

Credits: 3
This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions.

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Prerequisite(s)..... [MAT-101](#) or acceptable placement scores

MAT-110 College Algebra

Credits: 3

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)..... Take [MAT-102](#)

MAT-111 College Trigonometry

Credits: 3

This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; and parametric equations. Graphing calculator is required.

Prerequisite(s)..... [MAT-110](#)

MAT-120 Probability & Statistics

Credits: 3

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

MAT-122 Finite College Mathematics

Credits: 3

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-130 Elementary Calculus

Credits: 3

This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes.

Prerequisite(s)..... None

MAT-140 Analytical Geometry & Calculus I

Credits: 4

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 & Calculus II

Credits: 4

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

Credits: 3

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 & Finance

Credits: 3

This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs.

Prerequisite(s)..... None

MAT-180 Problem Solving Lab

Credits: 1

This course includes problem solving strategies and analysis of graphs.

Prerequisite(s)..... [MAT-032](#) or acceptable placement test scores. Corequisite: [MAT-101](#) OR [MAT-102](#)

Corequisite(s)..... [MAT-101](#), [MAT-102](#)

MAT-240 Analytical Geometry & Calculus III

Credits: 4

This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and stokes' and green's theorems.

Prerequisite(s)..... None

MAT-250 Elementary Mathematics

Credits: 3

Course provides students with an understanding of the meaning of numbers, fundamental operations of arithmetic, structure of the real number system & its subsystems, & elementary numbers theory. Note: Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education Program at a comprehensive four-year college or university.

Prerequisite(s)..... [MAT-102](#) with a grade of "C" or higher, or acceptable placement scores.

MAT-251 Elementary Mathematics II

Credits: 3

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 an accredited Education program at a comprehensive four-year college or university.

Prerequisite(s)..... [MAT-110](#) OR [MAT-250](#)

MED-103 Medical Assisting Introduction

Credits: 3

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](#) and approval of Program Coordinator.

MED-105 Medical Office Skills I

Credits: 5

This course provides a study of receptionist duties, records maintenance, insurance form processing, and office machine use.

Prerequisite(s)..... [MED-103](#), and either [CPT-101](#) or [AOT-105](#) or approval of Program Coordinator

MED-107 Medical Office Management

Credits: 4

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management.

Prerequisite(s)..... [MED-103](#), AND [MAT-160](#) or [MAT-101](#)

MED-112 Medical Assisting Pharmacology

Credits: 2

This course provides a study of principles of pharmacology, drug therapy, and the administration of medication.

Prerequisite(s)..... [BIO-112](#), [MED-114](#)

MED-114 Medical Assisting Clinical Procedures

Credits: 4

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

Prerequisite(s)..... [BIO-112](#), [MED-103](#), [AHS-102](#), [AHS-116](#)

MED-156 Clinical Experience

Credits: 6

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)..... [MED-112](#), [AHS-105](#)

MGT-101 Principles of Management

Credits: 3

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

Credits: 3

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 Department Chair

MGT-150 Fundamentals of Supervision

Credits: 3

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 Resources Management

Credits: 3

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

Credits: 3

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](#) or [SPC-209](#)) and 75% of courses required for Accounting, Management or Marketing degree

MKT-101 Marketing

Credits: 3

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 distribution.

Prerequisite(s)..... [ENG-031](#) [RDG-032](#)

MKT-110 Retailing

Credits: 3

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management.

Prerequisite(s)..... [MKT-101](#)

MKT-120 Sales Principles

Credits: 3

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](#)

MKT-140 E-Marketing

Credits: 3

This course is a study of electronic marketing. In addition to traditional marketing topics, special emphasis will be placed on internet marketing fundamentals, strategies, and trends as well as the usage of specific internet tools such as email campaigns, social media, search and mobile marketing.

Prerequisite(s)..... [MKT-101](#) and [CPT-101](#)

MKT-240 Advertising

Credits: 3

This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions, and regulatory aspects of advertising.

Prerequisite(s)..... [MKT-101](#)

MTT-111 Machine Tool Theory & Practice I

Credits: 5

This course is an introduction to the basic operation of machine shop equipment.

Prerequisite(s)..... [MAT-101](#), [RDG-032](#); OR acceptable placement scores

MTT-112 Machine Tool Theory & Practice II

Credits: 5

This course is a combination of the basic theory and operation of machine shop equipment.

Prerequisite(s)..... [MTT-111](#) or approval of Department Chair

MTT-143 Precision Measurements

Credits: 2

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

Credits: 3

This course covers theoretical and practical training in the physical properties of metals, their required stock removal/speeds/feeds/and depths of cut, and finish requirements.

Prerequisite(s)..... Any EEM or IMT or MTT course; [MAT-101](#) and [RDG-032](#), or acceptable placement test scores

MTT-250 Principles of CNC

Credits: 3

This course is an introduction to the coding used in CNC programming. The Cartesian Coordinate System, along with machine coordinates, will also be taught. The program Master CAM will be used.

Prerequisite(s)..... [MTT-111](#); AND [MAT-102](#) or [MAT-155](#) or approval of program coordinator

MTT-254 CNC Programming I

Credits: 3

This course is a study of CNC programming, including machine language and computer-aided programming.

Prerequisite(s)..... [MTT-250](#)

MTT-255 CNC Programming II

Credits: 3

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](#)

MUS-105 Music Appreciation

Credits: 3

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](#)





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NET-105 Reactor Components and Systems

Credits: 3

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](#)

NUR-101 Fundamentals of Nursing

Credits: 6

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](#), [MAT-110](#), [PSY-201](#)

Corequisite(s)..... [BIO-211](#), [NUR-106](#)

NUR-106 Pharmacologic Basic in Nursing Practice

Credits: 2

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)..... None

Corequisite(s)..... [BIO-211](#), [NUR-101](#)

NUR-162 Psychiatric & Mental Health Nursing

Credits: 3

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-212](#), [NUR-265](#)

NUR-165 Nursing Concepts & Clinical Practice I

Credits: 6

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

Credits: 3

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This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student.

Prerequisite(s)..... [BIO-210](#), [BIO-211](#), [ENG-101](#), [MAT-110](#), [PSY-201](#), [PSY-203](#)

Corequisite(s)..... [SPC-205](#)

NUR-211 Care of the Childbearing Family

Credits: 4

This course facilitates the application of the nursing process to assist in meeting the needs of the childbearing family.

Prerequisite(s)..... [NUR-101](#), [NUR-106](#)

Corequisite(s)..... [NUR-165](#), [BIO-225](#)

NUR-212 Nursing Care of Children

Credits: 4

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)..... None

Corequisite(s)..... [NUR-265](#)

NUR-214 Mental Health Nursing

Credits: 4

This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. This course focuses on the dynamics of human behavior ranging from normal to extreme.

Prerequisite(s)..... None

Corequisite(s)..... [SLI-100](#)

NUR-216 Nursing Seminar

Credits: 1

This course is an exploration of concepts related to selected nursing topics.

Prerequisite(s)..... [NUR-212](#), [NUR-265](#)

NUR-236 Introduction to Nursing

Credits: 4

This course is an overview of nursing concepts and theories focusing on meeting the basic needs of clients along the wellness-illness continuum. Development of critical thinking skills, the nursing process and the role of the nurse in a variety of settings are included in the course.

Prerequisite(s)..... None

NUR-265 Nursing Concepts & Clinical Practice II

Credits: 6

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)..... None

Corequisite(s)..... [NUR-212](#)

NUR-267 Nursing Concepts & Clinical Practice IV

Credits: 6

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-212](#), [NUR-265](#)

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PHI-101 Introduction to Philosophy

Credits: 3

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

Credits: 3

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

Credits: 3

This course examines moral issues in contemporary society, including basic principles and applications of ethics.

Prerequisite(s)..... [RDG-032](#)

PHM-101 Introduction to Pharmacy

Credits: 3

This course provides a study of the and introduction to pharmacy and the role of the pharmacy in providing patient care services.

Prerequisite(s)..... [ENG-160](#), [AHS-102](#), [MAT-101](#)

PHM-110 Pharmacy Practice

Credits: 4

This course provides a study of theory and practice in procuring, manipulating and preparing drugs for dispensing.

Prerequisite(s)..... [ENG-160](#), [MAT-101](#), [AHS-102](#)

PHM-113 Pharmacy Technician Math

Credits: 3

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.

Prerequisite(s)..... [ENG-160](#), [MAT-101](#), [AHS-102](#)

Corequisite(s)..... [PHM-101](#)

PHM-114 Therapeutic Agents I

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Credits: 3

This course provides an introductory study of therapeutic drug categories.

Prerequisite(s)..... [ENG-160](#), [MAT-101](#), [AHS-102](#)

Corequisite(s)..... [PHM-113](#)

PHM-118 Community Pharmacy Seminar

Credits: 1

This course is a study of the pharmacy issues related to the community pharmacy practice.

Prerequisite(s)..... [PHM-101](#)

PHM-124 Therapeutic Agents II

Credits: 3

This course includes a study of therapeutic drug categories.

