2026 2027

COLLEGE CATALOG & STUDENT HANDBOOK



NORTHEASTERN TECHNICAL COLLEGE

FOREWORD

Northeastern Technical College is a two-year, post-secondary institution which is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679- 4501) to award associate degrees, diplomas, and certificates. Programs at the College have been approved by the State Approving Agency of the Commission on Higher Education for the training of veterans and their dependents under the provisions of the G.I. Bill of Rights. The College also provides training within the guidelines of the Department of Education for participation in the College Work-Study Program and other federal financial assistance. NETC is a member of the American Association of Community Colleges, the American Council on Education, American Vocational Association, American Technical Education Association, and the American Association of College Trustees.

Consumer information on costs, refunds, financial aid, student eligibility, academic programs, retention and graduates may be obtained by writing the Office of Dean of Students, 1201 Chesterfield Highway, Cheraw, SC 29520.

Changes in information presented in this catalog will be posted in advance of the effective date of change.

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 is not acceptable grounds for seeking exemption from these rules and procedures. Northeastern Technical College reserves the privilege of changing, without notice, any information in this catalog.

Northeastern Technical College does not discriminate in admissions or employment on the basis of race, color, religion, creed, veteran status, marital status, sex, national origin, age, genetics, certain legally defined physical or mental disabilities, or political affiliation in its programs and activities. The College complies with the provision of Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1963 as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1967, and Americans with Disabilities Act (ADA) beginning July 26, 1992. For inquiries on nondiscrimination policies, contact: Director of Human Resources, 1201 Chesterfield Highway, Cheraw, SC 29520, or call (843) 921-6900.

Welcome!

Welcome to Northeastern Technical College.

I am honored to welcome you to our college community. Thank you for choosing NETC as a partner in your educational and career journey.

At Northeastern Technical College, we are committed to providing high-quality education, workforce training, and student support services that empower individuals to achieve their goals and make meaningful contributions to their communities. Whether your objective is to earn a degree, gain new skills, transfer toa a four-year institution, or advance in your career, NETC is dedicated to helping you succeed.

This Academic Catalog serves as an important resource, outlining the programs, policies, services, and opportunities available to you. I encourage you to familiarize yourself with its contents and use it as a guide throughout your academic experience.

Our faculty and staff are committed to creating a supportive and engaging learning environment. Should you have questions or need assistance, we encourage you to reach out and take advantage of the many resources available to help you achieve success.

We are proud to have you as part of the NETC family and look forward to supporting you as you pursue your educational and professional aspirations.

Beth wishes for a rewarding and successful experience at Northeastern Technical College.

Dr. Melissa Frank-Alston
President
Northeastern Technical College

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Fall 2026 Term Start-End Dates	Term Length	100% Refund Ends End of Drop/Add	Financial Aid Recalculation Date Certify Roster No Show Deadline 5:00 PM	Midterm	Final Grades Due	Last Day for Student Initiated Withdrawal
Aug 17 - Dec 6 (2026FA)	15 Weeks	8/24/2026	8/25/2026	10/11/2026	12/8/2026	10/13/2026
Aug 17 - Sept 22 (26F5A)	5 Weeks	8/19/2026	8/20/2026	9/4/2026	9/24/2026	9/3/2026
Aug 17 - Oct 8 (26F75A)	7.5 Weeks	8/24/2026	8/25/2026	9/12/2026	10/10/2026	9/15/2026
Aug 17-Oct 27 (26F10A)	10 Weeks	8/24/2026	8/25/2026	9/21/2026	10/29/2026	9/22/2026
Sep 23 - Oct 27 (26F5B)	5 Weeks	9/28/2026	9/29/2026	10/10/2026	10/29/2026	10/13/2026
Sep 23- Dec 6 (26F10B)	10 Weeks	9/30/2026	10/01/2026	10/30/2026	12/8/2026	10/27/2026
Oct 12-Dec 6 (26F75B)	7.5 Weeks	10/19/2026	10/20/2026	11/8/2026	12/8/2026	11/5/2026
Oct 28-Dec 6 (26F5C)	5 Weeks	11/2/2026	11/3/2026	11/16/2026	12/8/2026	11/18/2026

Spring 2027 Term Start-End Dates	Term Length	100% Refund Ends End of Drop/Add	Financial Aid Recalculation Date Certify Roster No Show Deadline 5:00 PM	Midterm	Final Grades Due	Last Day for Student Initiated Withdrawal
Jan 11 - May 3 (2027SP)	15 Weeks	1/19/2027	1/20/2027	3/4/2027	5/5/2027	3/9/2027
Jan 11 - Feb 15 (27S5A)	5 Weeks	1/13/2027	1/14/2027	1/28/2027	2/17/2027	2/2/2027
Jan 11 - Mar 3 (27S75A)	7.5 Weeks	1/19/2027	1/20/2027	2/5/2027	3/5/2027	2/9/2027
Jan 11 to Mar 22 (27S10A)	10 Weeks	1/19/2027	1/20/2027	2/15/2027	3/24/2027	2/16/2027
Feb 16-Mar 22 (27S5B)	5 Weeks	2/18/2027	2/22/2027	3/5/2027	3/24/2027	3/9/2027
Feb 16-May 3 (27S10B)	10 Weeks	2/22/2027	2/23/2027	3/22/2027	5/5/2027	3/23/2027
Mar 4 -May 3 (27S75B)	7.5 Weeks	3/11/2027	3/15/2027	4/6/2027	5/5/2027	4/8/2027
Mar 23-May 3 (27S5C)	5 Weeks	3/25/2027	3/29/2027	4/16/2027	5/5/2027	4/20/2027

Summer 2027 Term Start-End Dates	Term Length	100% Refund Ends End of Drop/Add	Financial Aid Recalculation Date Certify Roster No Show Deadline 5:00 PM	Midterm	Final Grades Due	Last Day for Student Initiated Withdrawal
May 17 - Aug. 2 (2027SU)	10 Weeks	5/24/2027	5/25/2027	6/21/2027	8/4/2027	6/22/2027
May 17 - June 21 (27U5A)	5 Weeks	5/19/2027	5/20/2027	6/3/2027	6/23/2027	6/8/2027
June 3 - Aug. 2 (27U75A)	7.5 Weeks	6/10/2027	6/14/2027	6/29/2027	8/4/2027	7/1/2027
June 22 - Aug. 2 (27U5B)	5 Weeks	6/24/2027	6/28/2027	7/16/2027	8/4/2027	7/20/2027

2026-2027 ACADEMIC YEAR

HOLIDAYS & COLLEGE EVENTS CLOSING

August 6, 2026 – Summer Graduation

September 7, 2026– Labor Day Holiday – College Closed

September 8, 2026 – Fall Break Day

November 11, 2026 – Veterans' Day Holiday – College Open

November 26-27, 2026 – Thanksgiving Holidays-College Closed

December 3, 2026 – PN Pinning Ceremony

December 10, 2026 – Winter Graduation

December 21, 2026 – January 1, 2027 – Winter Break – College Closed

January 18, 2027 – Dr. Martin Luther King, Jr. Day - Holiday– College Closed

February 17, 2027 – Presidents' Day Holiday – College Open

March 29 – April 2, 2027 – Spring Break – College Open

May 6, 2027 – PN Pinning – Cheraw Campus

May 10, 2027 – Confederate Memorial Day Holiday - College Closed

May 13, 2027 – Spring Graduation

May 31, 2027 – Memorial Day – College Closed

July 5, 2027 – Independence Day Observed – College Closed

July 6 – July 9, 2027 – Summer Break

August 5, 2027 – Summer Graduation

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION BOARD MEMBERS

Gregory B. Askins, Chairman Sixth ..... Congressional District
Warren L. Helm, Vice Chairman First ..... Congressional District
Robert E. Barnett Second ..... Congressional District
Anthony G. Barker Third ..... Congressional District
E. Grantland Burns Fourth ..... Congressional District
Ralph A. Odom, Jr ..... Fifth Congressional District
Philip G. Homan ..... Seventh Congressional District
Gwendolyn A. Bright ..... At-Large
Montez C. Martin, Jr ..... At-Large
Roger P Schrum ..... At-Large
Matthew L. Yaun ..... At-Large

EX-OFFICIO

Robert M. Hitt, III ..... S. C. Secretary of Commerce
Molly Spearman ..... S. C. State Superintendent of Education
Dr. Tim Hardee President ..... S. C. Technical College System

NORTHEASTERN TECHNICAL COLLEGE AREA COMMISSION

Herbert Gould, Chairman ..... Marlboro County
Shaquite Pegues, Vice-Chairman ..... Marlboro County
Tom Pharr, Commissioner ..... Marlboro County
Cindy Causey, Commissioner ..... Dillon County
Jamie Hayes, Commissioner ..... Dillon County
Bo Norris, Commissioner ..... Dillon County
Tom Hogge, Commissioner ..... Chesterfield County
Joe Mangum, Commissioner ..... Chesterfield County
Carren Hutto, Commissioner ..... Chesterfield County
Dr. Chris Ballenger, Commissioner/Superintendent ..... Chesterfield County
Dr. Elizabeth McDonald, Commissioner/Superintendent ..... Marlboro County
Stephanie Ard, Commissioner/Superintendent ..... Dillon County

NORTHEASTERN TECHNICAL COLLEGE ADMINISTRATION

Dr. Melissa Frank-Alston ..... President
Wesley Spinks ..... Vice President of Academic Affairs
Dr. David Volpe ..... Vice President for Student Services
Erin H. Fann ..... Vice President of Institutional Advancement
Vacant ..... Director of Finance
Krysten Hyduke ..... Director of Human Resources
Lauren Odoms ..... Chief of Staff, President's Office
Elizabeth Norton ..... Administrator, President's Office

HISTORY

1967 A group of interested citizens led by Mayor Miller Ingram of Cheraw initiated a training needs survey of Marlboro and Chesterfield counties. The results illustrated the need and community support for an educational institution that would prepare its citizens for employment in various technical and related fields.

At the request of The State Committee for Technical Education, a joint delegation of the two-county area appointed a committee to study the location and financing of a post-secondary, state-supported, two-year educational institution.

As a result of the committee work, Governor Robert E. McNair signed into law Legislative Act (R478, S425) officially creating the Chesterfield- Marlboro Technical Education Commission, the governing body for the new education center.

1968 Chesterfield -Marlboro Technical Education Center began operations.

1969 Relocated to a new physical plant west of Cheraw on Chesterfield Highway (SC 9).

1974 Per the request of the Commission, The State Board for Technical and Comprehensive Education changed the institution' name to Chesterfield-Marlboro Technical College.

1975 Construction began on three new buildings on the campus including a Community Education Center, Electrical Technology Building, and Learning Resource Center. Construction doubled the physical plant and was completed by fall 1976.

1978 The College received a 10-year reaffirmation of accreditation by the Southern Association of Colleges and Schools (SACSCOC).

1979 The College celebrated its 10-year anniversary. A new instructional building was completed, and several facilities were opened including a Career Center and Placement Office. A Registered Nurse satellite program in partnership with Florence-Darlington Technical College and Richmond Community College was also offered for the first time.

1981 The College established a data processing curriculum to meet the needs of the emerging computer technology industry.

1983 An innovative training agreement for maintenance employees with a major textile manufacturer was established.

1986 A computerized registration program and process was implemented.

1988 The College received a 10-year reaffirmation of accreditation by the Southern Association of Colleges and Schools (SACSCOC).

1991 Working with a major local industry partner, the College established an innovative apprenticeship program in metalworking.

1992 The academic scheduled changed from the Quarter to Semester system.

1994 The College celebrated its 25th anniversary and established access to the Internet for students, faculty, and staff.

1996 A video-based distance learning system was established and improved access to educational and training programs across the service area.

1997 Major restoration and remodeling work on CMTC's buildings occurred and final plans were completed for the construction of a new classroom/library building, as well as continuing education facilities (completed in2000).

1998 The College received a 10-year reaffirmation of accreditation by the Southern Association of Colleges and Schools (SACSCOC).

2000 The College name was changed to Northeastern Technical College (NETC) to reflect the regional nature of its three-county service area including Dillon County.

2003 Community campuses in Bennettsville, Pageland and Dillon were completed.

2004 The College began a new workforce training initiative known as REWARD (Rural Economic Workforce Alliance for Resource Development) in partnership with local Adult Education agencies.

2007 NETC earned approval to offer an Associate Degree Nursing (RN) program. The first-class graduates in 2009.

2008 The College received a 10-year reaffirmation of accreditation by the Southern Association of Colleges and Schools (SACSCOC)

2010 In partnership with Marlboro County to bring more educational opportunities to Marlboro County citizens, the Marian Wright Edelman Public Library was completed adjacent to the College's community campus in Bennettsville.

2011 For the second consecutive Fall semester, the College enrolled the largest number of students in the College's history. The College also completed expansion of the Dillon Campus to better serve the citizens of Dillon County.

2013 NETC converted the Pageland Community Campus to an Industry Training Center.

2016 Expanded Pageland Industry Training Center campus.

2016 NETC in partnership with Chesterfield, Marlboro and Dillon Counties introduce the 2022 Dual Enrollment Plan with funding from the Department of Education through an experimental Dual Enrollment Pell Grant program

2018 NETC received two USDA Rural Development - Rural Utilities Service (RUS) Grants (Allied Health and Advanced Manufacturing.

2018 NETC received funds from The U.S. Department of Education for the Second Chance Pell Experiment to provide financial assistance to incarcerated individuals to enroll into classes.

2018 NETC received funds from The U.S. Department of Education for the Dual Enrollment Pell Experiment to provide financial assistance to high school students enrolled in dual credit classes.

2018 The College received a 10-year reaffirmation or accreditation by the Southern Association of College and Schools (SACSCOC).

2018 NETC opened a new 50,000 square-foot campus focused on training and educating Citizens of Marlboro County

2018 NETC received approval for the expansion of the LPN nursing program to Dillon County

2018 NETC received two USDA Rural Development - Rural Utilities Service (RUS) Grants (Allied Health and Advanced Manufacturing.

2019 NETC received $3.2M from The U.S. Department of Education as a continuation of the Dual Enrollment Pell Experiment which is designed to provide financial assistance to high school students enrolled in dual credit classes.

2019 NETC received $2.7M from The U.S. Department of Education as a continuation of the Second Chance Pell Experiment which is designed to provide financial assistance to incarcerated individuals to enroll into classes.

2019 NETC received a National Science Foundation (NSF) Grant for $272,337 for Diesel Technology

2020 NETC received $4.4 million for an Economic Development Administration (EDA) grant to establish a workforce training center (Phase II renovations) at the NETC Marlboro Community Campus.

PHILOSOPHY

Northeastern Technical College subscribes to the open admissions with advised placement philosophy of the South Carolina Board for Technical and Comprehensive Education as determined economically feasible by the State Budget and Control Board.

The goals of the College reflect a firm philosophy that education must serve the needs of the students considering the occupational requirements of our community. The students must also develop transferable skills which will enable them to succeed in other geographical locations as well.

The College promotes the development of employees to meet present and future needs of industry and business, and the provision of education opportunities sought by individuals to improve themselves as citizens and employees.

MISSION STATEMENT

The primary purpose of Northeastern Technical College is to prepare the workforce of Chesterfield, Marlboro and Dillon Counties through education and training.

Northeastern Technical College (NETC) provides occupational, technical, college transfer, basic academic skills, and continuing education programs with appropriate support services to meet the needs of the individuals, businesses, and industries in a rural service area composed of Chesterfield, Marlboro, and Dillon Counties. Within this focus, the College contributes to economic growth by enhancing the employability of service area residents in technology, business, health, arts, and sciences.

The College provides quality instructional programs which remain accessible to both traditional and nontraditional students through open admissions, reasonable costs, counseling, advisement, educational technology, financial assistance, and career development services. NETC also provides personal growth and enrichment opportunities through com- munity services, continuing education, and social and cultural activities.

Northeastern Technical College, a member of the South Carolina Technical and Comprehensive Education System, is an accredited post-secondary institution which grants associate degrees, diplomas, and certificates and is supported by county, state, federal, and student revenues.

Accepted by NETC Area Commission 6/26/2012
Approved by the SC Commission on Higher Education 10/17/2012
Updated by NETC Area Commission 6/27/17

LOCATION, CAMPUS AND FACILITIES



Northeastern Technical College is a multi-campus college with 45-acre site two miles west of Cheraw on State Route 9. The buildings are modern in the Williamsburg design, with classrooms, laboratories and workforce training laboratories. The present campus consists of Ingram Hall (Building 100) — The administration building, which was built in 1969, is named for the first Area Commission Chairman, Miller S. Ingram. Administrative and student services offices are in this building. Hampton Hall (Building 200) — This building, completed in 1976, includes the Compass Point 4K Program and a large auditorium. The building was named in honor of Dr. Ronald W. Hampton who served as president of NETC from 1977 to 2003. Classroom and workforce training laboratories areas (Buildings 300, 400, 600 and 700) — These buildings contain classrooms and workforce training laboratories for instruction in the Technologies. Harris Hall (Building 500) — this two-story structure, completed in 1999, houses the college library, distance learning and computer laboratories, classrooms, and general education faculty offices. The building was named in memory of the late Representative Jean L. Harris. West Hall - John C. West Learning Resources Center (Building 800) — The Success Center, Learning Laboratory, Instructional Support Services Department, Recreation Center, ADN, and LPN nursing programs and biology and chemistry laboratories are housed in this building, which was completed in 1976 and named for the former Governor of South Carolina.