Prerequisite(s)..... [ENG-160](#), [MAT-101](#), [AHS-102](#)

Corequisite(s)..... [PHM-110](#)

PHM-151 Pharmacy Clinical Experience

Credits: 9

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)..... [PHM-101](#)

PHY-201 Physics I

Credits: 4

This 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

Credits: 4

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](#), [PHY-201](#)

PHY-221 University Physics I

Credits: 4

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

Credits: 4

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)..... [PHY-221](#), [MAT-140](#)

PNR-110 Fundamentals of Nursing

Credits: 5

This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are intergraded 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-122](#), [PNR-181](#), [PNR-182](#)

PNR-120 Medical/Surgical Nursing I

Credits: 5

This course is a beginning study utilizing the nursing process. Concepts include the physio- logical, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occuring health problems having predictable outcomes.

Prerequisite(s)..... Admission into the Practical Nursing Program, [PNR-110](#)

PNR-122 Pharmacology

Credits: 3

This is an introductory course to the concepts of pharmacology and medication administration. Emphasis is on caluculation of dosages, ad- ministration of medications, and correct use of abbreviations. Effects of specific drugs are presented. Nursing implications are stressed for utilization within the framework of the nursing process.

Prerequisite(s)..... [BIO-210](#), [BIO-211](#), [ENG-101](#), [MAT-110](#), [PSY-201](#)

Corequisite(s)..... [PNR-110](#), [PNR-181](#), [PNR-182](#)

PNR-130 Medical/Surgical Nursing II

Credits: 5

This course is a continuation of the study of the nursing process. Concepts include the physiological, phychosocial, nutritional, health and saftey needs of the adult. Clinical experiences address selected commonly occuring health problems having predictable outcomes.

Prerequisite(s)..... [PNR-110](#)

PNR-140 Medical/Surgical Nursing III

Credits: 5

This course is a continuation of the study of the nursing process. Concepts include the physiological, phychosocial, nutritional, and health and saftey needs of the adult. Clinical experiences address selected commonly occuring health problems having predictable outcomes.

Prerequisite(s)..... [PNR-130](#)

PNR-154 Maternal, Infant, & Child Nursing

Credits: 5

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)..... None

PNR-155 Maternal and Infant Nursing

Credits: 7

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 health problems having predictable outcomes.

Prerequisite(s)..... [PNR-120](#), [BIO-211](#), [ENG-101](#), Admission into the Practical Nursing Program

Corequisite(s)..... [PNR-140](#), [PSY-201](#), [PNR-170](#)

PNR-160 Nursing of Children

Credits: 4

This course is a study utilizing the nursing process as it relates to the care of the children. Clinical experiences address the care children with commonly occurring illnesses. Concepts of growth and development, pharmacology, nutrition and mental health are integrated.

Prerequisite(s)..... None

Corequisite(s)..... [PNR-180](#)

PNR-170 Nursing of the Older Adult

Credits: 2

This course is a study utilizing the nursing processes. 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)..... [ENG-101](#), [BIO-210](#), [MAT-110](#), [PSY-201](#), Admission into the Practical Nursing Program

Corequisite(s)..... [BIO-211](#), [PNR-110](#), [PNR-181](#)

PNR-181 Special Topics in Practical Nursing

Credits: 1

This course covers special topics in practical nursing.

Prerequisite(s)..... [BIO-210](#), [BIO-211](#), [ENG-101](#), [MAT-110](#), [PSY-201](#), Admission into the Practical Nursing Program. Corequisite: [PNR-110](#), [PNR-182](#)

Corequisite(s)..... [PNR-110](#), [PNR-122](#), [PNR-182](#)

PNR-182 Special Topics in Practical Nursing

Credits: 2

This course covers special topics in practical nursing.

Prerequisite(s)..... [BIO-210](#), [ENG-101](#), [MAT-110](#), [PSY-201](#). Admission into the Practical Nursing Program. Corequisites: [PNR-110](#), [PNR-122](#), [PNR-181](#)

Corequisite(s)..... [PNR-110](#), [PNR-122](#), [PNR-181](#)

PSC-201 American Government

Credits: 3

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

Credits: 3

This course is a study of state, county, and municipal government systems, including inter-relationships between these systems and within the federal government.

Prerequisite(s)..... [ENG-032](#)

PSY-105 Personal/Interpersonal Psychology

Credits: 3

This course emphasizes the principles of psychology in the study of self awareness and interpersonal adjustment and behavior in contemporary society.

Prerequisite(s)..... [ENG-031](#), [RDG-031](#)

PSY-201 General Psychology

Credits: 3

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

Credits: 3

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](#), [ENG-032](#)

PSY-206 Health Psychology

Credits: 3

This course is a science-based study of the psychological and behavioral influences on health. Topics may include the mind-body connection, the professional and academic field, systems of the body, prevention, stress coping, health care, and managing illness.

Prerequisite(s)..... [PSY-201](#)

PSY-208 Human Sexuality

Credits: 3

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

Credits: 3

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

Credits: 3

This course is the study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.

Prerequisite(s)..... [PSY-201](#)

PSY-218 Behavior Modification

Credits: 3

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

Credits: 3

This course is a study of classical and modern theories of personality. Research implications are evaluated.

Prerequisite(s)..... [PSY-201](#)

PSY-230 Interviewing Techniques

Credits: 3

This course develops skills necessary for interviewers in various organization settings.

Prerequisite(s)..... [PSY-201](#); or [PSY-105](#), [ENG-032](#)

PSY-231 Counseling Techniques

Credits: 3

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

Credits: 3

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 processes in specialized settings.

Prerequisite(s)..... [PSY-231](#); or [PSY-105](#), [ENG-032](#)

PSY-237 Crisis Management

Credits: 3

This course is study of the effects of crisis on people, the methods of intervention, and the use of

multiple resources to reestablish individual functioning.

Prerequisite(s)..... [PSY-201](#)

PSY-240 Ethnicity and Minority Issues

Credits: 3

This course is study of cultural and minority characteristics influencing individual and interpersonal behaviors, with emphasis on social, educational, economic, and environmental factors.

Prerequisite(s)..... [PSY-201](#)





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RAD-102 Radiology Patient Care Procedures

Credits: 2

This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

Prerequisite(s)..... [ENG-101](#), [BIO-210](#), [BIO-211](#), [AHS-102](#)

RAD-103 Introduction to Computer Tomography

Credits: 2

This course is a study of the Technological developments behind computed tomography, an overview of canner components, terminology, data acquisition, digital imaging, image reconstruction display and manipulation.

Prerequisite(s)..... [ENG-101](#), [BIO-210](#), [BIO-211](#), [AHS-102](#)

RAD-104 Introduction to Physics

Credits: 1

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)..... Take [ENG-101](#) English Composition I, [BIO-210](#) Anatomy & Physiology I, [BIO-211](#) Anatomy & Physiology II, and Medical Terminology.

RAD-110 Radiographic Imaging I

Credits: 3

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

Credits: 3

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

Credits: 4

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

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Credits: 3

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities will be included.

Prerequisite(s)..... [ENG-101](#), [BIO-210](#), [BIO-211](#), [AHS-102](#)

RAD-136 Radiographic Procedures II

Credits: 3

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

Credits: 5

This course introduces the clinical environment of the hospital by provided basic use of radiographic equipment and routine radiographic procedures.

Prerequisite(s)..... [ENG-101](#), [BIO-210](#), [BIO-211](#), [AHS-102](#)

RAD-167 Applied Radiography II

Credits: 7

This course covers student supervision and instruction in the performance of radiographic procedures and proper use of radiographic and fluoroscopic equipment in the hospital environment.

Prerequisite(s)..... None

RAD-175 Applied Radiography III

Credits: 5

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

Prerequisite(s)..... [RAD-165](#)

RAD-176 Applied Radiography III

Credits: 6

This course includes routine and advanced radiographic procedures in the clinical environment.

Prerequisite(s)..... [RAD-165](#)

RAD-201 Radiation Biology

Credits: 2

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

Credits: 2

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.

Prerequisite(s)..... [RAD-102](#), [RAD-104](#), [RAD-130](#)

RAD-230 Radiographic Procedures III

Credits: 3

This course is a study of special radiographic procedures.

Prerequisite(s)..... None

RAD-236 Radiography Seminar II

Credits: 2

This course includes selected areas of radiography that require additional study or application.

Prerequisite(s)..... None

RAD-256 Advanced Radiography I

Credits: 6

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

Prerequisite(s)..... Take [RAD-176](#) Applies Radiography III.

RAD-258 Advanced Radiography I

Credits: 8

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

Prerequisite(s)..... [RAD-175](#)

RAD-266 Advanced Radiography II

Credits: 6

This course includes routing radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

Prerequisite(s)..... Take [Rad-256](#) Advanced Radiography I.

RAD-268 Advanced Radiography II

Credits: 8

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

Prerequisite(s)..... None

RAD-276 Advanced Radiography III

Credits: 6

This course includes routine and advanced radiographic procedures in the clinical environment.

Prerequisite(s)..... None

RAD-278 Advanced Radiography III

Credits: 8

This course includes routine and advanced radiographic procedures in the clinical environment.