The college also operates college campuses in Dillon County Campus located in Dillon on 2204 Highway 301 South, Marlboro County Campus located in Bennettsville on 1120 Oakwood Street and Pageland Campus located in Pageland on 815 South Pearl Street , in addition to 13 schools in four school districts, the Evans Correction Center and the FCI Bennettsville Prison both located in Bennettsville on HWY 9, making NETC a comprehensive higher education provider with more accessible to residents throughout the communities it serves.

HOURS OF OPERATION

Northeastern Technical College is open to the public from 8:00 a.m. until 5:00 p.m., Monday through Thursday. Classes conducted outside of hours of operation will be supported as needed.

ADDRESS

Northeastern Technical College
Chesterfield County – Cheraw Campus
1201 Chesterfield Hwy.
Cheraw, SC 29520

Northeastern Technical College - Dillon County Campus
2204 Highway 301 South
Dillon, SC 29536

Northeastern Technical College
Marlboro County Campus
1120 Oakwood Street
Bennettsville, SC 29512

Northeastern Technical College -
Chesterfield County – Pageland Campus
815 South Pearl Street
Pageland, SC 29728

Northeastern Technical College
Chesterfield County – McBee Campus
399 E. Cedar Ave
McBee, SC 29101

TELEPHONE NUMBERS

Cheraw Area: (843) 921-6900 – Cheraw Campus
Other Areas: 1-800-921-7399 – Cheraw Campus (Chesterfield, Marlboro, and Dillon Counties outside the Cheraw area.)
Other Areas:

(843) 479-4284 – Marlboro County Campus

(843) 841-2014 - Dillon Campus

(843) 672-3700 - Pageland Campus

DUAL ENROLLMENT CONTACTS

Dean of Enrollment Management and K-12 Services – Meirisa Coleman

Director of Dual Enrollment – Tyler Murphy
Dual Enrollment Coordinator – Sierra Ford

INTERNET/SOCIAL MEDIA

info@netc.edu
www.netc.edu
www.facebook.com/NETCFriends
www.facebook.com/NETCAlumni
www.youtube.com/netcTV
Instagram.com/NETCedu

STUDENT INFORMATION

ADMISSIONS

FINANCIAL INFORMATION

STUDENT FINANCIAL ASSISTANCE

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ACADEMIC INFORMATION

WORKFORCE DEVELOPMENT - CONTINUING EDUCATION

OPEN ADMISSIONS

Northeastern Technical College operates on an open admission policy as required by the 1976 Code of Laws of South Carolina, as amended. Northeastern Technical College makes every effort to minimize geographic, financial, and scholastic barriers to the post-secondary programs and services offered by the technical colleges. As such, the College admits all qualified individuals who meet the verified legal presence requirements and appropriate program admissions requirements.

A high school diploma (or GED Certificate) is required for admission, registration and financial funding. Admission to specific programs at NETC may require additional documentation, due to licensure or accreditation requirements. Disclosure of graduation and transfer rates under the student right-to-know act is available on the web site at www.netc.edu on the admissions tab.

NETC maintains open admission to fulfill the educational mission of the College and to promote achievement of individuals with varied potential. Open admission supports the Colleges commitment to assess student potential and provide developmental education or appropriate referrals as necessary. However, open admission does not guarantee admission. Also, pursuant to South Carolina law, to be considered for admission, applicants to the College must be U.S. citizens or be legally present in the United States.

ADMISSION REQUIREMENTS FOR NEW AND TRANSFER STUDENTS

To be eligible for admission to the College, a student must:

1. Submit an admission application on-line at www.netc.edu.
2. Apply for financial aid by completing the Free Application for Federal Student Assistance (FAFSA) form on-line www.fafsa.ed.gov to get your financial aid started. NETC'S school code is 007602.

3.Once you apply for admissions, you will receive an acceptance letter outlining your process to enroll in classes.

Transcripts

*Official high school transcripts or GED documents required for admission, scholarships or financial aid verification.

*Students are required to submit official college transcripts to receive transfer credit.

Placement Test – To help ensure student success, placement testing is required for students enrolling in a degree, diploma, or certificate program at NETC. Students whose program of study includes English and/or mathematics courses are encouraged to complete the Next Generation Placement Test before registering for those courses. Test results help advisors determine the most appropriate course placement based on each student's individual academic needs.

Placement testing is available at all NETC campuses and is administered by appointment. Placement test scores remain valid at NETC for tow years from the date of testing.

NOTE: The placement test will be waived if the applicant meets one or of the following requirements:

- Graduated from a SC high school within the last 2 years with a weighted GPA of 3.0 or higher.
- Currently enrolled as a rising Junior or Senior in high school with a weighted GPA of 3.0 or higher and high school approval.

- Successfully completed comparable writing and reading and/or math developmental courses at another SC Technical College within 2 years.
- Achieved the following minimum scores within the last two years: SAT Verbal 480 and SAT Math 480 or ACT Composite 20; and has submitted an official copy to the Admissions Office.
- Satisfactorily completed a college level English Composition and/or Mathematics course above the developmental level with an earned grade of "C" or better at an accredited college or university.
- Earned an associate degree or higher from a regionally accredited institution.
- Approved transient registration form/letter from another college.

ADMISSIONS REQUIREMENT FOR READMIT STUDENTS

Readmit students are students in good standing who are interested in returning to NETC after an absence of one year. The student will enter under the catalog in effect at the time of re-entry. To enroll as a readmit student:

1. Submit an admission application on-line at www.netc.edu.
2. Apply for financial aid by completing the Free Application for Federal Student Assistance (FAFSA) form on-line to get your financial aid started. NETC'S school code is 007602.

NOTE: Previous credits will be evaluated to determine applicable credit. Students who have not earned program level English and/or math credits must take the placement test or qualify for one of the waivers outlined in the previous section prior to taking an English or math course. Technology courses, (examples are computers, electronics) must have been completed within ten (10) years to receive credit. Demonstration of proficiency may be required.

ADMISSIONS REQUIREMENT FOR TRANSIENT STUDENTS

Transient students are students who are visiting from another primary institution. To be eligible for admission to the College, a transient student must:

1. Submit an admission application on-line at www.netc.edu.
2. Submit your approved transient registration form/letter from primary institution.

ADVANCED PLACEMENT

The College allows a student to enroll beyond the basic courses by allowing college credit for properly documented competencies from previous academic study, examination, or occupational experiences.

1. Transfer Credit—see section.
2. Credit by national examination:
   a. CLEP—Credit for College Level Examination Program subjects will be accepted. A minimum score of 50 (or ACE recommendation) is required for the award of credit. Grade of "E" is assigned.
   b. NETC awards credit for military training based on recommendations of the American Council on Education in its Guide to Evaluation of Military Training. Training must be verified through

official military documents (DD-214 and DD-295) and credit is awarded with the grade of E, if there are specific equivalent courses.

3. Credit by examination—see section.

Note: No more than 75% of the course work required by the College for graduation will be accepted as transfer credit, as exemption, or advanced placement credit.

ADMISSION REQUIREMENTS FOR DUAL EDUCATION STUDENTS

MARLBORO COUNTY

1. Submit a Dual Enrollment application; your High School Dual Guidance Counselor can provide you with a NETC Dual Enrollment application.

2. Complete FAFSA Waiver, SC Lottery, and SC WINS forms. Your High School Guidance Counselor can provide you with a NETC Dual Enrollment Application.

3. Student, parent and/or guardian signatures on the NETC Dual Enrollment Application.

CHESTERFIELD COUNTY

1. Submit a Dual Enrollment admission application; your High School Guidance Counselor can provide you with a NETC Dual Enrollment application.

2. Complete FAFSA Waiver, SC Lottery, and SC WINS forms. Your High School Guidance Counselor can provide you with a NETC Dual Enrollment Application.

3. Student, parent and/or guardian signatures on the Dual Enrollment Application.

DILLON COUNTY

1. Submit a Dual Enrollment application; your High School Guidance Counselor can provide you with a NETC Dual Enrollment application.

2. Complete FAFSA Waiver, SC Lottery, and SC WINS forms. Your High School Guidance Counselor can provide you with a NETC Dual Enrollment Application.

3. Student, parent and/or guardian signatures on the Dual Enrollment Application.

Dual Enrollment Registration Process and Classes

Students who have completed the annual application to participate in dual enrollment and are approved by the district will be registered by the district via registration memo. A memo will be required for each course section and must include the name of the course with any other identifiers and list the students who are to be registered for that section. Students will meet with their high school Guidance counselors to discuss their interest in joining the NETC Dual Enrollment program. The high school counselor will determine the students' eligibility requirements. Eligible students will complete the annual NETC Dual Enrollment application, including FAFSA waiver forms and any additional documents requested by NETC or the school district. Students will work with their high school counselor to choose courses that align with the student's academic plans and future goals. Once approved, the high school guidance counselors will send the list of courses to the appropriate NETC Dual Enrollment representative to complete registration. (You can find more information on Dual Enrollment in our NETC Dual Enrollment Handbook at www.netc.edu).

AUDIT STATUS

Students may audit a course by notifying the advisor at the time of registration. The student is responsible for tuition and all fees for a course that is audited. At the completion of the course the student will be assigned a grade of "AU".

TRANSFER CREDITS

Northeastern Technical College will review transfer credits for acceptance from institutions accredited through an agency recognized by the U.S. Department of Education located at ope.ed.gov. Acceptance of credits will be at the discretion of the Registrar in consultation with the appropriate Academic Dean when necessary, with adherence to the following requirements and/or standards.

Credit for a course must show on an official transcript from the originating institution which awarded the credit, and this transcript must be a part of the student's record at Northeastern Technical College. The originating institution is defined as the institution in which credits were originally earned.

To transfer credits, a grade of "C" or better must have been earned in the course.

Credits being transferred must closely parallel credits being offered by Northeastern Technical College in content and number of credits.

Northeastern Technical College has a statute of limitations on courses. Courses that meet the above-mentioned criteria are accepted for varying time limits as recommended by the various Academic Departments and the Vice President of Academic Affairs. Registrar's Office staff will use this approved listing when evaluating transfer credits. Students enrolled in certain programs (i.e., Health Science) curriculum may have more time limits that are stringent on core courses. The Academic Dean and/or academic advisor will advise students accordingly.

NETC will recognize courses from other accredited institutions, with these conditions:

A. Technology courses, (examples are computers, electronics) must have been completed within ten (10) years of the request for credit. Demonstration of proficiency may be required. General education courses will be accepted unless subsequent grades or circumstances indicate the need to

repeat courses. Developmental or remedial courses taken at another SC Technical College within the last two years may be used as placement at NETC.

B. Credits are accepted from institutions accredited by the Commission on Colleges and its regional affiliates.

C. Course work accepted for transfer must closely parallel courses recognized by NETC for transfer. In some instances, the course will be accepted if it closely parallels courses listed in the Catalog of Approved Courses published by the State Technical College System.

Only courses for which the credit is equal to or greater than the credits required by NETC will be accepted.

D. The College will accept only courses for which a grade of "C" or better has been earned, except in the case of students transferring from another South Carolina Technical College or when sequential courses reflect grades of "C" or better. The overall G.P.A. of credits accepted for transfer must always be 2.0 or better.

E. An official transcript of prior course work from each institution is the basis of acceptance of credit for transfer. To be eligible for transfer credit, the student must fulfill college admission requirements and enroll in the College.

F. The maximum for transferred credits is 75% of those credits required by the student's program.

G. The acceptance of transferred credit is applicable to the student's selected program and is effective for continuous enrollment in that program. If the student changes programs or leaves the College for longer than one year, the credit will be re-evaluated. The evaluation of transcripts is effective for one term only; if the student does not enroll, transcript will be re-evaluated.

H. The grades for credits earned at other institutions are not calculated in the G.P.A. at NETC. The transfer credits accepted will apply toward program requirements; only credits earned at NETC will apply toward the G.P.A. Transferred courses will be shown on the student transcript, reflecting the number of credits earned and a "TR" in the grade column.

I. Students will be notified in writing of the credits accepted for transfer within the first term of enrollment, pending receipt of official transcripts. Questions regarding the acceptance of credit should be addressed to the Registrar's Office.

J. Transfer credit is not permitted for courses completed by proficiency at other colleges.

K. Students may transfer credit earned at NETC between programs of study under the same conditions allowed above; however, courses will transfer with actual grade and grades for courses applicable to the new program will be computed in grade point average.

L. Veteran Administration funded students must provide all transcripts with earned credits for each previously attended institution for evaluation. Military transcript should be submitted for review of possible transfer credit.

TRANSFER POLICY: SOUTH CAROLINA

The South Carolina Commission on Higher Education established "procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions" and published these procedures in 1996, based on Act 137 of the South Carolina General Assembly. These procedures include a statewide articulation agreement (see list below). Additionally, all senior public institutions will issue annually a transfer guide which includes the definition of transfer student and admission requirements for the institution and its particular programs. This guide also includes policies regarding standardized exams, course work repeated, suspensions, limits on transferred credits, GPA calculations and requirements, academic forgiveness, residency requirements, and all other information pertinent to transfer students. This statewide agreement assures that any course work covered within these procedures will be transferable to any public institution in South Carolina without any additional fee and without any further encumbrance such as a "valid examination," "placement examination/instrument," "verification instrument," or any other stricture.

As part of the Transfer Procedures, the following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina will be accepted in totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant baccalaureate degree programs.

- Arts/Humanities/Social Science: 46-48 semester hours
- Business Administration: 46-51 semester hours
- Engineering: 33 semester hours
- Science/Mathematics: 51-53 semester hours
- Teacher Education: 38-39 semester hours
- Nursing: 60 semester hours (for ADN licensed graduates only)

For complete listing of transfer block courses, contact the Admissions Office, www.netc.edu, www.che.sc.gov, or www.sctrac.org.

The Transfer Blocks are designed for those students who have not selected an institution or who are unsure of their major; the transfer block assures a minimum level of course work until the student decides. It is strongly suggested that the student complete the Associate in Arts or Associate in Science degree in order to have the earned award. Students who have completed the degree will be given priority over other similarly qualified applicants for admission at senior colleges/universities. Students who have completed the associate degree will automatically be entitled to junior status or its equivalent at the senior institution (this applies only to campus activities; not to calculating academic degree requirements.)

Statewide Articulation Agreement: 86 Courses that Transfer Among and Between the Public Colleges and Universities in South Carolina – See list at http://www.netc.edu

TRANSFER OPPORTUNITIES

NETC works closely with other colleges and universities to assist students who are interested in continuing their education with the transfer process.

BACKGROUND CHECKS, DRUG SCREENING, HEALTH HISTORY

Many of the programs, including those in the Health Sciences, require successful completion of a Criminal Background Check (CBC), Urine Drug Screen (UDS), and/or submission of health and immunization histories prior to course registration and clinical/field placements. Students whose Criminal Background Checks and/or Urine Drug Screening disqualify them from placement will be declared ineligible for continued enrollment and removed from the programs. Even if a student has a clean or acceptable Criminal Background Check and/ or Urine Drug Screening, it is the student's responsibility to notify the Program Director if any incident occurs during enrollment that may disqualify him/ her from placement eligibility. Failure to do so may result in disciplinary action and removal from the program. Commercial Trucking, Criminal Justice, Heavy Equipment Operator courses are examples of these courses that required these screenings. Ask the Enrollment Advisor for specific program updates. All costs related to Criminal Background Checks, Urine Drug Screening and compilation of Health and immunization histories are **SOLELY THE RESPONSIBILITY OF THE STUDENT.**

DUAL ENROLLMENT PLAN

Northeastern Technical College partners with the high schools in Chesterfield, Marlboro, and Dillon counties to make college courses available for all students attending public, private, and home schools in the service area.

Northeastern Technical College Dual Enrollment Program to have partnerships in place with all high schools in service area. The program enrolls high school students planning to transfer to four-year institutions or earn work-ready certificates and degrees, to complete high school with a two-year degree. (Associates of Arts or Science for Transfer or an Associate of Applied Science for Workforce Education.)

NETC Duan Enrollment Student can take either University Parallel (60 courses approved by the Commission on Higher Education for transfer from two-to four-year public institutions) or Applied Technology (courses that may or may not carry transfer credit to a four-year college); however, they must meet the same admissions criteria as any other student. More information about these programs can be found at www.netc.edu.

The following criteria must be met for acceptance into Northeastern Technical College Dual Credit/Dual Enrollment Program:

- Be recommended by the high school guidance counselor, principal or other designated school official as someone who can benefit from the program.
- Submit a completed NETC Dual Enrollment application, including a signature of permission from a school official and a parent or guardian to attend NETC
- Complete the appropriate financial aid forms including the FAFSA Waiver, Lotter form, SCWINS form and FERPA. DE students do not complete FAFSAs.

Students are responsible for meeting admissions requirements and checking with the institution(s) to which they plan to transfer after high school to ensure transferability of courses from NETC. Contact the NETC Office of Dual Enrollment for information at 843-921-6900.

NURSING ADMISSION

Both the Licensed Practical Nursing Diploma (LPN) and the Associate Degree of Nursing Program (ADN) prepare students to work in a variety of settings including hospitals, clinics and outpatient centers. Prospective students interested in nursing must complete either NETC LPN or ADN program admissions requirements. These requirements are necessary to meet specific program accreditation standards and/or to improve the student's ability to successfully complete the program. Upon completion of either the LPN or ADN program, the student must be eligible to fulfill the licensure requirements of the State Board of Nursing including eligibility to apply to take the National Council Licensure Examinations.

Competency in nursing theory and theory applications is a critical component for safe nursing practices; therefore, the grading scale and progression standards requiring the minimum grade of "B" for all nursing courses is applied. Students must have a minimum 2.5 grade point average to be eligible for graduation.

Selection of students for the nursing programs is made on a competitive basis. The requirements for admission are published prior to the admission of each class in the college catalog, mandatory Information Sessions, Admission office, Nursing Department or at www.netc.edu. Students must attend a comprehensive faculty interview along with successfully completing all the requirements for the Nursing Preparation Certificate to be eligible for consideration and then meet other published competitive criteria which result in ranking students. All applicants must have a CUMULATIVE 2.5 GPA on a 4.0 scale on college work from ALL accredited institutions earned in the previous ten years. As of 2019 all candidates must take The Test of Essential Academic Skills (TEAS) and score a level of proficient or better to meet admission standards.

Following admission, students are required to submit current health information to confirm the ability to meet essential functions of the profession. Additionally, the student must meet clinical facility requirements to include, but not limited to a clear criminal background check, driving record, and current immunizations and certifications. Students must be prepared to pay tuition, purchase textbooks and materials, uniforms, shoes and related items. A fee will be added for the ADN students and for the LPN students to cover NCLEX expenses at the end of the year. Specific information and deadline information is provided at a mandatory class meeting.

Conviction for any crime may make an applicant ineligible for clinical rotations or to apply for licensure. It is the student's responsibility to clear any court records.

TUITION AND FEES

For the most updated tuition and fees, please check www.netc.edu.

For the most updated cost of attendance, please check www.netc.edu/uploads/coa-1.png

NOTE: The college reserves the right to adjust tuition and fees without notice.

Other Fees and Fee Information

- Senior citizens are those legal residents of South Carolina who are at least 60 years of age. Senior citizens may enroll on a space available basis provided that they follow standard admission requirements and other standards deemed appropriate by the College and if they do not receive compensation as full-time employees. College will waive the tuition cost, but all other charges relating to the cost of taking the course (books, supplies, registration, and enrollment) will be the responsibility of the senior citizen.
- Graduation—Students will be charged the cost of caps and gowns and other materials required for participation in graduation ceremonies.
- Books and supply charges are determined by the student's needs in a program of study. Costs are not reflected in tuition.
- Official transcripts and academic information will not be released for any student who has not paid fees or returned college-owned property. All debts to the College must be fulfilled on a timely basis.
- Continuing Education fees are based on the instructional costs of each course.

RESIDENCY POLICY

The amount of tuition paid by NETC students is determined by the student's residency (domicile) status. The rules regarding residency are governed by the Code of Laws of South Carolina and regulations of the Board of Trustees and the Commission on Higher Education.

A. Independent persons who reside in and have been domiciled in South Carolina for a period of no less than 12 months with the intention of making a permanent home in the state may be considered with their dependents to be eligible for in-state tuition.
B. Any person who resides in the state of South Carolina for less than 12 months but is employed full-time in the state may be considered a South Carolina resident for tuition and fee purposes. This provision does not apply if the person is in the state primarily as a student.
C. The residence and domicile of a dependent minor shall be presumed to be that of the parent or legal guardian of such dependent minor.
D. The Admissions Office is responsible for determining initial residency status. The Registrar's Office will make subsequent determinations. The change of status will become effective in the term following the change.
E. Students making application to pay tuition and fees at in-state rates shall have the burden of proving that they have fulfilled the requirements of this law before they shall be permitted to pay tuition and fees at such rate.
F. If incorrect status classification results from false or concealed facts, the students may be charged for past tuition at the non-resident rate.

PAYMENT OF FEES/DEBTS

Students may not enter classes until tuition and any previous debts are paid.

If all fees are not paid, records will be frozen until such time as fees are received. Similarly, all equipment, books, and other college property must be returned when due.

REFUND POLICY

Curriculum Refund Policy:

Refunds will be made according to the following regulations for students who officially withdraw from college curriculum classes:

1. Withdrawal or Net Reduction of Credit Hours:
   Before the first date in term that classes are offered through the first 7 calendar days of a full term, courses will be deleted, and a 100% refund will be issued. No refunds will be issued after the 7th calendar day of the term.
2. Refunds for terms that vary in length from the semester term will be in proportion to the semester term refund schedule in item 1.
3. No refunds will be made to students who are terminated or who are dismissed. (Terminations are made by instructors for failure to meet attendance requirements. Dismissals are made by the administration or by committee due to disciplinary problems.)
4. Refunds to veterans will be made in accordance with existing government regulations.
5. One hundred percent (100%) refund will be given if courses are canceled in non-degree programs or military tuition assistance.
6. Appeals for refunds must be addressed on the Refund Appeals Form and submitted to the Registrar. This form is available from the Registrar's Office or on the college website (www.netc.edu) under Current Student/ Refund Appeals Form. No requests will be considered for charges greater than one-year-old.
7. Refunds will be processed, and refund checks will be mailed within 30 days to the address on record in the Admissions Office.

INSURANCE

Each student is covered by accident insurance which is included in the tuition. This insurance provides protection while: (1) on the premises to include any site approved by the College for the purpose of conducting classes; (2) traveling directly and uninterruptedly between assigned classes for the purpose of attending or returning from regularly scheduled classes to include travel to and from scheduled clinics, field trips, off-campus work projects, internships, practicums and participation therein; participating, other than as a spectator, in organized activities and athletics supervised by the College plus sponsored and supervised group travel in connection with such covered activities. Insurance claim forms are available in the Business Office and in the Student Services Office.

TEXTBOOKS

Students should purchase appropriate texts for courses which require textbooks or access codes. Textbook costs are separate from tuition and are payable to the Bookstore at the time of purchase. Refunds for items purchased in the Bookstore are made at the discretion of Bookstore personnel. Refunds will be made for books which have no writing or damages. A receipt must be presented within ten business days of purchase. Courses that identify an Open Education Resource (OER) as its textbook resource are located on the courses Learning Management System (LMS) Desired to Learn (D2L). Some courses are taught using publisher software and require the purchase of a "code" for access. These codes are required to be purchased prior to the start of the course to ensure no class time is missed. Specific access information to purchase textbooks online can be found on the NETC website in the Bookstore link.

DEBTS TO THE COLLEGE

Any student having outstanding debts to the College, such as library fines, parking citations, tuition, or repayments, will not be eligible to register, to receive grades, to receive a certificate/diploma/degree, or to receive or request an official transcript until all debts are paid in full.

Students who lose, sell, damage or destroy property owned by the College will be expected to repay the College for the full amount of damage or loss. In addition, if circumstances warrant, the situation may be referred for disciplinary action or for prosecution under civil statutes.

The College will take all necessary legal steps to collect students' debts, including participation in the State of South Carolina Debt Collection Program.

FINANCIAL ASSISTANCE

Financial Assistance Process

Step 1: If you do not already have one, apply for a Federal Student Aid User ID & password at www.fafsa.gov .

The Federal Student Aid (FSA) username and password serves as your electronic signature for federal student aid.

Step 2: Complete, sign and submit the Free Application for Federal Student Aid (FAFSA) to the US Department of Education at www.fafsa.gov.

The Enrollment Center has a computer lab available for students and parents to complete the FAFSA. Please contact the Enrollment Center to inquire about available time slots for assistance.

The FAFSA can be submitted prior to completing an admissions application. However, the financial aid application will not be processed by the Office of Student Financial Assistance (OSFA) until you complete an admissions application and pay the applicable application fee. You must complete a FAFSA application or renewal application annually for the new academic year which begins with each fall semester. Applications can be submitted on October 1st of each year.

PRIORITY FILING DATE: It is very important to apply for financial aid early because the financial aid process can take 6 – 8 weeks. NETC's priority filing date to complete the FAFSA is as follows:

Fall Enrollment Start	June 30th
Spring Enrollment Start	December 31st
Summer Enrollment Start	April 1st

NETC's SCHOOL CODE: 007602

Special Circumstances
If a student experiences financial hardship during the current tax year, the student may request a special circumstance review of their application. The student must request the special circumstance review and submit all supporting documentation at least 6 weeks prior to registration. Requests received less than 6 weeks prior to registration will not be reviewed until after registration. The student should be prepared to pay tuition, fees, and books until the review is completed.

Step 3: Complete the verification process.

The Department of Education flags a percentage of FAFSAs submitted to the processing center for a process called verification. Students selected for verification can access, complete and submit needed documentation via their student portal. A follow-up email will be sent two weeks later to remind students of the missing information.

Students can check the status of their FAFSA application, complete, sign and submit required documents electronically through their Self-Service account. Students can access their Self-Service account at selfservice.netc.edu/Student/Account/Login. Your username is your first and last name (all lowercase with no

spaces). Your password is the last 7 digits of your social security number. Note: Dependent students must provide an email address for their parent. The student will only be allowed to complete and sign their section(s) of the form. The parent will be sent an email to complete the parent's section(s) of the form and will be able to sign and submit the form at that time.

You must have your official high school transcript or GED and all official college transcripts on file prior to finalization of your financial aid package if your FAFSA was flagged under verification track V4 or V5. Also, your high school transcript or GED is required if you did not self-certify high school completion on your FAFSA. Request an official high school transcript or GED transcript to be sent to NETC's Admissions Office. Request official college transcripts to be sent to the Registrar's Office.

Your financial assistance file is considered incomplete and financial assistance cannot be awarded until we receive all the requested documentation.

Step 4: The student is awarded financial assistance (if eligible).

The Office of Student Financial Assistance will package the student's eligible award(s) upon receipt of the student's FAFSA results and all requested documentation. The student should log into Self Service to view the offer letter and shopping sheet.

Transient Students

Students enrolled at another institution but seek to take courses at NETC for one semester and transfer those courses back to their home institution is considered a transient student. The student must contact his/her home institution to inquire about financial aid availability to take courses at NETC. Students are responsible for requesting transcripts via the Parchment to return credit to their home institution.

Students cannot receive financial assistance for the same semester of enrollment at more than one college.

Financial Assistance Programs Available at NETC

Federal

- **Federal Pell Grant (Pell)** - Based on need and does not have to be paid back. Pell grants are awarded to eligible undergraduate students who have not already earned a bachelor's or professional degree.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)** - Awarded to students with exceptional financial need which are those with the lowest Student Aid Index (SAI) numbers. Preference is given to Federal Pell Grant recipients. FSEOG is a grant and does not have to be paid back.
- **Federal Work-Study (FWS)** - The Federal Work-Study program provides jobs for undergraduate students with financial need. The FWS program allows students to earn money while pursuing their education. FWS student's award is based on financial need. FWS students are paid monthly to assist with educational expenses. Students interested in the FWS program should contact the Office of Student Financial Assistance.

State

- **Lottery Tuition Assistance Program (LTAP)** - LTAP is available to South Carolina residents that complete a Free Application for Federal Student Aid (FAFSA) and meet the other LTAP eligibility criteria. Students must enroll in at least 6 semester hours to be considered for LTAP. According to state law, federal grants and need-based grants will be applied against college tuition before lottery funded tuition assistance will be applied. LTAP does not cover books and course fees. Recipients of the LIFE and HOPE scholarships are not eligible for LTAP for the same academic year.

- **SC Workforce Industry Needs Scholarship (SCWINS) –** South Carolina Workforce Industry Needs Scholarship (SCWINS) is a state aid program designed to assist South Carolina residents enrolled in a public technical college in South Carolina and are enrolled in a critical workforce program that lead to an industry-recognized credential (IRC)m certificate, diploma, or degree. Eligible students may receive up to $5,000 annually to cover remaining tuition, fees, and course related expenses after all other grants and scholarships have been applied. To qualify, the student must complete an affidavit and meet one of the following criteria: be employed or complete a financial literacy course. A minimum GPA of 2.0 is required to retain the scholarship.

- **South Carolina Need Based Grant –** This program is funded by the State of South Carolina. The funds are awarded to students based on financial need. The student must complete a Free Application for Federal Student Aid (FAFSA). To qualify, the student must enroll in a minimum of 6 semester hours. Students that received the South Carolina Need Based Grant for more than 8 semesters, has an associate degree, or has a criminal record and/or have been convicted of a felony are not eligible to receive this award. Dual enrollment students are not eligible to receive this award. The student must maintain a minimum GPA of 2.0 and successfully complete the required number of credits to be eligible for the grant renewal. Eligible students enrolled part-time may receive up to $1,750 per academic year and eligible full-time students may receive up to $3,500 per academic year.

- **LIFE Scholarship** - The Legislative Incentive for Future Excellence (LIFE) Scholarship program, was approved by the General Assembly in 1998 and it is merit based. Students graduating from a South Carolina High School with a cumulative Grade Point Average (UGP) of 3.0 or higher may be eligible

for this scholarship. Students interested in applying for the LIFE scholarship should contact the Office of Student Financial Assistance to check eligibility.

- **South Carolina Tuition Assistance (CAP**) - This program is administered by the Commission on Higher Education (CHE) and provides college assistance to eligible National Guard members. The application window to apply is set each year (June 1st - August 1st). The Guard will not accept CAP applications received outside this window. The student must apply each year for renewal.
- **Free Tuition for Children of Certain Veterans** – Children of certain wartime, disabled and/or purple-heart recipients may be eligible for free tuition. Eligibility and application information may be obtained from the College's VA Office or from any county Veterans Affairs Office. Also, a link to the application can be found on our website at www.netc.edu. Student and/or parents should call (803) 647-2434 SC Division of Veterans Affairs if they have any additional questions about the program.

Loans

Northeastern Technical College does not participate in the student loan program.

Return of Title IV Funds

Students are encouraged to contact the Office of Student Financial Assistance before dropping a class for any reason. Withdrawing from a class can drastically impact your financial aid package and what is owed to the government and NETC.

Students who receive federal student aid and completely withdraw from College are subject to the Return of Title IV Funds policy. If you completely withdraw from your classes, your federal awards will be recalculated to determine what percentage of enrollment the student completed for the semester and the amount of federal financial assistance considered earned.

Financial Assistance Census Date

The financial assistance census date is the point at which a student's enrollment status is locked for financial assistance purposes, and it coincides with the day after you can drop classes for a 100% refund.

- NETC has multiple census dates. The student's census date is associated with the last module or mini semester in which the student is enrolled.
- A student WILL NOT receive federal financial assistance for a course or courses added after his/her census date.
- A student's federal financial assistance will be adjusted if he/she drops a class and the last day of attendance is prior to the student's financial aid census date.

Standards of Academic Progress (SAP) Policy

The U.S. Department of Education requires students to maintain satisfactory academic progress (SAP) to remain eligible for financial assistance. To maintain satisfactory academic progress, the following standards and pace must be achieved each semester:

- Maintain a minimum 2.0 cumulative financial aid grade point average
- Successfully complete 67 percent of all credits attempted

Maximum Timeframe: Students may attempt up to 150 percent of the credits required to earn a certificate,

diploma, or degree before financial assistance eligibility expires. For example, a student enrolled in the Associate in Science degree program has a maximum timeframe of 90 (60x150%) semester hours. All enrolled students' progress is reviewed each semester. Students are encouraged to read the Standards of Academic Progress (SAP) Policy online at www.netc.edu to receive detailed information about the SAP policy.

All student's progress is evaluated at the end of each semester, regardless of receipt of Title IV funding. Past periods not making SAP in which the student did not receive Title IV funding does impact Title IV eligibility in future terms.

SAP STATUS TYPES

Satisfactory: A satisfactory status is assigned to a student who has successfully completed 67 percent of the cumulative semester hours attempted, maintained an overall 2.0 financial aid GPA and the semester hours attempted does not exceed 150 percent of the published length of the student's program of study.

Financial Aid Warning: Financial aid warning is assigned to a student who fails to meet minimum SAP standards. The student can receive financial assistance for one more semester while on financial aid warning. At the end of the warning period, the student must be making SAP or submit an appeal to be considered for financial aid probation status if extenuating circumstances prevented the student from meeting SAP standards. All appeals submitted must have supporting documentation.

Financial Aid Probation: The financial aid probation status is assigned to a student who failed to make SAP at the end of the warning period but has successfully appealed and has eligibility for aid reinstated. Financial aid will be offered for one semester. At the end of the probation period, the student must meet SAP requirements or have an approved academic plan. If the student is not making SAP or has an approved academic plan, then the SAP status will be moved to financial aid suspension.

Financial Aid Suspension: Financial aid suspension status is assigned if the student is not meeting the minimum SAP standards while on financial aid warning. A student on suspension is ineligible for federal financial assistance until the student is making SAP again. Students placed on academic suspension will automatically lose federal financial aid eligibility.

Right to Appeal: The student, who has been placed on financial aid suspension, has the right to appeal the decision made by the Office of Student Financial Assistance if there were extenuating circumstances which prevented the student from making SAP. To appeal a financial aid suspension status, the student must complete

the Financial Assistance SAP Appeal Form (located on the Financial Assistance page of NETC's website, in the FA Forms section). Appeal forms must include documentation of extenuating circumstances.

The SAP Appeals Committee will review submitted SAP Appeal Forms twice per semester. SAP Appeal Forms received after the first SAP Appeal Committee's evaluation for the semester will be reviewed at the next evaluation for the semester. The student will be contacted, by mail, of the SAP Committee's decision. The decision made by the SAP Appeals Committee is final.

Academic Plan: An Academic Plan and financial aid probation status is assigned to a student with a successful appeal. The Academic Plan is designed to ensure that the student can meet the college's satisfactory academic progress standards by a specific point in time.

Academic Forgiveness: The Department of Education does not recognize academic forgiveness for purposes of awarding federal financial assistance. Therefore, all coursework previously attempted and/or completed must be counted for purposes of awarding financial assistance whether such courses were forgiven or not.

Reinstatement of Federal Financial Assistance: All students' progress is monitored at the end of each semester. A student who did not successfully appeal will have their federal financial assistance reinstated at the evaluation point in which the student brings his/her progress into compliance with the SAP standards.