Prerequisite(s)..... None

RDG-031 Developmental Reading

Credits: 3

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 will introduce reading as a process.

Prerequisite(s)..... None

RDG-032 Developmental Reading

Credits: 3

This course is an intensive overview of the academic reading skills needed for success in a college-level course. 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)..... [RDG-031](#) or acceptable placement test scores

RDG-101 College Reading

Credits: 3

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.

Prerequisite(s)..... [RDG-032](#) or acceptable placement test scores

REL-103 Comparative Religion

Credits: 3

This course is an analysis of the religious experience of various persons and groups, east and west, in traditional and contemporary settings. It includes tribal religions, Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam.

Prerequisite(s)..... [RDG-032](#)

RPT-101 Introduction to Radiation Protection

Credits: 1

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

RPT-103 Radiation Fundamentals

Credits: 4

This course presents an overview of the physics and chemistry of radiation and radioactive material, applications of radiation, associated radionuclides, context and rationale of use, interactions with matter, shielding and energies, decay products and their production in reactors or accelerators.

Prerequisite(s)..... [MAT-102](#); [RDG-032](#) and [ENG-032](#), or acceptable placement scores in reading and english

Corequisite(s)..... [MAT-110](#)

RPT-113 Radiation Monitoring

Credits: 4

This course is the study of the 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 utilizing scenarios.

Prerequisite(s)..... [RPT-103](#)

RPT-120 Hazardous Waste Oper. & Emer. Response

Credits: 1

This course introduces hazardous waste operations and clean-up procedures for hazardous waste sites as required by Federal, state, local or other governments. This course also covers emergency response operations for hazardous substance releases.

Prerequisite(s)..... [RPT-103](#), [RPT-113](#) and approval of Department Chair

RPT-223 Radiation Dosimetry

Credits: 3

This course presents scenarios in which RPTs monitor internal and external exposure of personnel to ionizing radiation. The course will address interpretation of these results and techniques for minimization of personnel dose.

Prerequisite(s)..... [RPT-113](#), [MAT-110](#)

RPT-233 Radioactive Materials Handling

Credits: 3

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](#), [MAT-110](#)

RPT-243 Radiological Safety and Response

Credits: 4

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](#), [MAT-110](#)

RPT-253 Radiation Protection

Credits: 3

This course utilizes a problems-based approach that incorporates different radiation contexts such as providing radiological coverage of jobs, high-risk and low-risk activities, planning for protection from hazardous radiation, monitoring of activities in radioactive zones, and emergency response.

Prerequisite(s)..... [RPT-113](#), [RPT-223](#), [RPT-233](#), [RPT-243](#), [ENG-260](#)

Corequisite(s)..... [ENG-260](#)

RPT-290 Radiation Protection Tech Internship

Credits: 3

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](#)

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SAC-101 Best Practices in School-Age and Youth

Credits: 3

This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school environments.

Prerequisite(s)..... None

SFT-109 Lifetime Fitness/Wellness

Credits: 3

This course is a study of 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.

Prerequisite(s)..... None

SOC-101 Introduction to Sociology

Credits: 3

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.

Prerequisite(s)..... [RDG-032](#)

SOC-102 Marriage and the Family

Credits: 3

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

Credits: 3

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-210 Juvenile Delinquency

Credits: 3

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-235 Thanatology

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Credits: 3

This course is a study of dying, death, bereavement, and widow/widowerhood from a cross-cultural perspective with emphasis on the many legal and ethical issues in this field.

Prerequisite(s)..... [ENG-032](#), [RDG-032](#); or acceptable placement test scores

SPA-101 Elementary Spanish I

Credits: 4

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Hispanic cultures.

Prerequisite(s)..... [ENG-101](#) with a grade of "C" or better, or permission of the instructor

SPA-102 Elementary Spanish II

Credits: 4

This course continues development of the basic language skills and the study of the Hispanic cultures.

Prerequisite(s)..... [SPA-101](#) with a grade of "C" or better

SPA-201 Intermediate Spanish I

Credits: 3

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.

Prerequisite(s)..... [SPA-102](#) with a grade of "C" or better

SPA-202 Intermediate Spanish II

Credits: 3

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.

Prerequisite(s)..... [SPA-201](#) with a grade of "C" or better

SPC-205 Public Speaking

Credits: 3

This course is an introduction to principles of public speaking with application of speaking skills.

Prerequisite(s)..... [ENG-101](#) OR [ENG-160](#)

SPC-209 Interpersonal Communications

Credits: 3

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](#)

SUR-101 Introduction to Surgical Technology

Credits: 5

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)..... [AHS-102](#), [BIO-112](#), [BIO-115](#)

SUR-102 Applied Surgical Technology

Credits: 5

This course covers the principles and application of aseptic techniques, the perioperative role, and medical/legal aspects.

Prerequisite(s)..... None

SUR-103 Surgical Procedures I

Credits: 4

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)..... None

SUR-104 Surgical Procedures II

Credits: 4

This course is a study of various specialties of surgical procedures. Patient safety, medical/ legal aspects, and drugs used in surgery are emphasized. The course includes the study of the structures of the human body and normal function of its generalized systems. Special emphasis is placed on surgical anatomy.

Prerequisite(s)..... None

SUR-105 Surgical Procedures III

Credits: 4

This course is a study of the advanced specialties of surgical procedures.

Prerequisite(s)..... [SUR-101](#), [SUR-102](#), [SUR-103](#)

SUR-106 Advanced Surgical Procedures

Credits: 2

This course is a study of advanced surgical procedures.

Prerequisite(s)..... [SUR-103](#)

SUR-111 Basic Surgical Practicum

Credits: 7

This course includes the application of theory under supervision in the perioperative role in various clinical affiliations.

Prerequisite(s)..... None

SUR-114 Surgical Specialty Practicum

Credits: 7

This course includes the correlation of the principles of theories of specialized surgical procedures with clinical performance in affiliated hospitals.

Prerequisite(s)..... None

SUR-116 Basic Surgical Procedures

Credits: 3

This course is a study of basic surgical procedure

Prerequisite(s)..... [SUR-103](#)

SUR-120 Surgical Seminar

Credits: 2

This course includes the comprehensive correlation of theory and practice in the perioperative role.

Prerequisite(s)..... None

SUR-126 Principles of Surgical Pharmacology

Credits: 1

This course is a study of therapeutic agents and and mathematical concepts in relation to the peri-operative setting.

Prerequisite(s)..... None

SUR-130 Biomedical Science for the Surgical Tech

Credits: 1

This course includes basic principles of electricity, physics, and robotics as they relate to safe patient care practices in the operating room.

Prerequisite(s)..... None

THE-101 Introduction to Theatre

Credits: 3

This course includes the appreciation and analysis of theatrical literature, history, and production.

Prerequisite(s)..... [ENG-032](#), [RDG-032](#)

WLD-101 Cutting Processes

Credits: 1

This course covers the fundamentals of cutting processes commonly used in the welding industry.

Prerequisite(s)..... None

WLD-102 Introduction to Welding

Credits: 2

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

Credits: 1

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](#); OR acceptable placement scores in math and reading

WLD-105 Print Reading II

Credits: 1

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

Credits: 4

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](#); OR acceptable placement scores in math and reading

WLD-111 ARC Welding I

Credits: 4

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](#); OR acceptable placement scores in math and reading

WLD-117 Specialized Arc Welding

Credits: 4

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

Credits: 4

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

Credits: 1

This is an introductory course in destructive and nondestructive testing of welding joints.

Prerequisite(s)..... [WLD-101](#), [WLD-102](#), [WLD-103](#)

WLD-152 Tungsten ARC Welding

Credits: 4

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

Credits: 3

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

Credits: 4

This course covers the procedures and practices used in taking welder qualifications tests.

Prerequisite(s)..... [WLD-103](#), [WLD-108](#), [WLD-117](#), [WLD-132](#)

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803-593-9231





Search for... Programs of Study Courses

General Information

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; and
- 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 and are available for download at www.atc.edu. The College accepts payment of TBDD tuition and fees by cash, check, Visa and Mastercard, or purchase order.

Parking

A \$5 parking / technology fee is assessed at registration.

Refund Policies

TBDD refund policy is subject to change.

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 three days prior to the course start date receives no refund. Under special circumstances, however, the student may appeal to the Vice President of TBDD. If the Vice President determines that extenuating circumstances exist over which the student had no control and which the student could not reasonably foresee,

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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](#) 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, professional skills, transportation, leadership and management, industrial and technical skills, and computer skills. Experienced professionals who understand both 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.



Search for... Programs of Study Courses

ACT Test Center

Aiken Technical College is now a provider of American College Testing (ACT), Inc. testing and training in our new state-of-the-art facility in the 700/800 building.

The 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

Castle Worldwide Testing Certification Exams

- Board for Certification in Podiatric
- 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 Podiatric
- Board of Chiropractic Examinations
- Commission on Dietetic Registration
- FCC Exams
- Loss Prevention Foundation

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- National Exercise Trainers Association
- National Verbatim Reporters Association
- Radiant Panel Association
- Radiology Coding Certification Exam(RCCB)

COMPASS (Placement testing)

Cosmetology Tests (Lasergrade)

- Barber
- Cosmetology
- Nail Technician
- Esthetician
- Sterile Processing and Distribution (SPD) Technician

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 Association of Administrative Professionals (IAAP)

- Certified Professional Secretary (CPS) Exam
- Certified Administrative Professional (CAP) Exam

International Council for Machine Lubrication (ICML)

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

- College Level Examination Program (CLEP)
- Dantes

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.



Search for... Programs of Study Courses

Architecture and Construction

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.

Welding Certification

(125 hours)

Train using GMAW (MIG) and master the art of fusing metal to metal with intense heat created by an electric arc. The course also covers shop safety and health, drawing and welding symbols, thermal cutting processes, and welding inspection and testing.

Certification

Successful completion prepares students to take the AWS SENSE Level 1 Entry Welder certification exam. Students can be assured the training they receive is based on national standards and guidelines.

Online Training

Education to Go Online Training

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

Certified Fiber Optics Technician

Train to maintain fiber optic cable systems that carry both voice and digital transmissions. Learn to install cables following precise schematics; locate and repair defects in existing systems; and placing, rearranging, and removing cables when necessary. Students will also learn to install supports and insulation and perform other tasks to maintain cables. Three courses and certifications are available in the program:

- Certified Fiber Optics Technician (CFOT)
- Certified Fiber Optics Splicing Specialist (CFOS/S)
- Certified Fiber Optics Testing and Maintenance Specialist (CFOS/T)

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.

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- Web Page Design
- Web Graphics and Multimedia
- Web Programming
- Desktop Publishing and Imaging
- Design and New Media Certificate
- Internet, Design, & Technical
- AutoCAD 2005 (120 hours)
- Digital Arts Certificate (225 hours)
- Graphic Design (80 hours)
- Multimedia Design Certificate (225 hours)
- Webmaster (150 hours)
- 3ds max (650 hours)
- Video Game Design and Development (500 Hours)

JER Online Traning 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. For further information call 803-593-9954, ext. 1326.

TBDD is an authorized provider of Achieve Global (formerly Zenger-Miller), 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)
- The Service Difference (4 hours per module)

American Management Association

- How To Sharpen Business Writing Skills (18 hours)
- Taking Control with Time Management (18 hours)
- First Line Supervision (18 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 Learning System
(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.

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.

- Accounting
- Business Administration and Management
- Business Planning and Entrepreneurial
- Sales and Marketing
- Grant Writing and Nonprofit Management
- Bookkeeping the Easy Way (140 hours)
- Certified Bookkeeper (80 hours)
- Certified Financial Planner (600 hours)
- Lean Mastery (60 hours)
- Payroll Practice and Mgt. (80 hours)
- Project Management (40 hours)
- Records Management (80 hours)
- Six Sigma Black Belt (200 hours)
- Six Sigma Green Belt (100 hours)
- Travel Agent Training (120 hours)

JER Online Training
(16 hours)

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

(75 hours)

- 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 165, 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 upon request.

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.

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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.

Course Goals

These courses are designed to provide students training in the following required topic areas:

- 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

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. Some courses also require current immunization records to include: MMR, Varicella, two step 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.

Central Sterile Supply Technician

(80 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)

(92 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

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terminology, and more.

The CNA course is now required for the pre-nursing certificate. Complete the CNA course and you could be on your way to continuing your career in nursing! This course is also part of 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).

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 Specialist Certificate

(110 hours)

Train to maintain computerized records kept by insurance companies, physician offices, hospitals, and other healthcare facilities. These record systems keep track of patient's entire health histories in a safer and more efficient format. Topics include: introduction to healthcare, medical terminology, medical law and ethics, HIPAA compliance, customer service for healthcare professionals, medical office skills, computers, health data management, clinical vocabularies, and software training. 25 hours of clinical practice are included in the course.

Certification

Students who successfully complete the course are prepared to take the NHA Certification exam.

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 TBD, 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 – Refresher

(44 hours)

Train to care for victims in SC DHEC approved refresher course for EMT recertification.

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.

Hospital Unit Clerk

(100 hours)

Learn medical terminology, charting and transcriptions, family relations, and the knowledge needed to function in a hospital. Course includes 30 hours of required off-campus clinical training at area hospitals.

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

(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.

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.

- Health Care, Nutrition, and Fitness
- CE for Health Care Professionals
- Administrative Dental Assistant (300 hours)
- Administrative Medical Specialist with Medical Billing and Coding (300 hours)
- Adv. Coding for the Physician's Office (80 hours)
- Advanced Hospital Coding and CCS Prep (80 hours)
- Certified National Pharmaceutical Representative (120 hours)
- HIPAA Compliance (12 hours)
- Human Resources for Healthcare (80 hours)
- ICD-10 Medical Coding (200 hours)
- Medical Transcription (240 hours)
- Revenue Cycle Management for Healthcare Providers (12 hours)

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.

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 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.

Prerequisite(s): CNA training and high school diploma or GED

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





Search for... Programs of Study Courses

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.

IT Certification Preparation

A+ Certification (98 hours)

A+ certification is the industry standard for computer support technicians. Gain the skills and knowledge to build, upgrade, optimize, trouble-shoot, and repair personal computer systems. Topics include: hardware installation, operating system installation, configuration, storage devices, preventative maintenance, networking, supporting printers, security, and troubleshooting. This course will articulate into three semester hours of CPT 209, Computer Systems Management, at Aiken Technical College.

Network+ Certification (40 hours)

Train for the certification that proves your competency in managing, maintaining, troubleshooting, installing, and configuring basic network infrastructure. Students will master basic networking concepts and gain a fundamental knowledge of network design, security, routing, and switching. While there are not prerequisites, it is recommended students have at least 9 months of experience in network support, administration, or academic training; A+ certification.

Security+ Certification (40 hours)

Train for the certification that will designate you as a knowledgeable professional in the field of security, one of the fastest-growing fields in IT. Students will master system security, network infrastructure, access control and organizational security. While there are not prerequisites, it is recommended students have at least 2 years of technical networking experience with an emphasis in security and Network+ certification.

Certified Information Systems Security Professional (CISSP)

With over 64,000 certified professionals world-wide, the CISSP certification has become the gold standard in information security certifications and education. Students will master the 10 (ISC)² information security domains: access control; application security; business continuity and disaster recovery planning; cryptography; information security and risk management; legal, regulations, compliance, and investigations; operations security; physical (environmental) security; security architecture and design; and telecommunications and network security.

Prerequisites

At least 5 years of direct full-time security work experience in two or more of the ten (ISC)² information security domains listed above. If students do not possess the necessary years of experience they may earn the Associate of (ISC)² designation by passing the required CISSP exam - this designation is valid for 6 years, during which time students must obtain the necessary years of experience. Students must have their qualifications endorsed by another CISSP of good standing.

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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

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

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

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

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

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

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

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

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.

- 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
- Networking and CompTIA Certification Training
- Cisco™ CCNA® Certification Training (80 hours)
- Microsoft Certification Training
- Microsoft Certified Database Administrator (MCDBA) (460 hours)
- Microsoft Certified System Administrator 2003 (MCSA) (440 hours)
- Microsoft Certified System Engineer 2003 (MCSE) (700 hours)

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

Law, Public Safety, Corrections, and Security

Emergency Dispatcher

(120 hours)

Get the knowledge and skills needed to successfully answer emergency calls made to a 911 dispatch operation center, public safety, and ambulance services. These skills are easily transferable to non-emergency settings such as security/alarm companies, tow truck, and utilities services. Includes classroom training, simulated training, and 56 hours in an off-campus internship.

Certification

Students who successfully complete the Emergency Dispatcher Program are eligible to take the following certification exams:

- Basic Telecommunicator I
- NIMS
- CPR/FA

Officer Training

**Basic Constable Training
(80.5 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.

Course Goals

This course is designed to provide students:

- The knowledge and skills to perform the duties of a constable in South Carolina.
- An understanding of legal issues that govern the actions of a South Carolina constable.
- The knowledge and skills to safely operate firearms within the duties of a South Carolina constable.

**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, violence prevention and counterterrorism.

Prerequisite(s)..... Students must pass

a background check

Course Goals

This course is designed to provide students:

- The knowledge and skills to perform the duties of a private security officer in South Carolina.
- The knowledge of SLED regulations and legal issues that govern the actions of a private security officer.
- The knowledge and skills of patrol techniques, arrest procedures, retail security, fire protection, and crime scene preservation.

WorkKeys Occupational Profile

Not Available

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.