Students should check their FA SAP status at the end of each semester via their Self-Service Account.

Additional SAP requirements for other types of financial assistance is outlined in the Certification forms and Conditions of Awards brochure.

Office Hours

The Office of Student Financial Assistance is in Building 100, Room 117, at the Cheraw Campus. Office hours are Monday thru Thursday 8:00 a.m. - 5:00 p.m.

Veteran's and Active-Duty Educational Benefits

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs. (VA)."

NETC is approved by the State Approving Agency for training service persons, veterans, dependents, and reservists under Title 38, U.S. Code for the following educational benefits:

- Montgomery GI Bill® (Chapter 30)
- New GI Bill® - Selected Reserve Educational Assistance Program (Chapter 1606)
- Survivors and Dependents (Chapter 35)
- Vocational Rehabilitation (Chapter 31)
- Post 9/11 GI Bill® - (Chapter 33)

Specific information regarding veterans' programs may be obtained from the VA website at www.va.gov.

Additional Programs

- **Tuition Assistance** – Tuition Assistance (TA) is a Department of Defense (DoD) program. VA does not administer this program. If a student receives education benefits from VA and receives TA benefits from the military, duplication of benefits may be an issue. Students cannot receive Federal Tuition Assistance if he/she is receiving benefits under the Montgomery GI Bill® – Selected Service program (Chapter 1606), Reserve Educational Assistance Program – Chapter 1607, or any other GI Bill® program other than the Montgomery GI Bill® – Active-Duty program (Chapter 30) or the Post 9/11 GI Bill® program (Chapter 33).
- **Military Spouse Career Advancement Account Scholarship (MYCAA)** – This scholarship is a workforce development program that helps military spouses pursue licenses, certificates or associate degrees necessary to gain employment in high demand, high growth portable career fields and occupations. Eligible military spouses may receive up to $4,000 of tuition assistance. Spouses can visit MyCAA Spouse Portable online at https://mycaa.militaryonesource.mil/mycaa/ for additional information about the program and how to apply.
- **Veterans Readiness and Employment (VR&E)** – A person is eligible to apply for VR&E if he/she is a veteran who has any character of discharge other than dishonorable and a service-connected disability rating of 10 percent or more or has a VA memorandum rating of 20 percent or more and expect any character of discharge other than dishonorable or currently going through an Integrated Disability Evaluation System (IDES) Physical Evaluation Board. You can submit an application (VA Form 28-1900) online at www.eBenefits.va.gov.

Applying for VA Benefits

- **Step 1:** You must be accepted for admission to the College.

- **Step 2:** Apply for benefits at www.va.gov . Students who never received benefits before must file an original application. Veterans should file VA Form 22-1990 and dependents should file VA Form 22-5490. Transfer of Entitlement students should file VA Form 22-1990e. Students who received VA benefits previously should file a Request for Change of Program or Place of Training. Veterans should complete VA Form 22-1995; dependents – VA Form 22-5495. Students relinquishing another benefit and applying for Chapter 33 should complete VA Form 22-1990. All students are encouraged to complete a Free Application for Federal Student Aid (FAFSA), at www.fafsa.gov, to determine eligibility for state and/or federal assistance to offset the cost of tuition, fees, and/or book charges.

- **Step 3:** Notify the College's Veterans Affairs office of your intent to enroll and complete the VA Educational Benefits Certification Request Form so that an enrollment certification can be submitted to VA. The VA Educational Benefits Certification Request Form can be obtained from the College's VA Office or online at www.netc.edu. (Reservists and national guardsmen will need DD Form 2384 (NOBE) obtained from their unit.)

You must apply at least 30 days in advance of the semester in which you plan to enroll, if you desire to receive advance payment. The advance payment will be for the first two months, or portion thereof in the term. Advance payment checks come to the College to be released to the student at the time of registration.

Certification for benefits may be for one academic year at a time with the following exception: Certification may be made for only two semesters, pending receipt of an official transcript evaluation for previous training.

Certification Requirements

Students receiving VA benefits must adhere to the following:

- Provide NETC's VA Office with a copy of your certificate of eligibility.
- A student receiving VA benefits is expected to maintain satisfactory academic progress according to the college's academic policy. If you are placed on academic suspension, you will automatically lose your VA benefits and a letter will be sent to you to explain reinstatement procedures.
- A student may not receive benefits for courses not required for graduation for his/her current program of study.
- Cannot be certified for benefits beyond the approved length of his/her program of study.
- A student receiving VA benefits may not receive benefits for courses which have been satisfactorily completed, or for which transfer credit has been granted.
- Must repay benefits received for a course in which a non-punitive grade (W, Q) is assigned unless the student notifies the VA in writing of extenuating circumstances and the VA accepts them. Students are encouraged to notify the College's certifying official of any changes in his/her enrollment status to avoid overpayment with VA.
- **Remedial Training/Deficiency Courses –** Entitlement is charged for remedial and deficiency training for students receiving benefits under Chapter 30, 33, or 1606 benefits. Entitlement is not charged up to the first five months of full-time remedial training/deficiency courses for those students receiving benefits under Chapter 35. **Remedial and deficiency courses offered as independent study (online) cannot be approved and cannot be certified to VA.**
- Students receiving benefits under Chapter 30 or 1606 must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR). The WAVE website is https://www.gibill.va.gov/wave/index.do and the IVR phone number is 1-877-823- 2378. Students receiving Chapter 35 benefits and enrolled in a certificate program are mailed a monthly verification form. The student will receive a letter from VA detailing the instructions to verifying enrollment.
- NETC's telecourses, tele-classes, and online courses meet the guidelines established by CFR 21.4267 and the South Carolina State Approving Agency.

VA Certification for Online Courses

In order to meet VA certification requirements for off-campus courses such as Practical, Internships/Externships and residencies, as well as courses via the internet or other modes of distance learning, Northeastern Technical College acknowledges that these courses are part of the college's approved curriculum, are directly supervised by the college, are measured in the same unit as other courses, are required for graduation, and are part of a program of study approved by the State Approving Agency. The college requires that the faculty teaching these courses use a grading system similar to the grading system used in resident courses and include statements in the course syllabus that indicate that appropriate assignments are needed for the completion of the course and that the student is expected to demonstrate, at least once a week, that he/she is actively involved in the class. Examples of activities that can be used to demonstrate this involvement include, but are not limited to, the following: posting/receiving emails, participating in online class discussions and class chat rooms, and completing and submitting course assignments. Further, the college requires that these courses have schedules of time for training and instruction which demonstrate that students shall spend at least as much time in preparation, instruction, and training as is normally required by the college for its resident courses.

VA Pending Payment

In accordance with Title 38 US Code 3679 subsection (e), Northeastern Technical College adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 (Ch.33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the college is pending from VA. Northeastern Technical College will not:

- Prevent the students' enrollment.
- Assess a late penalty fee
- Require students to secure alternative or additional funding.
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

To qualify for this provision, the student must do the following:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.
- Provide a written request to be certified
- Provide additional information needed to properly certify the enrollment. The student is responsible for any payment not covered by their VA educational benefit.

Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 students cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case manager issues it to the school.

STUDENT RIGHTS

You have the right to ask . . . and you should!

- The names of accrediting or licensing organizations.
- Information about programs, instructional, laboratory, and other physical facilities, and faculty.
- What the cost of attending is, and what the policy is on refunds to students who drop out.
- What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs.
- About procedures and deadlines for submitting applications for each available financial aid program.
- What criteria is used to select financial aid recipients.
- How to determine your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal miscellaneous expenses are considered in your cost of education. It also includes how resources (such as parental contribution, other financial aid, assets, etc.) are considered in calculating your need.
- How much of your financial need, as determined by the institution, has been met?
- How and when you will be paid.
- An explanation of each type and amount of assistance in your financial aid.
- If you are offered a Federal Work-Study job—what kind of job it is, what hours you must work, what your duties will be, what the rate of pay will be, and how and when you will be paid.
- Reconsideration of your aid package, if you believe a mistake has been made or if your enrollment or financial circumstances have changed.
- How the College determines whether you are making satisfactory progress, and what happens if you are not.
- What special facilities and services are available to the handicapped.
- Who the financial aid personnel are, where they are located, and how to contact them for information.

STUDENT RESPONSIBILITIES

It is your responsibility to . . .

- Review and consider all information about college programs before you enroll.
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent processing of your financial assistance.
- Meet all deadlines for applying or reapplying for aid. Provide all additional documentation, verification, corrections, and/or new information requested by either the Office of Student Financial Assistance or by the agency to which you submitted your application.
- Attend classes to be eligible for your financial aid (60% of the semester required for 100% eligibility) on the first day of the term scheduled.
- Read, understand, and keep copies of all forms you are asked to sign.
- Notify the college of any change in your name, address, or attendance status (half-time, three-quarter time, or full-time). If you have a loan, you must also notify your lender of these changes.
- Satisfactorily perform the work agreed upon in a Federal Work-Study job.
- Understand the college's refund policy and the Office of Student Financial Assistance refund policy.
- Read a manual containing current, detailed policies and procedures' governing federal student aid available for consultation in the Office of Student Financial Assistance.

STUDENT SUPPORT SERVICES
Let us point you in the right direction.

Student Services

Student Services offers support services to help students clarify and attain educational goals while acquiring the skills needed to advance personal growth and fulfillment. The division provides valuable, responsive programs, services and activities, integrated with educational experiences to meet student needs and interests. Student Services shares the leadership for creating and maintaining a positive learning environment that enables the College to be an effective educational community. All services are in the John C. West Learning Resources Center—800 Building/ main campus, Cheraw, SC. Also, Student Services are available on NETC's—Dillon, Marlboro, and Pageland campuses.

The Career Resource Center

The Career Resource Center provides students and alumni with the resources, advice and knowledge necessary to optimize their success and attain employment. Also cultivates relationships with employers to help maximize awareness of the college and its graduates -awareness that leads to employment opportunities of all types. Whether you are a student or an alumnus who's looking for the resources and tools to prepare for entry into the job market or an employer who needs to fill positions with a business or organization, the Career Resource Center at NETC will provide the career and professional development assistance you need to move to the next level. The Career Resource Center is in Room 808; for more information contact (843)921-6900.

Student Success and Tutoring Center

The Student Success and Tutoring Center is a FREE resource center for NETC students who need academic coaching/tutoring in Math, Writing, and other subjects. The Center aids in college skills training, and/or online academic study tools and support. Please visit the Center (Room 808) for more information or call (843)921-6900.

Appreciative Advising (Case Management)

Student Development Specialists (TRIO, PBI and Enrollment Center) and Faculty Advisors follow the Advising Model for NETC Case Management Plan. **C**omplete a Student Development Pre-Advising form for every student placed on academic probation or suspension.

Between Day 1 of each semester and the first quarter grade due date, Faculty Advisors should contact their retained advisees (from the previous semester) and their new advisees. This first contact of the semester should be an in-person, face-to-face contact if possible. The second contact should occur around Midterms (1 week before Midterms – high-risk students; Week of Midterms – borderline students; 1 week after Midterms –report student progress to SDS). The third contact is after registration opens for the following semester(s). Depending on the individual student's needs, the Faculty Advisor may meet with each advisee more than three times. Second and third contacts may be made via phone, text, email, or another modality. The Faculty Advisor MUST refer all students who are struggling academically for a Case Management Plan.

Academic Assistance

The NETC provides peer and professional academic tutors who are recommended by faculty to provide tutoring/academic assistance and coaching in most of the major academic subjects at NETC. We highly recommend that you schedule appointments or please feel free to drop into any Center to check availabilities if you were unable to schedule an appointment. Often, we may have someone available to assist you!

Writing LAB

The Writing Lab provides professional academic assistance and faculty volunteers who offer guidance for any kind of writing assignment.

College Skills Training and Support

NETC provides academic assistance to offer guidance for college skills, such as note-taking, time-management, test-taking anxiety, study skills, and more.

Virtual Academic Assistance

Campus TWO Campus Virtual Academic Assistance uses virtual online software that allows for web conferencing and online meetings, in order to provide more academic assistance/college support opportunities to all students, especially online students.

NETC'S Recreation Center

If you just need a mind break after much study and success, stop by the Rec-Center to play a video game (Play-Station/PS4, X-Box or Nintendo Switch), pool table or Ping-Pong table, and more. The Rec-Center is in building #500.

ACADEMIC ADVISING

Advisors assist students with major and course selection, and in developing an Academic Plan**.** During the first semester, each student is assigned a faculty advisor who will give program guidance within a discipline. Academic advisors work with students regarding course selections and major requirements beginning in the student's first semester.

ACADEMIC FAST TRACK ADVISING PROGRAM

Fast Track is an innovative NETC program where our college enrollment advisors and high school coordinators plan and register students for their course plans two to three terms in advance to ensure that they stay on track to completion of their curriculum courses. Touchpoints are established throughout the term to ensure students are communicated with and review their schedules. Students are responsible for ensuring their phone numbers and mailing addresses are always updated immediately when there are any changes. All communication with the students is conducted through the students Northeastern Technical College email address, all students should check their email regularly to ensure they review and provide feedback of any adjustments.

ACADEMIC DISCIPLINE AND HONESTY

The College expects each student to earn his/her own success; if academic dishonesty occurs, disciplinary action will be taken. Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, and falsification of information.

- Cheating includes copying another's work, using unauthorized materials, collaborating during a test or project, obtaining, or distributing test contents illegally, substitution of another person in a test.
- Plagiarism includes incorporating work from another source, print or electronic, without appropriate recognition of the work cited.
- Collusion includes unauthorized collaboration in preparation of work for credit.
- Falsification of information includes forgery, alteration, or misuse of documents.

The first measure of discipline may be the assignment of "0" or "F" for the affected test, paper or project, with explanation provided to the student. Faculty submits a written report of the offense to the Dean of Students. Repeat offenses of academic dishonesty will result in additional disciplinary actions. See Student Code and Grievance Procedures.

NETC students are expected to follow standards regarding acknowledgement of the use of other's words, ideas, opinions, or theories. The student is responsible for following each instructor's guidelines for citations and for selection of acceptable sources (e.g., certain Internet sources may not be acceptable). Students should contact their instructors for acceptable methods for each assignment. The following are general guidelines: Direct quotations, regardless of length, must be appropriately footnoted or attributed. Paraphrasing is acceptable but must be appropriately footnoted or cited for source.

General work must be cited if student assignment has been influenced by other's words or ideas. Collaboration is permitted only if allowed by the instructor and ideas/work must be cited.

ACADEMIC HONORS

To achieve the President's List or Dean's List for a semester, a student must have completed at least 9 credit hours excluding developmental work, with a 4.0 G.P.A. for the President's List and a 3.5 G.P.A. for the Dean's List. Any "I", UF" or "F" grades earned in the current semester mean automatic ineligibility. For graduation purposes, all students who have a 3.5 program G.P.A. or higher will be acknowledged as honor graduates.

ACADEMIC LOAD

Students who are enrolled for at least 12 credit hours are considered full-time students. Students enrolled for less than 12 credit hours are considered part-time students. A maximum academic load is 18 credit hours per term. Any student wishing to enroll for 19 or more credit hours must have approval of the Registrar's Office. To be eligible for an overload, the student must have a G.P.A. of 2.5. The course loads for students who have been placed on probation will be limited to encourage the student to concentrate on his/her efforts to avoid suspension.

ACCREDITATION

Northeastern Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Northeastern Technical College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Northeastern Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500 or by using information available on SACSCOC's website (www.sacscoc.org).

ADD PERIOD

See the Academic Calendar for information on add and drop dates for your term of enrollment.

ADVISORY COMMITTEES

Advisory committees are formed to support instruction offered at Northeastern Technical College. Advisory committees include individuals from business and industrial concerns located in the Chesterfield-Marlboro-Dillon County area. The purpose of the committees, working closely with NETC representatives, is to assure that each program is appropriate according to the training requirements of both students, business, and industry in the service area of the College.

ARTICULATION/TRANSFER

NETC designed the Associate in Arts and Associate in Science degree programs specifically for transfer. Other programs were designed as terminal degree programs by Northeastern Technical College. Senior colleges and universities may accept any programs and/or individual courses to award transfer credit, at their option. Other technical/community colleges will generally accept courses for transfer credit if the student chooses a similar program of study. To facilitate the transfer of students between technical colleges and

other South Carolina public colleges and universities, the Commission on Higher Education has published the Statewide Transfer List. Courses designed for transfer are identified in the NETC catalog. These courses are included in the South Carolina Articulation Agreement and are specifically identified as courses which will transfer to South Carolina public institutions of higher education. Private or out-of-state higher education institutions may accept courses to award transfer credit, pending their policies for accepting credit. Each student is responsible for contacting the institution of his/her choice to verify the awarding of transfer credit for courses completed at Northeastern Technical College.

Additional information for transfer may be found at www.sctrac.org.