Search for... Programs of Study Courses

Manufacturing

Basic Industrial Skills

- Troubleshooting Electrical Circuits
- Hydraulic Maintenance
- Pump Maintenance
- Pipe and Valve Maintenance
- Shaft Alignment
- Electrical Motors AC and 3 Phase

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, batchsize 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:

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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 Config. with a DCS
- Field Devices: Configuring with a Laptop PC
- Principles
- Field Devices: Using Field Communicators
- Introduction to Distributed Control Sys.
- Field Devices: Level and Flow
- Multiple Loop Control
- Pneumatic Controls
- Field Devices: Pressure, Temp. & Weight
- Smart Controllers
- Single Loop Control
- Tuning Loops
- Troubleshooting DCS I/Os: Procedures
- 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
- 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

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

- Recordkeeping
- Drug and Alcohol Abuse

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Search for... Programs of Study Courses

Marketing, Sales, and Service

Real Estate

(Offered in partnership with Fortune Academy of Real Estate)

Broker A & B Exam Prep

(30 hours)

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)

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

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- 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

Environmental Field Technician

(336 hours)

Help turn hazardous sites into viable community spaces and get the skills needed for a career in the green economy. Learn hazardous waste remediation and cleanup through environmentally sustainable technologies. Includes 12 courses in the following areas: regulatory certification, contaminant abatement/remediation, environmental technology, and green technical skills. This program is being offered through an EPA Brownfields Job Training grant administered by Aiken Housing Authority/CDIC. For more information about taking the program, contact Lasima Turmon, CDIC EPA Grant Administrator, at 663-3995 x222.

NICET Preparation

Fire Alarm Systems II

(16 hours)

Applicable codes and standards, signaling systems, supervision requirements, fire and smoke detectors, building occupancy considerations, basic electricity and electronics, and more.

Certification

Students who successfully pass this course are prepared to take the NICET Fire Alarm Systems II certification exam.

Sprinkler Systems II

(16 hours)

This course reviews plan preparation, applications of water-based systems, equipment, water supply requirements, hydraulics, building features, hazards, system installation, inspection, occupancy considerations, codes and standards, maintenance, and contract administration.

Certification

Students who successfully pass this course are prepared to take the NICET Sprinkler Systems II certification exam.

Piping Design

SmartPlant 3D Piping and Equipment Modeling

This course is for piping designers who will create piping models and other users who will create related reference data. The course features an introduction to the graphics environment, equipment modeling, and routing techniques for piping modeling and generation of isometric drawings.

Prerequisites: Knowledge of industrial piping design, familiarity with Windows User Interface, and knowledge of 3D plant design CAD concepts.

SmartPlant Cableway Modeling and Reference Data

This course is for cableway/cable tray users involved in modeling and the creation of reference data. Topics include the graphics environment, equipment modeling, and the routing techniques for cableway, conduit and cable tray.

Prerequisites: Familiarity with Windows User Interface and knowledge of 3D plant design CAD concepts.

General

CDL Truck Driver Training

ATC has partnered 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

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Search for... Programs of Study Courses

Tuition and Fees

The tuition and fees listed on this page are subject to change. These tuition rates will be in effect as of Fall 2011. For the most current rates check our Web site: www.atc.edu

S.C. Residents - in Aiken County				
Credit Hours	Aiken County Tuition	Technology Fee	Non-Refund Enrollment Fee	TOTAL
1	\$143.00	\$5.00	\$85.00	\$233.00
2	\$286.00	\$10.00	\$85.00	\$381.00
3	\$429.00	\$15.00	\$85.00	\$529.00
4	\$572.00	\$20.00	\$85.00	\$677.00
5	\$715.00	\$25.00	\$85.00	\$825.00
6	\$858.00	\$30.00	\$85.00	\$973.00
7	\$1001.00	\$35.00	\$85.00	\$1121.00
8	\$1144.00	\$40.00	\$85.00	\$1269.00
9	\$1287.00	\$45.00	\$85.00	\$1417.00
10	\$1430.00	\$50.00	\$85.00	\$1565.00
11	\$1573.00	\$55.00	\$85.00	\$1713.00
12	\$1716.00	\$60.00	\$85.00	\$1861.00
13	\$1859.00	\$65.00	\$85.00	\$2009.00
14	\$2002.00	\$70.00	\$85.00	\$2157.00
15	\$2145.00	\$75.00	\$85.00	\$2305.00
16	\$2288.00	\$80.00	\$85.00	\$2453.00
17	\$2431.00	\$85.00	\$85.00	\$2601.00
18	\$2574.00	\$90.00	\$85.00	\$2749.00
19 - 23	*	*	\$85.00	*

*For additional credit hours above 18, add \$148.00 to tuition cost and \$5.00 to technology fee per credit hour.

S.C. Residents In-State (Out of Aiken County)				
Credit Hours	Student Tuition	Technology Fee	Non-Refund Enrollment Fee	TOTAL
1	\$158.00	\$5.00	\$85.00	\$248.00
2	\$316.00	\$10.00	\$85.00	\$411.00
3	\$474.00	\$15.00	\$85.00	\$574.00
4	\$632.00	\$20.00	\$85.00	\$737.00
5	\$790.00	\$25.00	\$85.00	\$900.00
6	\$948.00	\$30.00	\$85.00	\$1063.00
7	\$1106.00	\$35.00	\$85.00	\$1226.00
8	\$1264.00	\$40.00	\$85.00	\$1389.00
9	\$1422.00	\$45.00	\$85.00	\$1552.00
10	\$1580.00	\$50.00	\$85.00	\$1715.00
11	\$1738.00	\$55.00	\$58.00	\$1878.00
12	\$1896.00	\$60.00	\$85.00	\$2041.00
13	\$2054.00	\$65.00	\$85.00	\$2204.00
14	\$2212.00	\$70.00	\$85.00	\$2367.00
15	\$2370.00	\$75.00	\$85.00	\$2530.00
16	\$2528.00	\$80.00	\$85.00	\$2693.00
17	\$2686.00	\$85.00	\$85.00	\$2856.00

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18	\$2844.00	\$90.00	\$85.00	\$3019.00
19 - 23	*	*	\$85.00	*

*For additional credit hours above 18, add \$163.00 to tuition cost and \$5.00 to technology fee per credit hour.

Richmond, Columbia County Residents					
Credit Hours	Aiken County Tuition	Technology Fee	Non-Refund Enrollment Fee	Richmond/Columbia County fees	TOTAL
1	\$143.00	\$5.00	\$85.00	\$15.00	\$248.00
2	\$286.00	\$10.00	\$85.00	\$15.00	\$396.00
3	\$429.00	\$15.00	\$85.00	\$15.00	\$544.00
4	\$572.00	\$20.00	\$85.00	\$15.00	\$692.00
5	\$715.00	\$25.00	\$85.00	\$15.00	\$840.00
6	\$858.00	\$30.00	\$85.00	\$15.00	\$988.00
7	\$1001.00	\$35.00	\$85.00	\$15.00	\$1136.00
8	\$1144.00	\$40.00	\$85.00	\$15.00	\$1284.00
9	\$1287.00	\$45.00	\$85.00	\$15.00	\$1432.00
10	\$1430.00	\$50.00	\$85.00	\$15.00	\$1580.00
11	\$1573.00	\$55.00	\$85.00	\$15.00	\$1728.00
12	\$1716.00	\$60.00	\$85.00	\$15.00	\$1876.00
13	\$1859.00	\$65.00	\$85.00	\$15.00	\$2024.00
14	\$2002.00	\$70.00	\$85.00	\$15.00	\$2172.00
15	\$2145.00	\$75.00	\$85.00	\$15.00	\$2320.00
16	\$2288.00	\$80.00	\$85.00	\$15.00	\$2468.00
17	\$2431.00	\$85.00	\$85.00	\$15.00	\$2616.00
18	\$2574.00	\$90.00	\$85.00	\$15.00	\$2764.00
19 - 23	*	*	\$85.00	\$15.00	*

*For additional credit hours above 18, add \$148.00 to tuition cost and \$5.00 to technology fee per credit hour.

Other Georgia county residents will pay Out-of-State tuition.

Out-Of-State				
Credit Hours	Student Tuition	Technology Fee	Non-Refund Enrollment Fee	TOTAL
1	\$400.00	\$15.00	\$85.00	\$500.00
2	\$800.00	\$30.00	\$85.00	\$915.00
3	\$1200.00	\$45.00	\$85.00	\$1330.00
4	\$1600.00	\$60.00	\$85.00	\$1745.00
5	\$2000.00	\$75.00	\$85.00	\$2160.00
6	\$2400.00	\$90.00	\$85.00	\$2575.00
7	\$2800.00	\$105.00	\$85.00	\$2990.00
8	\$3200.00	\$120.00	\$85.00	\$3405.00
9	\$3600.00	\$135.00	\$85.00	\$3820.00
10	\$4000.00	\$150.00	\$85.00	\$4235.00
11	\$4400.00	\$165.00	\$85.00	\$4650.00
12	\$4800.00	\$180.00	\$85.00	\$5065.00
13	\$5200.00	\$195.00	\$85.00	\$5480.00
14	\$5600.00	\$210.00	\$85.00	\$5895.00
15	\$6000.00	\$225.00	\$85.00	\$6310.00
16	\$6400.00	\$240.00	\$85.00	\$6725.00
17	\$6800.00	\$255.00	\$85.00	\$7140.00
18	\$7200.00	\$270.00	\$85.00	\$7555.00
19 - 23	*	*	\$85.00	*

*For additional credit hours above 18, add \$415.00 to tuition cost and \$15.00 to technology fee per credit hour.