ATTENDANCE REQUIREMENTS

A. Attendance Requirements – Students

1. Students must attend a minimum of 80% of the meetings of each class in order to earn credit for the class. If excessive absences are taken, the student may be administratively withdrawn. Students are encouraged to speak with their instructors for guidance when extenuating circumstances arise.

    a. The ratio of contact to credit hours in all lecture classes is a minimum of one contact hour to one semester credit hour ratio (1:1).
        i. Lecture class Credit hour/Contact hours over 15 weeks = maximum hours of absences allowed (20%)
            1. 1 credit/15 CH = 3-hour max absences
            2. 2 credit/30 CH = 6-hour max absences
            3. 3 credits/45 CH= 9-hour max absences
            4. 4 credit/60 CH = 12-hour max absences
            5. 5 credit/75 CH = 15-hour max absences

    b. Laboratory courses are based on three contact hours to one semester hour to three semester hour credit ratio (1:3) based on a range of up to 3 semester hours.
        i. Laboratory class Credit hour/Contact hours over 15 weeks = maximum hours of absences allowed (20%)
            1. 1 credit/45 CH = 9-hour max absences
            2. 2 credit/90 CH = 18-hour max absences
            3. 3 credit/135 CH= 27-hour max absences

    c. Clinical and Internship courses are based on 45 contact hours to one semester hour ratio (1:45). (Note: Attendance requirements may differ dependent on the work site Memorandum of Understanding (MOU). Failure to meet attendance policy will result in course/internship completion failure).
        i. Clinical/Practicum/Internship Credit Hours/Contact hours over 15 weeks = maximum hours of absences allowed (20%)
            1. 1 credit/45 CH = 9-hour max absences
            2. 2 credit/90 CH = 18-hour max absences
            3. 3 credit/150 CH = 30-hour max absences

4. 4 credit/195 CH = 39-hour max absences
5. 5 credit/240 CH = 48-hour max absences
6. 6 credits/285 CH = 57-hour max absences

d. Practicum courses are based on a 105-contact hour to one semester hour credit ratio (1:105). (Note: Attendance requirements may differ dependent on the work site Memorandum of Understanding (MOU). Failure to meet attendance policy will result in practicum completion failure).

e. Practicum Credit hour/Contact hours over 15 weeks = maximum absences in hours (20%)

1. 1 credit/105 CH = 21-hour max absences
2. 2 credit/225 CH = 45-hour max absences
3. 3 credit/330 CH = 66-hour max absences
4. 4 credit/450 CH = 90 hrs. max absences
5. 5 credit/555 CH = 111 hrs. max absences

B. Absences – Student

1. Faculty are required to submit written documentation in the form of a Drop/Add form to both the Registrar's Office and Financial Assistance for students that are classified as a "No Show", as well as for students who have excessive absences.
   a. "No Show" definition – Students who never attended any class sessions.
   b. Excessive Absence definition – Students who have missed more than three consecutive class sessions without contacting the instructor, the appropriate academic dean, or an advisor.
2. If the student is a Dual Enrollment student, the faculty member must submit written documentation in the form of a Drop/Add form to the Registrar's Office, Financial Assistance, and the Dual Enrollment Office. The Dual Enrollment Office will notify the high school the student attends of the excessive absence violation.
3. When a student has been dropped from a course for excessive absences, the letter "W" will be placed on the roster for a grade by the Registrar's Office. Faculty will verify the notation of the letter "W" at midterm and at final grade reporting. If a faculty member believes there is an error in the reporting of an excessive absence ("W") grade, the faculty member must contact the Registrar's Office and the Vice President of Academic Affairs by email. Please refer to the current college catalog for more details.

C. NOTE: Northeastern Technical College believes that student attendance in all classes is necessary for student success. Regular and punctual class attendance is expected at Northeastern Technical College. Student absences will be recorded from the first day the class meets. In the occurrence of student absences as a result of student participation in off-campus, college-sponsored activities such as course field trips, intercollegiate athletic events, presentations, conferences, etc., students are required to provide instructors with written documentation from the faculty or staff member sponsoring the activity, before the student is absent. Students absent on official school business are entitled to make up missed assignments, quizzes, and test.

D. Tardiness – Student

The instructor has the prerogative to allow or refuse permission for a tardy student to enter class. The instructor's regulations about tardiness should be announced to the class at the beginning of the semester, preferably in writing. In cases in which the instructor allows the student to enter, tardiness of less than 1/2 hour will count as 1/2 hour; absences of 1/2 hour or more will be rounded to the nearest hour. Absences are defined as entering class late or leaving early.

CATALOG APPLICABILITY

Students are required to follow the rules, regulations and requirements specified in the most recent College Catalog. Continuing Students who miss more than one semester (excluding) summer will be required to follow the requirement of the most recent College Catalog. The student may not follow two catalogs and/or addenda. Exceptions to this policy may be made only with approval of the Vice President for Academic Affairs and Student Services.

COLLEGE-WIDE COMPETENCIES

All associate degree programs require a basic core of general education courses which prepare students for continuing their education and personal development. These competencies are considered the foundational skills for all associate degree program graduates.

Graduates will be able to:

- Comprehend and generate written and oral communication
- Solve problems incorporating critical thinking and reasoning skills
- Apply mathematical/computational skills to solve problems
- Conceptualize intellectual and philosophical concepts

COMPUTER RESPONSIBILITIES

The College provides computer access for students in classes, the Library, and the Success Center within the bounds of responsible, ethical conduct. The conduct for using College computing resources must be based on the following guidelines:

1. Computer resources and access accounts are to be used only for educational purposes for which they are assigned. This excludes commercial and/or obscene sites and activities not related to the educational process of the College.
2. Individuals are responsible for the proper use of assigned accounts, including password protection and use of Internet resources. Improper use, allowing improper use and failure to report improper use of accounts is a serious violation of computer guidelines.
3. Federal copyright laws protect all computer software, most of which is proprietary, protected by licensing agreements. Users are responsible for being aware of licensing restrictions for software used. This prohibits illegal downloading of materials and peer-to-peer file sharing.
4. The College prohibits any activities to damage or disrupt hardware or communications, such as virus creation or propagation, overloading networks, or wasting resources.
5. Students may not monopolize or misuse system resources by printing excessive copies, playing games, etc.
6. Students may not create, display, transmit or make accessible threatening, racist, sexist, obscene, offensive, annoying, or harassing language and/or material, including broadcasting unsolicited

messages or sending unwanted mail.

7. Students may not intentionally access or damage systems of information that are property of the College, such as student records, financial information.

Improper conduct regarding computer use will result in disciplinary action. Faculty or staff will provide detailed guidelines regarding specific classes or services.

COPYRIGHT LAWS

Northeastern Technical College enforces the Digital Millennium Copyright Act, Title 17, United States Code, Section 512 ("DMCA"). Students should contact the NETC library for detailed information and assistance with copyright questions or concerns. Instances of Plagiarism are subject to academic discipline. Faculty should consult the NETC library if copyright questions regarding student work, OER implementation or publishing arise.

STUDENT PRINTING

Students can access coin-op copiers in the library on the main campus. NETC has computers available for students and community members on a first come first serve basis. A fee is charged for printing. Fees are .06 cents per page for black and white and 11 cents per page for color. Must use cash/coins of five (5) dollars and lower.

CONDUCT OF CLASSES

Discussion and expression of all views relevant to the subject matter is recognized as necessary to the educational process, but students have no right to impinge on the freedom of instructors to teach or the right of students to learn. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may temporarily dismiss the student from the class and refer the matter to the Dean of Students. The instructor is responsible for the management of the class activities. Students are responsible for obtaining permission of the instructor for variations of classroom activities. Such actions as visitors, recording the class, etc., require the permission of the instructor. Students may be required to use earphones or other devices to avoid disruptions to others on campus in class or non-class situations. Cell phones are prohibited.

COURSE SUBSTITUTIONS

All substitutions of courses for courses required for graduation must be recommended by the advisor and submitted to the appropriate academic dean. The final approval will be made by the Registrar and noted on the students' academic evaluation.

COURSE OUTLINES

Students have the right and the responsibility to know the subject matter and materials to be covered in a class. The instructor will distribute a course outline (syllabus) at the first-class meeting. This outline will include specific information on materials, evaluation for grading and attendance regulations.

CREDIT BY EXAMINATION

Students at NETC have the opportunity in some classes to earn credit by examination in specific classes. **The student should talk first with the instructor to discuss their options.** Documented evidence that the applicant has previous experience, training, and/or course work to indicate probable success on a

comprehensive exam may be requested.

1. The student must first register for the course they wish to request credit by exam for.
2. Students may be asked to present information which provides evidence that the applicant has previous experience, training, and/or course work to indicate probable success on a comprehensive exam on the subject matter of the course. Documentation is required by the instructor.
3. The instructor must administer the exam and inform the student of the results within the first seven (7) days of the term (add/drop period) the course is offered. Test may be taken only once.
4. The instructor will determine the minimum passing score, no less than 80%. If the student is successful, "E" will be awarded. "E" carries no quality points and is not calculated in the G.P.A.
5. The instructor administering the exam must complete the Credit By Exam form and submit to the Registrar within the first seven (7) days of the term (add/drop period) the course is offered.
6. Once processed, a testing fee ($15.00 per credit hour) will be posted to the student's account.
7. Students who are eligible for financial aid and/or veterans' benefits should investigate the effect of earning credit by exam on their benefits by visiting the Office of Student Financial Assistance.

CURRICULUM CHANGES

Change of curriculum requests must be submitted to the Registrar's Office ten (10) working days prior to open registration for an upcoming term and will not be accepted until eight (8) days following open registration. Changes submitted after open registration will be effective for the next term. Request will be processed with five (5) business days.

DISABILITIES

At Northeastern Technical College, your success is our highest goal. The Student Services Office provides students with disabilities an equal opportunity to participate in and benefit from programs and services offered at NETC. We provide appropriate services and accommodations to students with documented disabilities, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and other applicable regulations.

To access services and accommodations the student should first self-identify and submit documentation of the disability to the Dean of Students when they apply to college. Faculty will be notified of the approved accommodations at the beginning of the term. The Dean of Students can arrange counseling, special parking, priority registration and other services needed by the disabled student.

DISTANCE EDUCATION

Northeastern Technical College offers instruction through distance education by providing online (Internet) courses, hybrid courses and tele-classes. The student seeking nontraditional learning opportunities will experience structured learning activities, equivalent in content and rigor to traditional classes. Students who enroll in distance education classes must have access to technology, including computers, to communicate with the instructor, submit weekly assignments or testing. The College provides access to computers at each campus location.

Blended (Hybrid): Blended courses include a minimum of 25% face-to-face instruction on campus or at an approved offsite location with the remaining course instruction time occurring online. The schedule and structure (which may include online assignments, discussion forums, labs, etc.) can vary significantly from one blended course to another. Faculty teaching blended course will clearly indicate all on-campus requirements and meeting times in the course syllabus or plan of study. Students may incur additional expenses such as equipment (i.e., microphone or webcam) and/or testing proctoring.

Tele-classes (DL) are based on two-way interactive audio and video technology that connects all NETC campuses and other technical colleges. Tele-classes enable students to attend traditional classes transmitted to a classroom so students and instructors can hear, see and talk in real time learning activities. Registration for distance courses is the same as traditional course registration. Credit hours earned and cost for distance education is the same as for traditional classes.

Online (ONL): In an online course, instructors conduct all instruction, assignments, projects, and research using digital tools and the D2L learning management system. Online courses may require students to make occasional trips to campus or an approved site for proctored testing. Students may incur additional expenses such as equipment (i.e., microphone or webcam) and/or online test proctoring.

- Synchronous: Online courses have required established class meeting/session times that students meet virtually. Faculty are required to record these online lectures.
- Asynchronous: Online courses do not have established class meeting/session times.

ENGLISH FLUENCY

Northeastern Technical College complies with the Higher Education Act of 1991 which requires that employees have proficiency in the English language. The College Policies and Procedures Manual has specific information regarding this compliance. Students should follow the procedure outlined in the Student Code and Grievance Procedure in the event of concerns regarding English fluency of faculty or staff of the College.

GRADE POINT AVERAGE (G.P.A.)

The G.P.A. is calculated by multiplying semester hour credits earned by the respective numerical values for the course grade (A=4, B=3, C=2, D=1, F=0, U F =0, WF=0, I=0), totaling the product, then dividing this total by the number of semester hours attempted. Hours for which "I", "W", have been assigned are not calculated. Transfer credits and credits for which grade of "E" has been assigned are not calculated. Only grades of "A", "B", "C", "D", "UF" and "F" are calculated in the G.P.A. at their actual credit value.

Students may repeat courses with only the higher of the grades being calculated in the G.P.A. All grades will appear on the student's official transcript.

GRADE REPORTS/VERIFICATION

Grade reports will be available through Self- Service at the end of each semester. Students may request verification of a grade up to midterm of the following term after the grade was assigned. Verification request should be made at the Registrar's Office.

GRADING SYSTEM

A. The College requires a minimum numerical score for conversion to letter grade:

A - Shall be no less than 90.
B - Shall be no less than 80.
C - Shall be no less than 70.
D - Shall be no less than 60.
F - Shall be any score less than 60.
(PNR and NUR courses earning less than a grade of "B" are considered failed)

B. Reporting of grades to Registrar's Office for a letter grade:

A EXCELLENT: 4 grade points for each credit earned. (No grade points for developmental studies or continuing education courses.)

B ABOVE AVERAGE: 3 grade points for each credit earned. (No grade points for developmental studies or continuing education courses.)

C AVERAGE: 2 grade points for each credit earned. (No grade points for developmental studies or continuing education courses.)

D BELOW AVERAGE: 1 grade point for each credit earned. (No grade points for developmental studies or continuing education courses.)

F FAILURE: 1 grade point for each credit earned. (No grade points for developmental studies or continuing education courses.)

UF UNEARNED F: 0 grade points for each credit earned. An unearned "F" is when students who failed the course AND did not complete the final assignments in the course. Final assignments include, but are not limited to a final exam, final project, final paper, or any other assignment due in the last week of the course. If a student completed some or all of the other requirements in the course but did not complete the final assignment of the course and failed the course, the "F" grade will be considered unearned. An unearned "F" grade

will register as a "UF" grade on the transcript. The course's instructor will award this grade when appropriate.

The following authorized grades and course symbols are not used for calculation of GPA:

WP WITHDRAWN PASSING: No credits or grade points. Given when student is passing at the point of withdrawal.

W WITHDRAWN; EXCESSIVE ABSENCES/UNEARNED: No credits or grade points. The grade of "W" is issued when the student has been dropped for excessive absences or has not earned a failing grade of "F". An unearned "F" is when students who failed the course AND did not complete the final assignments in the course. Final assignments include, but are not limited to a final exam, final project, final paper, or any other assignment due in the last week of the course. If a student completed some or all of the other requirements in the course but did not complete the final assignment of the course and failed the course, the "F" grade will be considered unearned. An unearned "F" grade will register as a "W" grade on the transcript. The course's instructor will award this grade when appropriate. Upon verification by the Registrar, the grade may be updated to a "W". Does not compute in GPA and CGPA and Does count as credit attempted."

I INCOMPLETE: No credits or grade points. Defaults to a grade of "F" after a maximum of one semester. Students do not re-register for course until "incomplete' is resolved.

E EXEMPT: Earns credits. No grade points. Awarded for course exemption based on testing, equivalent work or educational experience. A college may choose to grant exemption credit ("E" grade) for continuing education units (CEUs), work experience, experiential learning, and/or training.

TR TRANSFER: Earns credit. No grade points. Allowable equivalent Tech credits earned at other regionally accredited postsecondary institutions supported by official transcripts.

AU AUDITS: No credits or grade points.

NC NO CREDIT: No credits or grade points. Issued only when instructor does not submit grade reports. Must be replaced by a final grade as soon as received from instructor.

NR NO REPORT: No credits or grade points. Issued only when instructor does not submit grade reports. Must be replaced by a final grade as soon as received from instructor.

S SATISFACTORY: Earns credits or continuing education units (CEUs). No grade points.

SC SATISFACTORY: Earns credits. No grade points. Denotes completion of subject

requirements prescribed for student.

U UNSATISFACTORY: No credits, CEUs or grade points.

C. DEVELOPMENTAL STUDIES AND CONTINUING EDUCATION GRADES

Any of the above grade symbols may be used for developmental studies or continuing education courses. In addition, colleges may expand the above grades to denote multi-exit points. However, developmental studies credits earned in developmental studies courses (courses numbered less than 100) or continuing education credits (CEUs) earned in continuing education courses (courses numbered 500 and above) shall not be creditable toward an academic certificate, diploma or degree and shall not generate grade points for use in GPA calculation.

D. REPEAT GRADES

For repeat grades earned by a student, the College will use the highest grade earned in GPA calculation. In all cases, the student's complete academic record is reflected on the transcript.

E. STANDARDS OF PROGRESS

A semester/term and cumulative grade point average (GPA) of 2.0 shall be used at each technical college to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

A grade point average (GPA) of at least 2.0 in the student's major (i.e., all coursework presented for graduation) is required for graduation.

F. RETAKING COURSEWORK

Grades earned in repeated courses will replace grades of 'F,' "W", or "WF". Course credits with grades of 'F', or "W" are included in the maximum time frame (MTF), and incremental completion rate (ICR) requirements as credits attempted but not earned. Students with incomplete grades will receive an 'F' if a grade change is not submitted by the midterm week of the following semester or term (for spring terms completion is required by the midterm of the fall unless otherwise indicated by a High School request). The grade 'I' indicates Incomplete and is calculated as if it is an 'F' until it is changed to another grade and the course will be included as course credits attempted, but not earned. Credits from all repeated courses are calculated as credits attempted. The highest grade earned will be used in the CGPA calculations. In all cases, the student's complete academic record is reflected in the transcript. (*Also see Procedure 4.2.26 Grading System*).

GRADING PROCESS

A. Faculty will enter a midterm numeric grade at the mid-point of a course regardless of the length of the term.

B. Faculty will enter letter and numerical grades in Self Service by the end of term within 48 hours of the course ending and email a copy of roster grades with the grade percentage and student attendance records for courses taught to their respective dean.

C. Deans will receive from each faculty member the following course records: Attendance records, and end of term roster grades for each course taught. Student grades and attendance records will be maintained for two years, at which time the records will be destroyed in compliance with State policy.

D. Students may request a review of an assigned grade up to midterm of the following term after the grade was assigned. Student requests to verify a grade should be directed to the Registrar's Office, who will contact or refer the student to the appropriate Dean.

GRADUATION

The College sponsors graduation ceremonies three times a year, or as deemed necessary by participant numbers. Participation in the formal graduation ceremonies is an option the student may choose. Students who are eligible for graduation must apply for the degree/diploma/ certificate and pay the fee when applicable.

Students will be notified by the Registrar's Office, should complete the graduation application in Self Service during the last term of enrollment for degrees, diplomas, and certificates. Credentials are conferred when academic program is complete and a graduation application is approved.

GRADUATION REQUIREMENTS

Requirements for course work for graduation vary with the student's program. The student is responsible for fulfilling the requirements set forth in this catalog or as announced by advisor.

1. The student must achieve a program G.P.A. of 2.0.
2. The student must complete the course work and the required number of credits.
3. The student must pay all required fees and satisfy all financial obligations to the College.
4. The student must complete the graduation application in Self Service.

INCOMPLETE GRADE/REQUEST FOR EXTENSION

When a student **has completed at least 75% of course work satisfactorily** and is unable to complete due to extenuating circumstances, the instructor may agree to assign an "I". The instructor and student must complete the written agreement indicating the work to be completed, time limits, deadlines and the grade which will be assigned if work is not completed. The "I" will default automatically to a "F" at midterm of the following semester if the instructor does not submit a grade change form. The Registrar must approve exceptions to this deadline.

PLACEMENT TESTING

Most applicants for degree, diploma, and certain certificate programs will take a placement examination (assessment) **or qualify for a waiver as indicated below**. The assessment is **not** an entrance examination. The purpose of placement examination is to determine the individual's skill level and readiness. Results will be used to determine the need, if any, for developmental placement. Faculty advisors will also use the results in planning students' programs and classes. The College placement examination is offered the first time free of charge as a service to applicants. A photo ID must be presented prior to testing. Test scores are available immediately upon completion. Placement assessments are administered for English and math. All placement scores are valid at NETC for two years from date of examination.

The placement test may not be necessary if the applicant meets one or more of the following requirements:

- Graduated from a South Carolina high school within the last 2 years and earned a weighted GPA of 3.0 or higher.
- Successfully completed comparable writing and reading and/or math developmental courses at another SC Technical College within 2 years.
- Achieved the following minimum scores within the last two years: SAT Verbal 480 and SAT Math 480

or ACT Composite 20 within 2 years; and has submitted an official copy to the Admissions Office.

- Satisfactorily completed a college level English Composition and/or Mathematics course above the developmental level at an accredited college or university.
- Approved transient registration form/letter from another college.

MATHEMATICS

COURSE	NEXT GENERATION TEST & SCORE
MAT 106	Arithmetic 200-248 or Quantitative Reasoning 230-236
MAT 108	Arithmetic 249-254 or Quantitative Reasoning 237-249
MAT 110	Quantitative Reasoning 250-269 or Advanced Algebra 200-255
MAT 111	Cannot place into
MAT 120	Quantitative Reasoning 250-269 or Advanced Algebra 200-255
MAT 122	Quantitative Reasoning 250-269 or Advanced Algebra 200255
MAT 130	Cannot place into
MAT 140	
Cannot place into MAT 141	
Cannot place into	
MAT 155	Arithmetic 249-254 or Quantitative Reasoning 237-249 *(Schaeffler Students only)*
MAT 168	Quantitative Reasoning 250-269 or Advanced Algebra 200-255
MAT 211	Quantitative Reasoning 250-269 or Advanced Algebra 200-255
MAT 212	Quantitative Reasoning 250-269 or Advanced Algebra 200-255

ENGLISH/WRITING/READING

COURSE	NEXT GENERATION TEST & SCORE
RWR 032	Writing 200-229
RWR 100	Writing 230-236
ENG 101	Writing 237+

READING

COURSE	NEXT GENERATION TEST & SCORE
RWR 032	Reading 200-229
RWR 100	Reading 230-236
	237+ No Reading Required

PREREQUISITES

Prerequisites are requirements that must be met before students can enroll in a specific course. Students must comply with catalog requirements regarding completion of prerequisites. The only exceptions for prerequisites are the following, which must be approved by the appropriate Academic Dean:

- Placement scores may fulfill developmental prerequisites; placement scores may be waived based on SAT/ACT scores.
- Transient students who have written documentation from their college/university to enroll in a specific course that has a prerequisite.
- Students with an associate or higher-level degree who enroll in beginning college level courses may be allowed to waive prerequisites.
- Students who successfully transfer in a course that has a prerequisite are not required to complete the prerequisite.

RECORDS—TRANSCRIPTS

In compliance with the Federal Education Rights and Privacy Act, the College maintains the position that students' records are confidential. Official transcripts must be requested through the Parchment at www.parchment.com. Unofficial transcripts can be obtained through the student's Self-Service account.

High school official transcripts and other college official transcripts must be maintained in the student's file and cannot be released by student request. The student must request copies from the institution where the credits were earned.

REGISTRATION

All students are required to register for classes, which includes meeting with their faculty advisor to schedule appropriate classes and completing the process by establishing payment with the Business Office. Approved registration is based on the official class roster maintained by the Registrar's Office.

REPEATING COURSES

A student may repeat any course and both grades will appear on the College official transcript, but only the higher grade earned will be calculated in the GPA. Students must follow guidelines appropriate to financial assistance.

Upon the third unsuccessful attempt of a sequence course, the student must repeat and pass any prerequisite course with a "C" or better. Financial Assistance will only pay one time for courses which have been previously passed.

PROOF OF REGISTRATION

Students may access academic information, such as registration, class schedules as well as financial information at the NETC Student Portal through the Self-Serve App link.

SECOND MAJOR/DEGREE

A student may earn only one degree for a major (designated by the curriculum code). A student who wishes to enroll in additional courses beyond the degree major may enroll in certificate programs.

A student who wishes to pursue a second major must earn a minimum of nine semester hours of credit different from courses in the first major. The student who wishes to pursue a second major should complete a Change of Program Form upon completion of the first program. A student may be enrolled in only one program at a time. The appropriate Academic Dean and advisor will specify the additional course requirements.

ACADEMIC STANDARDS OF PROGRESS

A. **Satisfactory***—A satisfactory status is assigned to a student who successfully completes 67% of all credits attempted and maintains a 2.0 cumulative GPA.

B. **Warning***—A student pursuing an Associate Degree, Diploma, or Certificate Program is considered to be in serious academic difficulty if his/her cumulative grade point ratio falls below 2.0

C. **Suspension***—Students on warning who fail to earn a 2.0 GPA will be subject to suspension. A student on suspension is ineligible for federal financial assistance until the student fulfills the 2.0 cumulative GPA and pace of coursework completion (67% al all credits attempted). Re-admission after a second term of suspension should include participation in counseling in the Student Services Office to determine if the student should consider a curriculum program change.

***NETC follows the guidelines of financial aid standards of progress for academic standings.**

D. **Non-academic Suspension**—A student suspended from the College for non-academic reasons will be notified in writing of the length of suspension. For violations of conduct (see Student Code), the instructor may temporarily dismiss the student from class and refer the matter to the Dean of Students or Vice President of Academic Affairs and Student Services. Non-academic suspensions will be initiated only by the Dean of Students. The length of the probation and/or suspension will depend on the nature of the violation. See Due Process

E. **Re-Admission after Suspension**—To be re-admitted after suspension, the student must request directly to the Dean of Students in writing.

TEACHER CREDIT RENEWAL/RECERTIFICATION

The South Carolina Department of Education has developed new policies regarding the types of activities teachers may complete at NETC to satisfy credit renewal/recertification requirements. These new policies include the following as options for earning renewal points:

- Completion of appropriate credit classes
- Completion of non-credit classes, workshops, or seminars for which CEU's (Continuing Education Units) are awarded
- Teaching credit or non-credit classes
- Collaboration with college personnel on projects, grants, or related professional development activities.
- The credit renewal coordinator of the school district must approve renewal/recertification activities for each teacher in advance. Teachers should contact the S.C. Department of Education

(www.ed.sc.gov) or their area District Office for additional details

TIME COMMITMENT

Student schedules for full-time students may require 15–20 hours per week of classroom and laboratory work. On the average, 18–20 hours per week must be devoted to outside study. Thus, a full-time student should plan a time commitment of 40 hours per week for classes and study.

A part-time student should schedule 1–2 hours for study for each hour of class time. This is a suggested minimum.

WITHDRAWALS

A student wishing to withdraw from the College, or a course should first consult the faculty advisor to review the situation and/or to inform the advisor. The student should complete a Change of Schedule form (Drop/Add form) and have the instructor sign and indicate the last date of attendance and submit to the Registrar's Office for processing.

It is also the student's responsibility to follow this procedure to be eligible for designated refunds and Financial Assistance. (Note: Pell Grants require 60% of semester).

WITHDRAWAL PERIOD

The withdrawal period shall be that period during which a student, with the permission of the faculty advisor, may withdraw from courses without academic penalty. Withdrawal period is adjusted to correspond to the length of the term(s).

A student withdrawing from a course up to midterm will be assigned a grade of "W". After midterm, a grade of "W" will be assigned for failing grades or a "WP" for passing grades. A grade of "Q" will be assigned for excessive absences/unearned F without withdrawal.

Students should note on the semester calendar the last date to withdraw. After this date, students may not withdraw from class.

Census Chart		
Length of Term	**100% Refund Period (No refunds after this date)**	**Financial Aid Census Date**
15 Weeks	**7 Days**	**8th Class Day**

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

The Continuing Education Division of Northeastern Technical College provides credit and non-credit opportunities, including degrees, diplomas, and certificates for individuals in career training and for employees in the workforce. Additionally, the college offers personal interest courses for personal development.

The division provides short courses, assessments, workshops, lectures and special training projects to meet the educational needs of local industry. Additionally, the division offers coordinating and planning services for business, industry, and agencies.

CONTINUING EDUCATION COURSES

Student Information

- Students enrolled in Continuing Education classes must comply with the Technical College Student Code and Grievance Procedure and with documentation requirements regarding disabilities.
- Continuing Education determines the fees for each activity based on costs of instruction, materials, facilities, and administration. Free tuition for citizens over 60 years of age is available on a space-available, cost-recovery basis. These applicants must meet admission requirements and pay all applicable fees. Senior citizens who are employed full time are not eligible for tuition waivers.

Refunds

- Refund of 100% will be issued for classes, seminars, or workshops canceled by the College due to insufficient enrollment, inclement weather, or similar situations.
- Registered students who withdraw from a class/seminar/workshop at least 24 hours (one working day) prior to the first day of class meeting will receive a refund of 100%. Students who withdraw must submit written, e-mail or phone request for the refund to be eligible for refund at the time of withdrawal to be eligible.
- Students may request official transcripts for Continuing Education training by submitting a written request to the Office of Student Services. The College manages these official transcripts in accordance with Federal Education Rights and Privacy Act. (FERPA).

CONTINUING EDUCATION UNITS

Northeastern Technical College has adopted the nationally recognized standard of Continuing Education Units as a means of recording and accounting for certain non-curricular courses, programs, and activities.

- A CEU requires 10 contact hours of participation in an organized adult or continuing education activity properly sponsored or directed, with qualified instruction.
- A permanent record of CEU's earned by each student with fractions of hours to one decimal is maintained. Thus, a student satisfactorily completing 15 classroom hours receives 1.5 CEU's. Personal interest courses do not earn CEU's.
- In addition, one certificate of course completion is available upon request from the Office of

Continuing Education.

WORKFORCE DEVELOPMENT

The continued development of skills and knowledge are necessary. Business and industry encourage and support special courses to update or develop career potential for their employees. These special courses are high quality and affordable to professional, management, clerical, technical and crafts personnel, for anyone wishing to improve knowledge and job skill. Seminars, workshops, conferences, and short courses offered do not earn academic credit; however, CEU's (Continuing Education Units) are recorded for successful completion.

The College is an authorized WINS® (Career Readiness Courseware & Credentials) Workforce Process Center. WINS® is an EEOC –compliant process developed by ACT Inc. and is currently in use nationwide in industry and education. WINS® provides a common language for employers and educators to match skills needed on the job with employee skills, based on profiling jobs and assessing individual skills.

On-campus or on-site delivery courses are designed, in cooperation with training personnel, to meet specific training needs in business or industry. Anyone interested in professional/staff development should contact the Continuing Education Division.

WORKFORCE TRAINING SPONSORED BY INDUSTRY

NETC offers a special arrangement for industry by which in-service training conducted by a company can earn continuing education units (CEU's). Under this arrangement, the industry simply provides the Continuing Education division with an outline of the training and registration forms (available from the Continuing Education division, Student Services, or Online) for each employee receiving training. Upon approval by the Director of Workforce Development and Continuing Education, a file is set up for the training and each participant is awarded CEU's upon successful completion of the event. An official transcript is maintained for each participant and is available upon written request from the Office of Student Services. This valuable service is an easy and ideal way to keep training files for employees at minimal cost to the company. For further details concerning Sponsored Training for Industry, contact the Workforce Development and Continuing Education office.

Employers may apply for funding to promote workforce development through sources such as the Enterprise Zone Act, Incumbent Worker Training and other federal and state grants and incentives. Call Workforce Development and Continuing Education for information regarding the process and eligibility.

SOUTH CAROLINA CHILDCARE TRAINING PROGRAM

The College offers courses designed for childcare professionals interested in operating a licensed childcare facility, employment in a facility or meeting standards to improve a facility. Courses include topics such as curriculum, child development, health/safety/nutrition, guidance, and program administration. These courses are designed to benefit partner agencies including First Steps and Head Start.

ONLINE CONTINUING EDUCATION COURSES

Continuing Education is not limited to only campus sites. Many continuing education classes are offered online through Ed2GO and Pro-Train can be easily accessed from anywhere. Visit our website at www.netc.edu for a listing of continuing education on-line class offerings. These courses generally apply to situations in which the trainees are unable to attend classes on campus due to unusual distances from campus, or specialized equipment in the plant that is not available at NETC. Contingent upon the availability of qualified instructors and necessary equipment or materials, there are no limits to the types of courses that can be offered to trainees to upgrade skills. Interested individuals, groups, or companies can contact the Division of Workforce and Continuing Education at Northeastern Technical College.

readySC™

When a new industry locates in the service area or an existing local industry plans an expansion, readySC™ is an excellent partner to assist in planning, identifying resources and coordinating processes. Specialized training for industry is an integral part of the College's educational program. Training is tailored to specific needs and may be in the form of pre-employment training or on-the-job training for new or expanding industries. Inquiries concerning specialized industrial training because of plant expansion or new business locating in the service area should be directed to the designated Economic Development Director in the county in which the industry is expanding or locating. Inquiries can also be directed to the South Carolina Department of Commerce.

APPRENTICESHIP CAROLINA

Apprenticeship Carolina is a branch of the South Carolina Technical College System that assists industries with the development and registration of a Department of Labor registered apprenticeship. The Dean of Workforce Development and Continuing Education can assist with the coordination of this process.

PERSONAL ENRICHMENT

The College offers personal interest or personal development courses throughout the year. These courses are offered on a cost-recovery basis and tuition and refund policies apply. Personal interest courses are included in the course announcements in local newspapers and mailed to individuals on the College mailing list, and on the college website at www.netc.edu.

WORKFORCE OR PERSONAL DEVELOPMENT NEEDS?

Simply pick up the phone and call the Office of Workforce Development and Continuing Education at Northeastern Technical College between the hours of 8 a.m. and 5 p.m., Monday through Thursday, or 8 a.m. and 1:30 p.m. on Friday. From the Cheraw area, the number is (843) 921-6900. For other local areas (parts of Chesterfield, Marlboro, and Dillon counties) you may call 1-800-921-7399. Visit www.netc.edu for information.

ALLIED HEALTH

The Allied Health Division of Northeastern Technical College provides credit and non-credit opportunities for individuals seeking careers in the medical field. These include, but are not limited to, Certified Nursing Assistant (CNA), Certified Medical Assistant (CMA), Community Healthcare Worker (CHW), Phlebotomy, Emergency Medical Technician (EMT), Paramedic, Practical Nurse (PN) and Registered Nurse (RN). The division meets the educational needs of health care providers through short-term and specialized training, workshops, seminars, certificates, diplomas, and degrees. For further information on Allied Health training, please contact the Dean of Allied Health at (843) 921-6900.

Student Information

- Students enrolled in Allied Health classes are subject to compliance with admission procedures which may include assessments, pre-requisite courses or skills, background record check, drug screen, or documentation of eligibility. S.C. law requires that all students who register for healthcare courses with a clinical component must undergo a criminal record check. Information regarding cost and procedures are provided by Allied Health.
- Clinical facilities require that students who register for healthcare courses with a clinical component must provide criminal background check, health information and/or drug test results. Allied Health provides information regarding cost and procedures for each class.
- Students enrolled in Allied Health classes must comply with the Technical College Student Code and Grievance Procedure and with documentation requirements regarding disabilities.
- Allied Health determines the fees for each activity. Tuition is based on costs of instruction, materials, facilities, and administration. Free tuition for senior citizens applies only to individuals over 60 years of age and only on a space-available, cost-recovery basis. These applicants must meet admission requirements and pay all applicable fees. Senior citizens who are employed full time are not eligible for tuition waivers.

Refunds

- Refund of 100% will be issued for classes, seminars or workshop canceled by the College due to insufficient enrollment, inclement weather or similar situations. NETC reserves the right to cancel any class due to insufficient enrollment.
- Registered students who withdraw from a class/seminar/workshop at least 24 hours (one working day) prior to the first- class meeting will receive a refund of 100%. Class is defined as an activity that requires two or more meetings.
- Students who withdraw must submit written, e-mail or phone request for the refund to be eligible for refund. The request must be made at the time of withdrawal.
- Students may request transcripts for Allied Health training by submitting a written request to the Office of Student Services. The College manages these transcripts in accordance with Federal Education Rights and Privacy Act.