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 following 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 \$139.00 for Aiken County residents, \$154.00 for other South Carolina residents, and \$400.00 for out-of-state residents. In addition to tuition, enrollment and technology fees, some classes require lab fees per the following schedule:

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

Additional Non-Refundable Fees

Re-Processing Fee	\$30 (per reinstatement)
Late Registration Fee	\$25 (begins first day of class)
Exemption Exam (per exam)	\$30
Returned Check Fee	\$30
Payment Plan Origination Fee	\$30

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 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.

Student Refund Policy

Only students who submit a completed Add/Drop/Withdrawal Form within the specified deadline for the academic term for which the refund is requested may receive a refund. Non-refundable fees are not eligible for refunds.

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](#)

Veterans Administration Benefits

A student receiving Veterans Administration 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.

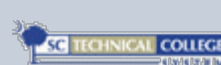
Refunds Due To Academic Suspension

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.





Search for... Programs of Study Courses

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Dr. Edmund Boothe

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Search for... Programs of Study Courses

Technical College Courses

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.

Those courses in [blue](#) are not available at this time.

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
ART 111	Basic Drawing	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

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<u>ENG 201</u>	American Literature I	3
<u>ENG 202</u>	American Literature II	3
<u>ENG 203</u>	American Literature Survey	3
<u>ENG 205</u>	English Literature I	3
<u>ENG 206</u>	English Literature II	3
<u>ENG 208</u>	World Literature I	3
<u>ENG 209</u>	World Literature II	3
<u>ENG 230</u>	Women in Literature	3
<u>ENG 236</u>	African-American Literature	3
<u>FRE 101</u>	Elementary French I	4
<u>FRE 102</u>	Elementary French II	4
<u>FRE 201</u>	Intermediate French I	3
<u>FRE 202</u>	Intermediate French II	3
<u>GEO 101</u>	Introduction to Geography	3
<u>GEO 102</u>	World Geography	3
<u>GER 101</u>	Elementary German I	4
<u>GER 102</u>	Elementary German II	4
<u>HIS 101</u>	Western Civilization to 1689	3
<u>HIS 102</u>	Western Civilization Post 1689	3
<u>HIS 201</u>	American History: Discovery to 1877	3
<u>HIS 202</u>	American History: 1877 to Present	3
<u>HUS 101</u>	Introduction to Human Services	3
<u>MAT 110</u>	College Algebra	3
<u>MAT 111</u>	College Trigonometry	3
<u>MAT 120</u>	Probability & Statistics	3
<u>MAT 122</u>	Finite College Math	3
<u>MAT 130</u>	Elementary Calculus	3
<u>MAT 140</u>	Analytical Geometry/ Calculus I	4
<u>MAT 141</u>	Analytical Geometry/ Calculus II	4
<u>MAT 242</u>	Differential Equations	4
<u>MUS 105</u>	Music Appreciation	3
<u>PHI 101</u>	Introduction to Philosophy	3
<u>PHI 105</u>	Introduction to Logic	3
<u>PHI 106</u>	Logic II/Inductive Reasoning	3
<u>PHI 110</u>	Ethics	3
<u>PHI 115</u>	Contemporary Moral Issues	3
<u>PHY 201</u>	Physics I	4
<u>PHY 202</u>	Physics II	4
<u>PHY 221</u>	University Physics I	4

<u>PHY 222</u>	University Physics II	4
<u>PHY 223</u>	University Physics III	4
<u>PSC 201</u>	American Government	3
<u>PSC 215</u>	State & Local Government	3
<u>PSY 201</u>	General Psychology	3
<u>PSY 203</u>	Human Growth & Development	3
<u>PSY 208</u>	Human Sexuality	3
<u>PSY 212</u>	Abnormal Psychology	3
<u>SOC 101</u>	Introduction to Sociology	3
<u>SOC 102</u>	Marriage & the Family	3
<u>SOC 205</u>	Social Problems	3
<u>SOC 206</u>	Social Psychology	3
<u>SOC 210</u>	Juvenile Delinquency	3
<u>SOC 220</u>	Sociology & the Family	3
<u>SOC 235</u>	Thanatology	3
<u>SPA 101</u>	Beginning Spanish I	4
<u>SPA 102</u>	Beginning Spanish II	4
<u>SPA 201</u>	Intermediate Spanish I	3
<u>SPA 202</u>	Intermediate Spanish II	3
<u>SPC 205</u>	Public Speaking	3
<u>SPC 210</u>	Oral Interpretation of Literature	3
<u>THE 101</u>	Introduction to the Theatre	3

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Welcome to ATC's Student Handbook

General Information

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 appropriate 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.

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, ATC logo items, and snack foods.

Bookstore Hours:

Monday-Thursday..... 7:45 a.m.-6:15 p.m.

Friday..... 7:45 a.m.-1:00 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 in suite 920 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 web site. 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.)

Career Information

Counselors (Suite 155) are available to assist students in career planning and selection, and the One-Stop Career Center (Room 166) provides career-related information as well. 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, the Enrollment Management Office and in Counseling Services. The student's new advisor is required to sign the program change form, and it must be turned in to the Enrollment Management Office. A student making a significant program change will have a consultation in Career Development Services and there obtain a signature.

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

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.1245).

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, ATC's Facebook page, MyATC, WebAdvisor, and over local radio and television stations.

Clubs and Organizations

- Procedures for instituting an organization. The Director of Student Life in suite 920 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 the [Student Code of conduct](#).)
- 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 have a full-time faculty or staff member to serve as 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 Dean of Student Development. If they wish to proceed with the complaint they must follow the process outlined in the [Student Code of Conduct](#) and [Student Grievance Procedure](#). Students are then provided with information regarding the procedure that will be followed in determining the concern they have asked to be addressed.

Most student issues seldom rise to the level of a formal complaint. In some cases students prefer to state their issue anonymously and suggestion boxes are provided throughout the campus for them. 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 or their representative (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](#).

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 and placement rates, 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 Dean of Student Development. Access to individual student records is limited by the Privacy Act of 1974. (See the [Student Code of conduct](#).)

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 their respective academic department for more information.

Copy Machines

Copy machines are available for student use in the Library/Learning Resources Center, One Stop Career Center and the campus bookstore. There is a fee for using the copy machines.

Counseling

Counseling Services (suite 155) are provided to students to assist them with their career, academics and personal questions. See [Student Code](#) and/or [Distance Learning Services](#).

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 Dantest tests are available from the Testing Center in room 742.

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 in room 301.

Dress Code

Appropriate attire is left to the discretion of the individual and is expected not to disrupt the educational process of the College. 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 V: [Drug and Alcohol Policy](#).

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 the appropriate academic department.

Fees

Tuition and fee schedules are posted on the ATC website, flyers, bulletin boards throughout the campus and in ATC publications available in the Enrollment Management Office. The Cashier's Office in room 128 handles the payment of fees.

Field Trips

Students participating in College-sponsored field trips, or representing the college, must adhere to the the [Student Code of conduct](#).

Fire Drills

The College periodically conducts fire drills without advance notice. Fire alarm boxes are strategically located throughout campus. When students hear the fire alarm or are informed that a fire alarm is active, 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 working days of the next semester disqualifies the student from further consideration of a grade change.

Review of Student Grades

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 Dean of Student Development. Students must seek a review of their assigned grade through the faculty member, department chair, dean, and Vice President of Education and Training.

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 in the [Student Code of Conduct](#) section.) For additional information, contact Campus Security at ext. 1111.

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 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. This notification comes from the Enrollment Management Office after grades are received each semester.

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 room 1001 of the Dale Phelon Information Technology Center includes the Library and the Media Department. To check out library materials, students must present a current college 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/DVDs/CDs placed on reserve by instructors or other available media with the instructor’s written consent. Most media is 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 (subject to change):

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, as well as Saturdays during the summer.

Lost and Found

Students who have lost or found items should contact the Enrollment Management Office in room 301 (map does not label it with this office name). 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 in building 650 also has a lost and found box.

One Stop Career Center

The One Stop Career Center 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 in room 301. See also Student Records.

Registration and Advisement

The College informs students of the date, time, and place to make appointments for registration and advisement through the Enrollment Management newsletter, the course schedule, the ATC website, 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 in room 303. Students must reapply for scholarship consideration each year.

Smoking Policy

The use of tobacco products is prohibited on the ATC campus beginning Oct. 1, 2007. 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 Dean of Student Development for subsequent violations.

Solicitation/Canvassing and Fund Raising on Campus

The Dean of Student Development 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 or 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 Director of Enrollment Management. 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 in room 301.

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.

Suggestion Boxes

Throughout campus there are several student suggestion boxes for anonymous student input. The notes in the boxes are retrieved by the Dean of Student Development 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 the [Student Code of Conduct](#)). 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. 1245).

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's Office in room 128.

Tutoring Services

The tutoring program in the Academic Success Center (room 775) 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 the Financial Aid section of the catalog. The Veterans Affairs Office is located in the Enrollment Management Office in room 301.

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 website: www.atc.edu. The Aiken Technical College website can be accessed both on and off campus from any internet connected computer.

My ATC provides:

- 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 Enrollment Management 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 room 301.

In most cases, a student must initiate his or her own withdrawal.

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 in room 301) and submit it to the Enrollment Management Office.

[ATC.EDU](#) | [Athletics](#) | [Blackboard](#) | [Contact Us](#) | [Distance Learning](#) | [Financial Transparency](#) | [Library](#) | [MyATC](#) | [Test Center](#) | [WebAdvisor](#)

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Student Handbook

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Student Code

General Provisions

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. Solutions of Problems

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,

- A. "College" means Aiken Technical College, a member of the South Carolina Technical College System.
- B. "President" means the chief executive officer of the College.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall

management responsibility for student services or his/her designee. At Aiken Technical College, this officer is the Dean of Student Development and will be referred to as such in the remainder of this document.

- E. "Chief Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for the academic programs and services or his/her designee.
- F. "Student" means a person taking any course(s) offered by the College.
- G. "Instructor" means any person employed by the College to conduct classes.
- H. "Staff" means any person employed by the College for reasons other than conducting classes.
- I. "SGA" means Student Government Association of the College.
- J. "Campus" means any place where the College conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" means 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.
- L. "Suspension" means a temporary separation of the College and student under specified conditions.
- M. "Expulsion" means permanent separation of the College and student.

Student Code

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 Dean of Student Development. 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. 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:

- a. To instructors and administrators for legitimate educational purposes.
- b. To accrediting organizations to carry out their functions.
- c. 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.
- d. The Dean of Student Development may authorize release of directory information as defined by the College under privacy legislation.
- e. If the inquirer has a court order, the Dean of Student Development or someone designated by that official will release information from the student's file.

3. Disciplinary Records

Records of disciplinary action shall be maintained in the office of the Dean of Student Development. No record of disciplinary action shall be entered or made on the student's academic records.

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 Dean of Student Development 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 Dean of Student Development 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.
- g. Cooperating or abiding in any of the above.
- 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.
- 3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
- 4. Fabrication is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

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 Dean of Student Development 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. Academic Misconduct

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
 - a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - c. Assign a failing grade for the course.
 - d. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Instructional Officer.
4. The Chief Instructional Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Instructional Officer within seven working days of the date the Chief Instructional Officer's letter.
5. If the student requests an appeal, the Chief Instructional Officer, or designee, will schedule a time for the meeting. The Chief Instructional Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Instructional Officer, or designee, will hear the appeal, this letter must also contain the following information:
 - a. A restatement of the charges
 - b. The time, place, and location of the meeting
 - c. A list of witnesses that may be called
 - d. A list of the student's procedural rights. These procedural rights are presented in the Student Code and Grievance Procedure, Section V. A. 1. e.
6. On the basis of the information presented at the appeal, the Chief Instructional Officer, or designee, will render one of the following decisions:
 - a. Accept the decision and the sanction imposed by the instructor
 - b. Accept the instructor's decision but impose a less severe sanction
 - c. Overturn the instructor's decision
7. The Chief Instructional Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision

can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five working days.

8. After receiving the student's request, the President will review all written materials relating to this incident and render one of the following decisions. The President's decision is final and cannot be appealed further.
 - a. Accept the decision and the sanction imposed
 - b. Accept the decision but impose a less severe sanction
 - c. Overturn the decision
 - d. Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section IV. D. and section V.

C. Student Misconduct

1. A charge involving a student infraction must be filed in writing at the office of the Dean of Student Development within 5 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 Dean of Student Development, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Dean of Student Development, or designee, may act as follows:
 1. Drop the charges.
 2. Impose a sanction consistent with those shown in Section IV. D. 2. c., Student Appeals Committee.
 3. Refer the student to a college office or community agency for services.
3. The decision of the Dean of Student Development, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Dean of Student Development, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the Dean of Student Development's, or designee's decision, and instructions governing the appeal process.
4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Dean of Student Development 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.

D. The Student Appeals Committee

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 Dean of Student Development. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Dean of Student Development.

1. Membership of the committee shall be composed of the following:
 - a. Three 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 Dean of Student Development and approved by the President.
 - d. The Dean of Student Development 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.

Ex-officio members of the committee may not serve as the chair 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. Academic Misconduct
 - a. Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct.
 - b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - c. Assign a failing grade for the course.
 - d. Require the student to withdraw from the course.
 2. Student Misconduct
 - a. A written reprimand
 - b. An obligation to make restitution or reimbursement
 - c. A suspension or termination of particular student privileges
 - d. Disciplinary probation
 - e. Suspension from the College
 - f. Expulsion from the College
 - g. Any combination of the above

V. Procedures for Hearings before the Student Appeals Committee

A. Procedural Duties of the Dean of Student Development

1. At least 7 working days prior to the date set for a hearing before the committee, the Dean of Student Development 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:
 - a. A restatement of the charge or charges.
 - b. The time and place of the hearing.
 - c. A list of witnesses who might be called to testify.
 - d. The names of Committee members.
 - e. A statement of the student's basic procedural rights. These rights follow:
 1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. The student will be responsible for paying any fees charged by his/her counsel.
 2. The right to produce witnesses on one's behalf.
 3. The right to request, in writing, that the President 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 2 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. The Committee may determine as to what evidence is admissible.
 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 to testify without such refusal 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 it must be made within 7 working days after receipt of the decision.
2. On written request of the student, the hearing may be held prior to the expiration of the 7-day advance notification period, if the Dean of Student Development concurs with this change.

B. 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. The student and the person who initiated the charges; however, the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
 - b. Counsels for the student 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. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After conclusion of the hearing, the tape will be kept in the office of the Dean of Student Development. The student may listen to the tape of his/her hearing under the supervision of the Dean of Student Development or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanctions, if applicable.
7. Decisions of the Committee shall be made by majority vote.
8. Within 2 working days after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the Committee's decision.

C. 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 Dean of Student Development, 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.



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The Student Grievance Procedure

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, gender, race, disability or veteran's status, excluding sexual harassment complaints. Because of the sensitive nature of this type of complaint, a conference with the Chief Student Services Officer may replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required.
- B. Alleged sexual harassment complaints should be directed to the Chief Student Services Officer. Because of the sensitive nature of this kind of complaint, a conference with the Chief Student Services Officer will replace the first step of the grievance procedure. The Chief Student Services Officer 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 and B above apply.

II. Definitions

When used in this document, unless the content requires other meaning,

- A. "College" means Aiken Technical College, a member of the South Carolina Technical College System.
- B. "President" means the chief executive officer of the College.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee. At Aiken Technical College, this officer is the Dean of Student Development and will be referred to as such in the remainder of this document.
- E. "Chief Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for the academic programs and services or his/her designee.
- F. "Student" means a person taking any course(s) offered by the College.
- G. "Instructor" means any person employed by the College to conduct classes.
- H. "Staff" means any person employed by the College for reasons other than conducting classes.
- I. "Campus" means any place where the College conducts or sponsors educational, public service, or research activities.

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 Dean of Student Development. The Dean of Student Development will explain the grievance process to the student.

The completed grievance form must be presented to the Dean of Student Development within ten instructional weekdays after satisfying the first step in the grievance process. The Dean of Student Development 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 Dean of Student Development will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten working days of receipt of the grievance form from the Dean of Student Development. 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 supervisor's written response 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 instructional weekdays 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 Dean of Student Development 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 Dean of Student Development 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.

The Student Grievance Committee's meeting(s) shall be conducted between five and fifteen instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. Meeting(s) shall be conducted between five and 15 working days following the date of the request.

D. Fourth Step

If either party is not satisfied with the Committee's decision, that person may submit an appeal to the President of the College within ten instructional weekdays of the Committee's decision.

The President shall review the Committee's findings, conduct whatever additional inquiries that are deemed necessary and render a decision within 10 instructional weekdays of receipt of the appeal. The decision of the President's decision is final.

IV. The Student Grievance 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 Dean of Student Development
4. One administrator, other than the Dean of Student Development, to serve as chairperson of the Committee
5. The Dean of Student Development, or designee, who serves as an ex-officio, nonvoting member of the committee.

The President must approval all recommended members.

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 that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
 - a. a brief description of the complaint, including the name of the person filing the complaint;
 - b. the date, time, and location of the meeting; and
 - c. the name of any person who might be called as a witness.
2. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Dean of Student Development or his/her designee.
3. Appear in person, present information on his or her behalf, and present additional evidence to the committee, subject to the Committee's judgment that the evidence is relevant to the appeal.
4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.
5. An advisor who shall not address the Committee or ask any witness a question. The student will be responsible for paying any fees charged by his/her counsel.

D. *Hearing Procedures*

1. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
2. Hearings are informal and a tape recording of the testimony presented during the appeal hearing may be made. The Committee's deliberations are not tape recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Dean of Student Development. Either party in the appeal may listen to this tape recording under the supervision of the Dean of Student Development or designee.
3. The Committee may question the student and the employee. The Committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.
4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.
5. The student shall bear the burden of proof.
6. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson shall vote and thus break the tie.
7. 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 instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision.