ALLIED HEALTH CONTINUING EDUCATION UNITS

Northeastern Technical College has adopted the nationally recognized standard of Continuing Education Units as a means of recording and accounting for certain non-curricular courses, programs, and activities.

- A CEU requires 10 contact hours of participation in an organized adult or continuing education activity properly sponsored or directed, with qualified instruction.
- A permanent record of CEU's earned by each student with fractions of hours to one decimal is maintained. Thus, a student satisfactorily completing 15 classroom hours receives 1.5 CEU's. Personal interest courses do not earn CEU's.
- In addition, one certificate of course completion is available upon request from the Division of Allied Health.

STUDENT HANDBOOK

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 Alcohol and Other Drug Use Policy may be found at www.netc.edu under current students, and About Us/Campus Security.

CANCELLATION OF CLASSES/WEATHER

Classes may be canceled due to ice, snow or other hazardous weather conditions. The College posts "Inclement Weather Notices" in all student areas and on the College website at www.netc.edu. Announcements of cancellation will be recorded on the college telephone answering system first, and then posted to the college website and Facebook page. Announcements will also be submitted to local radio and television stations as listed on "Inclement Weather Notices". Students are strongly encouraged to sign up for text and phone notifications through **ReGroup** on our NETC Website homepage. See Office of Student Services for details.

Every effort will be made to make announcements by 6:00 a.m. Announcements regarding evening classes will be reported by 4:00 p.m. Public school closings have no effect on the operation of the College.

CLASS SCHEDULES

To access and select courses for each term go to www.netc.edu and select the Academic Programs tab and Course Schedules and Information.

CLASSIFICATION OF STUDENTS

Full time—a student enrolled for 12 or more credit hours. Part time—a student enrolled for less than 12 credit hours.

A student is classified as a freshman from initial enrollment until 32 semester hours credit has been earned; students who have earned more than 32 semesters hours are classified as sophomores.

CLASSROOM REGULATIONS/USE

Classrooms are scheduled for use for classes, meetings, seminars, and workshops throughout each day of the week. Instructors and students are responsible for care and cleanliness of the classroom for others' use.

Food and drinks are not allowed in the classrooms. NETC is a smoke-free environment. Smoking is allowed in designated areas. See Student Services for more information.

Use of classrooms for meetings is permitted when requested in advance. Forms for request may be obtained at the Information Window located in Ingram Hall. For use of space outside normal operating hours and procedures, there may be a charge.

To minimize classroom disruptions and to protect the integrity of testing, cell phones should be silenced in classrooms at NETC. The only exception is for on-call emergency personnel (police, fire, EMS); these students are required to notify the instructor of their need for such devices with documentation verifying employment. This information must be provided at the beginning of the term or at the beginning of each applicable class session. On-call emergency personnel may not leave a test or communicate with these devices and return to complete the test. In this situation, the student will be required to make arrangements for re-testing.

COMPLAINTS/CONCERNS

Expressions of dissatisfaction should be directed to the appropriate sources of responsibility:

- Academic Concerns: The Instructor or appropriate Dean (Arts & Sciences, Allied Health, or Workforce Development)
- Non-Academic areas of student life: VP for Student Services
- Library: Head Librarian or Dean of Arts & Sciences
- Financial Assistance: Financial Assistance Coordinator

CAREER ADVISING

Advising offices are in Building 800. Advising counselors are available to both day and evening students. Students are urged to take advantage of avail- able services, including career-planning assistance for students who want information about the world of work.

Testing and interest inventories are available and may be administered by the counseling staff upon request.

Counseling services are available to distance learning students. More information on counseling and career services for distance learning students can be found on the college website at www.netc.edu.

Referrals may be made to off-campus agencies such as Mental Health, Vocational Rehabilitation, etc., as needed.

DRESS AND PERSONAL APPEARANCE

Cleanliness and appropriate dress are ways in which the student gives evidence of self-esteem and concern for others. For health and safety considerations, shoes must be worn, along with acceptable dress items. NETC students are expected to use mature judgment in personal appearance and the selection of attire. If extreme or distasteful style of dress interferes with the educational process, appropriate attire will be suggested. Departments have the prerogative to require dress appropriate to the career field for which the student is preparing, including safety attire.

DUE PROCESS/APPEALS PROCEDURES

Students at Northeastern Technical College are expected to conduct themselves in a mature, dignified and honorable manner. Activities which are in violation of College regulations and/or detrimental to the College may be cause for disciplinary action. All instructors and administrators have express authority for general supervision of student conduct. Instructors may temporarily dismiss students from class and should refer the situation to the Dean of Students for disciplinary action.

Due process of law is recognized as essential to proper enforcement of College rules, and accordingly no disciplinary action may be imposed on a student by or in the name of the College except in accordance with the provisions of the Student Code and Grievance Procedure. A copy of the Student Code and Grievance Procedure can be accessed at www.netc.edu or a copy may be requested from the Office of Student Services.

Each student charged with misconduct which could result in disciplinary action shall have and be informed of the right to a fair hearing before the Student Appeals Committee.

Due process procedures include, but are not limited to:

A. The student must request, in writing, a hearing for the appeal (after consultation with the Dean of Students to attempt to resolve the complaint).
B. The student will be notified by certified mail of the date, time and location of the hearing. A written statement of procedural rights will be included.
C. The Committee will consist of three faculty members, three students, one member from the Office of Student Services, and the Dean of Students who serves as an ex-officio nonvoting member of the committee.
D. The student will have the right to representation, the right to the identity of the person initiating the charges, the right to hear witnesses, the right to call witnesses, the right to testify or to refuse to testify. The student may also request, in writing, that the President disqualify any member of the Committee for a reason listed in the written request.
E. The Committee will hear information presented by both sides, then convene privately to discuss the possible sanctions and to vote.
F. The student will be notified, in writing, immediately upon the committee's decision that will include a statement of the sanctions recommended. A copy of this information will remain in the student's record for the period of the disciplinary action.
G. If considered guilty by the Committee, the student may appeal to the President. The appeal must be in writing and received by the President within seven days of the hearing. After review of the information and committee deliberations, the President will render a final decision in writing to the student.

EMERGENCIES

General campus emergencies will be announced by the Administration. Students are expected to abide by instructions from the faculty or administration.

Medical emergencies should be reported immediately to the closest faculty or staff member. In case of serious illness or injury, call 911. Attempts will be made to notify the victim's family. The campus security officer should also be notified. Insurance claims forms are available from the Business Office or Student Services Office.

EMERGENCY EVACUATION PROCEDURE

Emergency evacuation drills will be held periodically without advance notice. Fire alarm boxes are strategically located throughout the institution. The following steps should be taken:

A. The signal for an emergency evacuation of the College is given by the Fire Alarm System by one long continuous sounding of the fire alarm.

B. All persons should evacuate to the nearest parking lot and proceed to a point 300 feet from the nearest building. No one should evacuate to the quadrangle. Escape routes are posted.

C. The "all-clear" signal for return to classes will be three short soundings of the fire alarm. Classes will resume at that time unless formally dismissed.

D. When a tornado warning is issued by the College, students should move to protected areas such as hallways or to areas without windows. Refer to maps posted in each area for exact locations.

E. In the event of an active shooter or intruder, the College will go into lockdown. Students should follow directions of faculty, staff, or other College employee to the closest secure space.

COVID-19 SAFEGUARDS

Northeastern Technical College takes every precaution to ensure the safety of our student population and customers who visit our campuses. Faculty and staff are trained in the use of Personal Protection Equipment by requiring the use of face masks while on campus and interacting with others. The offices and classrooms/labs are prepared with PPE on all machines as well as being trained on the proper procedures to clean classrooms and equipment after use.

The washrooms are prepared with touchless water faucets and paper towel machines as well as reminders of CDC and DHEC requirements and recommendations are clearly posted.

All areas of the campus require social spacing and signs indicating the spacing in all areas where services are rendered.

HEALTH SERVICES AND FIRST AID

Major illness or injury will be treated by professionals; call 911.

HOURS OF OPERATION

Northeastern Technical College is open to the public from 8:00 a.m. until 5:00 p.m., Monday through Thursday. Classes conducted outside of hours of operation will be supported as needed.

I.D. BADGES

Students must wear identification badges at all times. Badges must be visible and reflect the current academic semester. Upon request, students must show their ID badge while on campus. Badges can be obtained in the NETC Enrollment Center on the main campus and all community campus. Students must present a current paid schedule when requesting a badge. NETC issues each student one badge at time of enrollment. Replacement of badges is solely the student's responsibility. Students must pay $3 to replace lost or damaged badges. One day temporary badges can be purchased for $1.00, in the library. Failure to wear ID badges will result in students being barred from class and a 5-dollar fine.

LIBRARY AND INFORMATION SERVICES

The Library at NETC approaches learning holistically, combining traditional print library services, digital services, and access to computers and the internet. The library located in Harris Hall on the main campus is a full-service learning area. NETC's library has valuable resource and equipment to support the academic and personal needs of our patrons.

In conjunction with the print collection, the library digital resources are accessible 24-7 both on and off campus. https://netc.libguides.com. The library's home page provides access to, the library catalog, eBooks, research databases, tutorials, library guides and information literacy links. Students can access databases (https://netc.libguides.com/a-z) to practice for GRE and NCLEX, to name a few. NETC library participates in many academic partnerships increasing student access to over 2,00,000 print titles. NETC's library is the place to come for research, information, or a quiet place to study.

Hours of operation are Monday through Thursday, 8:00 a.m. to 5:00 p.m., unless otherwise posted. Semester and holiday closing hours are posted in advance. For more information, please call (843) 921-6900 or access the Library link on the NETC web site at www.netc.edu. Librarian assistance may be requested from off campus during hours of operation through the use of the Ask a Librarian service (https://netc.libanswers.com/index.php)

NO SMOKING POLICY

Under the provisions of state law providing for smoke-free public campus, including electronic cigarettes, in South Carolina, NETC has designated all campus buildings as smoke-free. This means that smoking is not permitted on NETC properties, including in vehicles.

ORGANIZATION OF THE COLLEGE

The College is organized by several areas of responsibility, each of which reports to the President of the College. The College is governed by the Northeastern Technical College Area Commission. A full organizational chart may be found on the NETC website.

The areas of the College include:

Finance and Administration (Business Office, Switchboard/Information Window, Maintenance, Custodial, Physical Plant, and Bookstore)

- Human Resources Office (Human Resources, Safety, Security, and Custodial Services)

- Institutional Advancement (Institutional Research and Analytics, Institutional Effectiveness, Marketing and Public Relations, Information Technology and Distance Learning, and Alumni)
- Academic Affairs (Degree, Diploma and Certificate programs, Correctional Facilities, Dual Enrollment, Workforce Development, Continuing Education, Library, Learning Management System (D2L)
- Student Services (Admissions and Enrollment, Student Records, Financial Assistance, Veterans Affairs, and Community Campuses)
- Student Engagement (Student Advising, Placement, Student Support Services, Success Center and Career Center)

PARKING/VEHICLE REGULATIONS

Student parking is available in designated locations on campus. Students may park in areas not reserved for faculty, staff or disabled persons. Visitor parking is available at Ingram Hall.

Campus parking requires students, faculty, and staff to register vehicles with the Enrollment Center and obtain decals. Decals are obtainable in the NETC Enrollment Center. When registering a vehicle, students must present a copy of their paid scheduled, student ID and license plate number. Decals are valid for one year, from August to August. Students with valid decal must park in student parking only. A student with a verifiable disability and state-issued handicap decal may park in designated handicapped parking.

Students will be ticketed for the following reasons:

Non-moving Violations:

First Offense - $5 fine Second Offense - $10 fine Third Offense - $15 fine Fourth Offense – Subject to loss of vehicle privileges

Moving Violations:

First Offense - $25 fine Second Offense – Subject to loss of vehicle privileges

Fines are paid and violations cleared in the Business Office. Violations must be cleared within five (5) class days after receipt of a ticket, or an additional penalty of $5 will be assessed. All fines are considered debts to the College and must be paid in full before grades will be released, before diploma/certificate/degree will be awarded, and before a request for transcripts will be processed. Students must be clear of debt before they can register for classes. **Students who feel their citation is unwarranted should confer with the Dean of Students.**

PUBLIC SAFETY

The Crime Awareness and Campus Security Act of 1990 requires the College to collect and make available crime statistics for certain crimes committed on campus, if any. Title II of the Act also calls for institutions to provide statistical data about the on-campus occurrence of certain criminal offenses that have been reported to campus security authorities or local police agencies. Also, Title II of the Act requires that institutions provide students information on institutional policies regarding security procedures and campus law enforcement, as well as a description of programs designed to inform students about crime prevention. This

information will be provided upon request from the Office of Student Services or may be found at www.netc.edu under campus security.

While the College makes considerable effort to ensure the safety and security of all students and visitors, it is the individual's responsibility to take precautions to protect himself/herself. Campus security efforts are supplemented by mutual aid agreement with local police agencies.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) RELEASE F STUDENT INFORMATION POLICIES AND PROCEDURES

Northeastern Technical College, in the execution of its responsibilities to students, maintains accurate and confidential student records. Federal law states the rights of students to have access to their academic and personal records in accordance with existing college policy and the Family Educational Rights and Privacy Act of 1974, known as FERPA or the "Buckley Amendment". FERPA applies to all educational institutions and educational agencies that receive funds under any program administered by the U.S. Secretary of Education, any program administered by the U.S. Secretary of Education. The purpose of the Act is two-fold: (1) to assure students attending an institution of postsecondary education access to their education records and (2) to protect such individuals' rights to privacy by limiting the transferability of their records without their consent.

Education Record

Education records are defined as records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. Education records are not just "files" on students. They are records maintained in any way, including but not limited to handwriting, computer media, print, e-mail, film, microfilm/microfiches, video or audio tape. Education Records do not include: Sole Possession Records, Law Enforcement Unit Records, Employment Records, health Records, Alumni Records (however, FERPA regulations apply).

Disclosure of Education Records

Student records are maintained in the Registrar's Office. The official student file shall not be sent outside the counseling office, registrar's office, information services, financial aid office, veterans affairs office or other custodial office except in circumstances specifically authorized by the Dean of Students or Vice President for Academic Affairs and Student Services. The authorization for such special circumstances must be in writing.

In accordance with FERPA, the College is restricted as to release of certain educational records information without the written consent of the student. The College can release "directory information" which includes name, address, college e-mail address, beginning and ending date of terms, full- or part-time status, major/minor, credentials earned and dates awarded, honors and awards, and previous spring high school graduate official transcripts sent to high school for follow-up purposes. Students must notify the Registrar in writing by the third week of the term that he/she does not want any or all of the information designated as directory information

disclosed.

The College is authorized by FERPA to release personally identifiable information without the student's consent to:

- College officials and staff, to include instructors, within the institution who have a legitimate educational interest
- The Comptroller General of the United States
- Attorney General of the United States (for law enforcement purposes)
- Secretary of Education
- State and Local Education Authorities
- Appropriate parties if a health or safety emergency exists and the information will assist in resolving the emergency
- An official order of a court of competent jurisdiction
- Subpoena (students will be notified immediately by registered mail that their records are being subpoenaed)

These parties may only receive access to education records if it is in connection with an audit or evaluation if Federal or state support education program or for the enforcement of or compliance with Federal legal requirements which relate to those programs. In compliance with the Solomon Amendment, the College is also required to provide directory information to the Department of Defense.

Access to Education Records

Transcripts and other information are released only with written permission of the student. A transcript request made by the student using the NETC Portal account is considered a written request. If information other than the transcript is released from the student's official record, this release is noted on a cumulative basis.

In accordance with FERPA, students have the following rights:

- The right to inspect and review their own official record or other educational records on them that are maintained by the institution. Upon inspection, students are entitled to an explanation of any information contained in their record.
- Students may question any inaccurate or misleading information and request correction or deletion of that data from their files. All requests for correction of file data will be directed to the official custodian of the file and will become a part of the file in question.
- All requests for correction of a student file will be acted upon within 45 days of the request. If the custodian can verify that such data is, in fact, in error, appropriate corrections will be made, and the student will be notified in writing when the correction has been completed. If an error cannot be readily substantiated, the request will be referred to an ad hoc hearing committee appointed by the president. After students have had the opportunity to present their case to the hearing committee, the committee will render a decision in writing stating the reasons for their decision. If the decision agrees with the student's request, the student will be permitted to review the file to satisfy himself that the change has been correctly made. If the student's request is denied, he will be permitted to append a statement to the records in questions, showing the basis for his disagreement with the denial. Such appendages will become a permanent part of the record.

The College provides an annual notice to students of their rights under Family Educational Rights and Privacy Acts of 1974. For more information regarding FERPA, go to https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

SAFETY

Students must always observe the rules of proper safety. Visits to classrooms, shops and laboratories are not allowed when there is not an instructional supervisor available.

Safety and protective equipment are mandatory in some courses, and students will be required to purchase and use these items as part of their course work.

No open or concealed weapons are permitted on campus.

SEXUAL HARASSMENT

No employee or student may engage in conduct which falls under the definition of sexual harassment. No personnel, admissions or academic standing decision shall be made on the basis of granting or denial of sexual favors.