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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 web site.

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 in Part 1 of Student Handbook.

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 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 web site 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. 1245, 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 II: Student Code) 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 [Student Code](#))

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](#))

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Student Handbook

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 [Student Code](#) ::
 [Student Grievance](#) ::
 [Distance Learning](#) ::
 [Drug & Alcohol Policy](#) ::
 [Campus Buildings](#)

Drug and Alcohol Policy

Alcohol and Other Drug Use

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 and the use of alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. For purposes of this policy, workplace means either on agency premises or while conducting agency or college business away from the agency or college premises. Educational setting includes both institutional premises or in 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. 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 affect 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 days. Management must report to granting agencies, any employee conviction for conduct in the work place within ten 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 continued employment or enrollment.
5. Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services is encouraged.

Alcohol Effects and 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.

[Controlled Substance Effects and Health Risks Table](#)

SC Alcohol Laws

POSSESSION, CONSUMPTION, PURCHASE, OR ATTEMPT TO PURCHASE OF BEER, WINE, OR LIQUOR BY SOMEONE UNDER AGE 21

It is against the law to possess, consume, purchase, or attempt to purchase beer, wine, or liquor if you are under the age of 21. This may include opened or unopened containers of alcohol beverage in actual possession or in your immediate surroundings.

Penalty - Fine from \$265 to \$470* and/or go to jail for up to 30 days for a first offense. Mandatory driver's license suspension of 120 days. Required to complete an 8-hour alcohol intervention/education program. (Codes 63-19-2440, 63-19-2450, 56-1-746)

PROVIDING ALCOHOL TO SOMEONE UNDER AGE 21

It is against the law to buy or give beer, wine, and/or liquor to anyone who cannot buy it for themselves. This includes serving anyone in your home except your child or spouse.

Penalty - Fine from \$470 to \$677.50* and/ or go to jail for up to 30 days for a first offense. (Codes 61-4-80, 61-4-90, 61-6-4070, 61-6-4075)

MISREPRESENTING AGE TO PURCHASE ALCOHOL

It is against the law to lie or furnish false information concerning age in order to purchase an alcoholic beverage.

Penalty - Fine from \$265 to \$470* and/or go to jail for up to 30 days for a first offense. Mandatory driver's license suspension of 120 days. (Codes 61-4-60, 63-19-2450, 56-1-746)

CONTRIBUTING TO THE DELINQUENCY OF A MINOR

It is against the law for any person over 18 to knowingly and willfully influence a minor to violate any law or municipal ordinance.

Penalty - Fine up to \$6,280* and/or go to jail for up to three years. (Code 16-17-490)

POSSESSING A KEG WITHOUT A STATE-ISSUED REGISTRATION TAG

It is against the law to remove or damage a keg tag or possess a keg without a tag.

Penalty - Fine up to \$1,090* and/or go to jail for up to 30 days for a first offense. (Code 61-4-1930, 61-4-1940)

SALE TO PERSON UNDER AGE

It is against the law to sell beer, wine, or liquor to anyone under 21 years old.

Penalty - Fine from \$470 to \$677.50* and/ or go to jail for up to 30 days for a first offense. Required to

complete a merchant education program.
(Codes 61-4-50, 61-6-4080)

DISORDERLY CONDUCT

Students found on any public highway or in any public place who are intoxicated or disorderly may be charged with disorderly conduct.

Penalty - Fine up to \$265* or go to jail for up to 30 days.
(Code 16-17-530)

POSSESSING, OBTAINING A FAKE ID

It is against the law to possess an altered or invalid license/ID or to provide false information in order to get a license/ID.

Penalty - First offense fine up to \$470* or go to jail for up to 30 days, and mandatory driver's license suspension for 120 days
(Codes 56-1-510, 56-1-746)

LENDING YOUR ID TO SOMEONE ELSE

It is against the law to allow someone to use your license/ID.

Penalty - First offense fine up to \$470* or go to jail for up to 30 days, and mandatory driver's license suspension for 120 days
(Codes 56-1-510, 56-1-746)

SELLING A FAKE ID OR ALTERING AN ID

It is against the law to sell a false license/ID or to alter a valid one.

Penalty - First offense fine up to \$5,250* and/or go to jail for up to six months, and mandatory driver's license suspension for 120 days
(Codes 56-1-515, 56-1-746)

DRIVING UNDER THE INFLUENCE (DUI)

It is unlawful for persons under the influence of alcohol or other drugs to drive. If you have a BAC of .08% or higher, it will be inferred that you were driving while under the influence. You can also be charged with a BAC under .08% if clearly impaired. Refusing the test will cost you your license for six months to a year.

Penalty - First offense fine of up to \$400; suspension of license for six months. Go to jail for between 2 to 30 days. Mandatory to complete an alcohol safety program.

Note: The BAC standard for those under 21 is .02%. An offense under this "zero tolerance law" will cost you your license for three months or more.

(Code 56-1-1330,56-5-2930/2933/2990,56-1-286)

FELONY DRIVING UNDER THE INFLUENCE

If you cause bodily harm or death to someone while under the influence of alcohol, drugs or any combination, you are guilty of a felony DUI.

Penalty - For bodily harm, a mandatory fine up to \$10,100 and mandatory confinement up to 10 years. For death, mandatory fine up to \$25,100 and mandatory confinement up to 25 years.

(Code 56-5-2945)

***stated fines include court assessments and fees**

Note: Two violations of any alcohol- or other drug-related laws can also cause you to lose your state-funded grants and/or scholarships (like the LIFE Scholarship) for one year.

SC Other Drugs Laws

POSSESSION AND DISTRIBUTION OF DRUGS

It is illegal to have, to make, or to intend to distribute any controlled substance, i.e., cocaine, crack, marijuana, etc.

Penalty - Varies depending upon the circumstances under which the arrest was made and the amount of drugs. Fines up to \$200,000, confinement up to 30 years, and mandatory driver's license suspension for 6 months - 1 year.

(Code 44-53-370)

DISTRIBUTION OF CONTROLLED SUBSTANCE CLOSE TO A SCHOOL

It is against the law and a separate offense to distribute, sell, make or have a controlled substance within a “specified” distance of schools, technical colleges, and/or colleges/universities.

Penalty - Fine up to \$10,000, and/or confinement up to 10 years.
(Code 44-53-445)

POSSESSION OR SALE OF DRUG PARAPHERNALIA

It is illegal to possess drug paraphernalia; paraphernalia includes, but is not limited to , such things as:

- “Roach clips” - Clips used by dentists to clip bibs around the necks of patients.
- “Bong” - Pipe that may or may not use water.
- “Carburetor” - Circulating tube with holes at each end. Tube may be made out of glass or metal.

Penalty - Fine up to \$500
(Code 44-53-391)

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CONTROLLED SUBSTANCES - EFFECTS & HEALTH RISKS						
DRUG	SOME TRADE OR OTHER NAMES	DEPENDENCE		POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
		Physical	Psychological			
NARCOTICS						
Opium	Dover's Powder, Paregoric, Parapectolin	High	High	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine	Morphine MS-Contin Roxanol, Roxanol-SR	High	High			
Codeine	Tylenol/Empirin/Florinal w/Codeine	Moderate	Moderate			
Heroin	Diacetylmorphine, Horse, Smack	High	High			
Hydromorphone	Dilaudid	High	High			
Meperidine (Pethidine)	Demerol, Mepergan	High	High			
Methadon	Dolophone, Methadone, Methadose	High	High-Low			
Other Narcotics	Numorphan, Percodan, Percocet, Tylox. Tussionex, Fentanyl, Darvon, Lomotil, Talwin	High-Low	High-Low			
DEPRESSANTS						
Chloral Hydrate	Noctec	Moderate	Moderate	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbituates	Amytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tyinal, Phenobarbital	High-Moderate	High-Moderate			
Benzodiazepines	Ativan, Dalmane, Diazepam, Librium, Xanax, Valium, Tranxexe, Verstran, Halcion, Cerax, Paxipam	Low	Low			
Methaqualone	Quaalude	High	High			
Glutethimide	Doriden	High	Moderate			
Other Depressants	Equanil, Miltown, Noludar, Placidyl, Valmid	Moderate	Moderate			
STIMULANTS						
Cocaine	Coke, Flake, Snow, Crack	Possible	High	Increases alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	Biphetamine, Delcobese, Desoxyn, Dexedrine, Obetrol	Possible	High			
Phenmetrazine	Preludin	Possible	High			
Methylphenidate	Ritalin	Possible	Moderate			
Other Stimulants	Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2	Possible	High			
HALLUCINOGENS						
LSD	Acid, Microdot	None	Unknown			
Mescaline and Peyote	Mexc, Buttons, Cactus	None	Unknown			
Amphetamine Variants	25-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	Unknown	Unknown			
Phencyclidine	PCP, Angel Dust, Hog	Unknown	High			
Phencyclidine Analogues	PCE, PCPy, TCP	Unknown	High			
Other Hallucinogens	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	Unknown			
CANNABIS						
Marijuana						
Tetrahydrocannabinol						
Hashish						
Hashish Oil						

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