TITLE IX

Title IX of the Education Amendments of 1972, federal laws, and state laws prohibit discrimination on the basis of race, color, religion, age, national origin, disability, sex or veteran status in educational programs and activities at Northeastern Technical College. As outlined in the Violence Against Women Act, NETC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, faculty, or staff member who believes he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault, or stalking are mandated to report such incidents to the Title IX Coordinators:
Krysten Hyduke, Director of Human Resources (843) 921-6900 or
khyduke@netc.edu

STUDENT ASSESSMENT

Northeastern Technical College is committed to helping all students realize their potential. We evaluate the quality of this commitment and its impact on our students by assessing the effectiveness of all institutional operations. Student assessment, therefore, is a vital measure for determining the quality of NETC's educational program.

From the time of application through the completion of studies at NETC, students will/may participate in assessment in a variety of ways. These may include tests and surveys designed to evaluate services and satisfaction with college programs and services. Serious student participation provides the college with accurate information and results can be used to plan effective new programs and services and improve existing ones.

COURSE SCHEDULE MODALITIES

(As seen on the college schedule)

Face-to-Face (F2F): Face-to-face courses are traditional courses with regularly scheduled on-campus or approved offsite class meetings with no more than 24% online instruction time. All instructors teaching face-to-face courses use the D2L learning management system to communicate course information such as course syllabus, plan of instruction, course policies, instructor information, assignment due dates and student grades. However, instructors may use other learning tools including online discussions, quizzes, or assignments.

Blended (Hybrid): Blended courses include a minimum of 25% face-to-face instruction on campus or at an approved offsite location with the remaining course instruction time occurring online. The schedule and structure (which may include online assignments, discussion forums, labs, etc.) can vary significantly from one blended course to another. Faculty teaching blended courses will clearly indicate all on-campus requirements and meeting times in the course syllabus or plan of study. Students may incur additional expenses such as equipment (i.e., microphone or webcam) and/or test proctoring.

Tele-classes (DL) are based on two-way interactive audio and video technology that connects all NETC campuses and other technical colleges. Tele-classes enable students to attend traditional classes transmitted to a classroom so students and instructors can hear, see and talk u break time learning activities. Registration for distance courses is the same as traditional course registration. Credit hours earned and cost for distance education is the same as for traditional classes.

Online (ONL): In an online course, instructors conduct all instruction, assignments, projects, and research using digital tools and the D2L learning management system. Online courses may require students to make occasional trips to campus or an approved site for proctored testing. Students may incur additional expenses such as equipment (i.e., microphone or webcam) and/or test proctoring.

- **Synchronous:** Online courses have required established class meeting/session times that students meet virtually. Faculty are required to record these online lectures.
- **Asynchronous:** Online courses do not have established class meeting/session times.

STUDENT CODE OF CONDUCT AND GRIEVANCE PROCEDURE

The S.C. Technical College System, under the auspices of the State Board for Technical and Comprehensive Education, has published the South Carolina Student Code. This code is a statement of policy on students' rights and responsibilities. Copies of this Code are distributed to each student and may be obtained in the Student Services Office.

The Student Code contains a listing of the general rights of students, prescribed conduct, and a statement on academic dishonesty. Students are also advised of disciplinary procedures and sanctions as well as the process for conducting a hearing. A grievance procedure is provided for students who have a complaint against the College regarding discrimination, sexual harassment, or lack of English fluency by teaching faculty.

Student Responsibilities

1. Each student is responsible for reading the Student Code and being familiar with the regulations included.
2. Each student is responsible for safety and for being aware of the safety procedures in the classroom, labs, shops and parking areas.
3. Each student is responsible for information published through notices and bulletin board announcements.
4. Students are not allowed in unauthorized areas without permission (this includes business offices, storage areas).
5. Students should keep cars locked, and personal items should be kept safely (including purses, textbooks, money).
6. Students are responsible for their work; taking credit for work other than his/her own is academic dishonesty.
7. Students are responsible for their behavior; abusive, disruptive behavior is subject to disciplinary action.

STUDENT GOVERNMENT ASSOCIATION

Because self-government promotes the development of character and responsible citizenship, the Student Government Association (SGA), consisting of all registered students at NETC, is established to coordinate and direct the activities of student life. The SGA exists to maintain the high ideals for which the College is justly respected and to foster recognition of privileges and responsibilities of students. A copy of the SGA Constitution can be obtained from the SGA office or the Student Services Office.

STUDENT ORGANIZATIONS

NATIONAL TECHNICAL HONOR SOCIETY (NTHS) is an honorary society recognizing the achievements of students who are enrolled in career preparation and technology programs.

PHI THETA KAPPA (PTK) is an honorary society recognizing those students who demonstrate academic achievement in the Arts and Science programs.

STUDENT GOVERNMENT ASSOCIATION (SGA) is the organization serving all students on campus. Students are encouraged to come by the office of the Student Life Coordinator (room 816) to apply for any organization.

STUDENT ROLE IN INSTITUTIONAL DECISION-MAKING

Since many of the decisions that are made at Northeastern Technical College directly affect students and their academic programs, all students are encouraged to participate in the decision-making processes available to them. The primary ways in which students may participate are through the College's institutional committees and through the Student Government Association. Many of the College's institutional committees have student representatives who are expected to take an active role in committee deliberations and vote on issues on an equal basis with other committee members. The Student Government Association is the recognized representative organization of the student body and has access to the President through the sponsor and/or the Dean of Student Engagement or Dean of Students and other administrators of the College on issues of concern and advice.

THE SUCCESS CENTER

The Success Center is an instructional resource center designed to assist students in their academic study at Northeastern Technical College. Located in the John C. West Learning Resources Center on the Cheraw campus, the Success Center is equipped with the latest instructional technology. The Success Center is open from 8:00 a.m. until 9:00 p.m. Monday through Thursday and from 8:00 a.m. until 1:00 each Friday unless otherwise posted.

Services offered by the Success Center include access to computers to complete written assignments, audiovisual resources, Internet access and instructional software. In addition, the Success Center is available to faculty and students for individualized instruction, keyboard instruction, test administration and classroom presentations. (See Testing Services.)

MOBILE PHONES

Mobile phones must not be activated in classrooms, Library, Success Center or Enrollment Center. Emergency personnel must clear with instructor activation of any mobile device.

SELF SERVICE FOR STUDENTS

Self-Service via the NETC portal gives students quick online access to their individual student information. Students can access financial aid information, grades, student finance, tax information, banking information, program evaluations, transcripts, and enrollment verifications.

Self-Service log-in:
username: **firstnamelastname**
password: **last 7 digits of SSN**

NETC Student Self Service

The "One-Stop Shop" For All Your Student Needs!



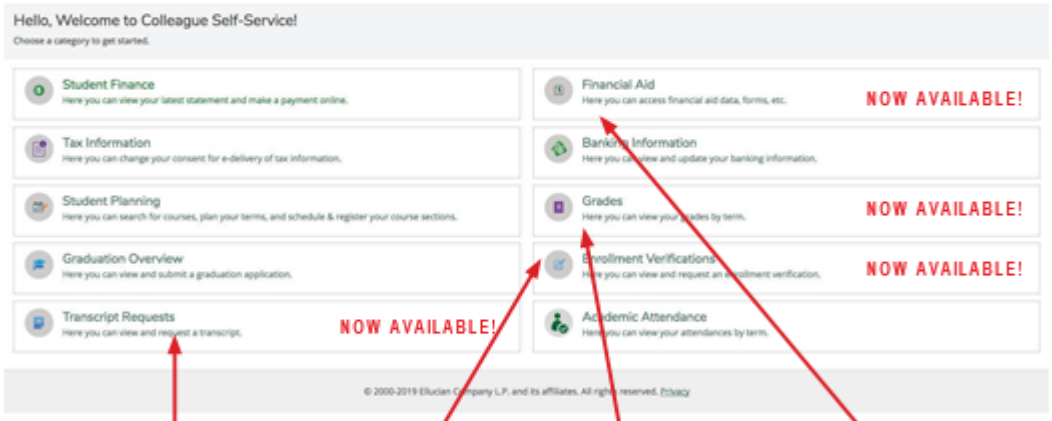
You can find the link to Student Self Service under Bookmark Section on NETC Portal or go to (website).

LOG ON SCREEN FOR STUDENT SELF-SERVICE

Your **USERNAME** is your first and last name in lowercase letters with no spaces. Ex: johndoe Your **PASSWORD** is the last 7 digits of Social Security Number.

HOME SCREEN FOR STUDENT SELF-SERVICE

Below is the Main Screen for Self Service. We are currently working to activate all categories. Note the features that are "Now Available."



TRANSCRIPT REQUESTS

- Online Transcript Request Form

ENROLLMENT VERIFICATION

- Online Enrollment Verification Form

GRADES

- See Grades from Past Semesters

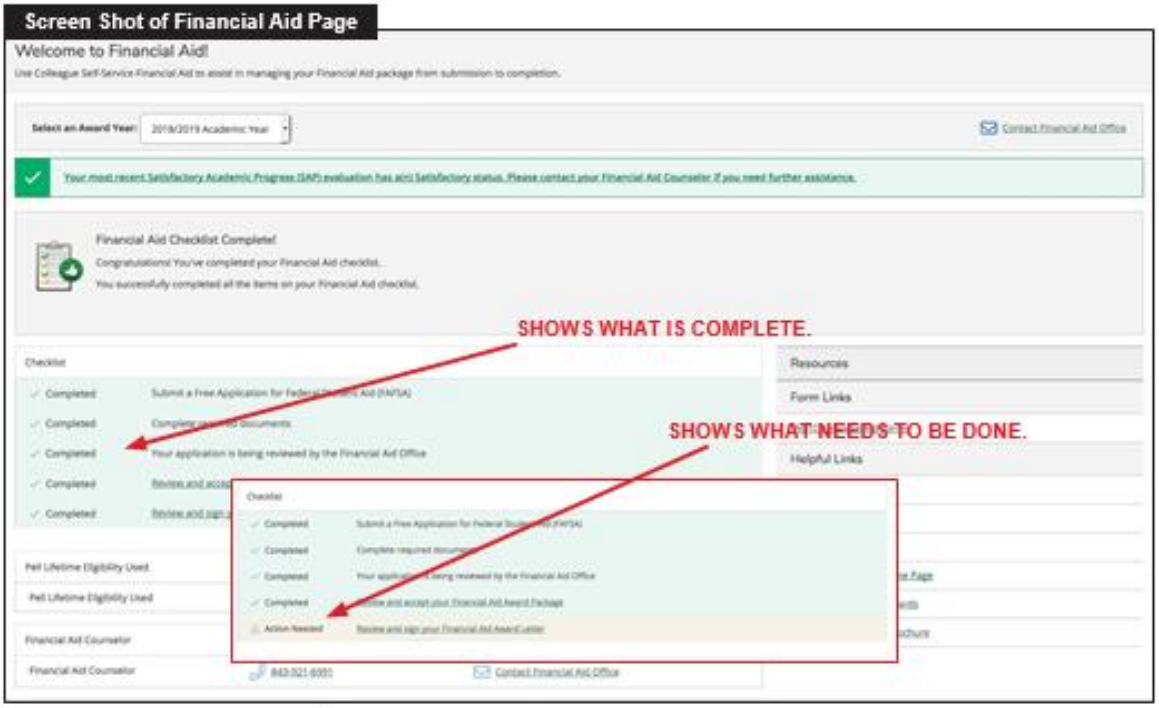
FINANCIAL AID SERVICES

- Status of Financial Aid
- Notifications of Required Documents
- Print Required Documents
- Review and Sign Financial Aid Letter
- Pell Lifetime Eligibility Used
- Links to Important Financial Aid Resources

New Features COMING SOON!

Student Planning • Graduation Overview • Attendance
Student Finance • Tax Information • Banking Info

Screen Shot of Financial Aid Page



Screen Shot of Grades Page



Screen Shot of Transcript Request



Screen Shot of Enrollment Verification Page



ACADEMIC INFORMATION



PROGRAMS OF STUDY

Northeastern Technical College offers academic and occupational programs which are diversified and comprehensive. The program of study includes associate degree programs which prepare students for employment or for transfer to senior institutions for further study. In addition, the College offers several diploma programs for specialized training for occupational preparation. Certificate programs are designed for the student who prefers limited, very specialized access to an area of study. Continuing Education provides short-term, non-credit occupational advancement or personal interest studies.

ASSOCIATE DEGREE PROGRAM MAJORS

(60-84 Semester hours)

Associate in Arts (AA) – 60 hours

Associate in Science (AS) – 60 hours

Associate in Applied Science in General Technology

- Associate in Science General Technology (AAS.GEN) – 84 hours
- Computer Technology (AAS.GEN.CPT) – 63 hours
- Engineering Graphics (AAS.GEN.EGT) – 64-84 hours
- Engineering Technology (AAS.GEN.ENG) – 64-84 hours
- Industrial Maintenance (AAS.GEN.IMT) – 64-84 hours
- Management (AAS.GEN.MGT) – 64-84 hours
- Public Service Criminal Justice (AAS.GEN.CRJ) – 65 hours
- Religious Studies (AAS.GEN.REL)- 60 hours
- Transportation and Logistics (AAS.GEN.TRL) – 64-84 hours
- Welding (AAS.GEN.WLD) – 64-84 hours

Associate in Applied Science

- Machine Tool Technology (AAS.MTT) – 72 hours
- Industrial Electronics (AAS.EEM) – 61 hours
- Nursing (AAS.ADN) – 67 hours
- Business Administration (AAS.BUAD) - 63 hours
- Business Administration – Accounting Specialty (AAS.BUAD.ACC) – 60 hours
- Business Administration – Fire Science Specialty (AAS.BUAD.FSC) – 63 hours
- Early Care and Education (AAS.ECE) – 66 hours

DIPLOMA PROGRAMS

(40-52 semester hours)

Diploma in Applied Science

- Machine Tool Diploma in Applied Science (DAS.MTT) – 41 hours
- Diploma in Applied Science Nursing (PN) (DAS.PNR) – 48 hours

CERTIFICATE PROGRAMS

(16-40 semester hours)

Allied Health:

- Emergency Medical Technician (CHS.EMT) – 16 hours
- Health Science (CHS.HLS) - 17 hours
- LPN to ADN Advanced Placement (CHS.TNUR) – 34 hours
- Massage Therapy (CHS.MAS) – 20 hours
- Medical Assistant (CHS.MED) - 40 hours
- Nursing Assisting and Phlebotomy (CHS.NAP) – 20 hours

Building Construction:

- Building Construction Technician (CET.BCT) – 22 hours

Business:

- Business Science (CB.BUS) – 18 hours
- Entrepreneurship (CB.ENT) - 18 hours
- Entrepreneurship Operations (CB.EOP) – 18 hours
- Management and Supervision (CB.MGT) – 18 hours
- Marketing (CB.MKT) – 18 hours

Business Administration /Accounting:

- Advanced Bookkeeping – (CB.ABK**) –** 18 hours
- Accounting Clerk – (CB.ACC) – 18 hours
- Corporate Accounting Level I (CB.FAC) – 18 hours
- Small Business\Bookkeeping Level I (CB.FSB) – 18 hours
- Small Business\Bookkeeping Level II (CB.SBB) – 18 hours

Computer Technology:

- Data Processing (CCT.DPC) – 33 hours
- Web Page Development (CCT.WPD) – 27 hours
- Information Technology (CB.FIT) – 21 hours
- Advanced Web Page Development (CCT.AWP) – 24 hours
- Service Desk (CCT.SDC) – 24 hours
- Software Application Programming (CCT.SAP) – 27 hours
- Advanced Software Programming (CCT.ASP) – 18 hours

Criminal Justice:

- Criminal Justice (Law Enforcement) (CPS.CRJ) – 24 hours
- Pre-Police Academy Training (CPS.PAT) - 12 hours
- Community Policing (CPS.POL) – 24 hours
- Correctional Officer (CPS.COF) – 18 hours

Culinary Arts:

- Introduction to Culinary Arts (CB.ICA) – 18 hours
- Food Truck Operations (CB.FTO) – 23 hours

Early Care and Education:

- Early Care and Education (CPS.ECE) – 24 hours
- Early Care and Education Business (CPS.ECEB) – 36 hours
- Childcare Specialist (CPS.CCS) – 17 hours

Engineering Graphics:

- Architectural Drafting (CIT.ATD) – 16 hours
- Drafting (CIT.DRT) – 18 hours
- Rapid Prototyping (CET.FRP) – 16 hours

Engineering Technology:

Pre-Engineering:

- Electrical Level I (CIT.EL1) – 23 hours
- Mechanical Level I (CIT.ML1) – 22 hours
- Advanced Pre-Eng: Electrical Lev2 (CIT.EL2) – 23 hours
- Residential Wiring (CIT.RWR) – 21 hours
-

Industrial Maintenance:

- Industrial Plant Maintenance Level I (CIT.MET) – 26 hours
- Workforce Science (CIT.WFS) - 17 hours

Machine Tool:

- Computer Numerical Controls (CNC) Operator I (CIT.FCN) – 17 hours
- Machine Tool I (CIT.FMT) – 17 hours

Manufacturing:

- Manufacturing Production Operator (CIT.MPO) – 18 hours

Religion:

- Introduction to Religious Studies (CB.REL) - 18 hours
- Fundamentals of Management and Religion (CB.FMR) - 18 hours

Transfer:

- Introduction to University Studies (CTA.CUS) – 19 hours
- University Studies Transfer (CTA.CUT) – 39 hours

Transportation and Logistics:

- Introduction to Automotive Repair (CIT.FAR) – 21 hours (High School DE)*
- Preventive Diesel Maintenance I (CIT.PDM) – 19 hours
- Commercial Unmanned Aircraft Operator (CIT.UAS) – 18 hours
- Commercial Transportation (CIT.FTL) – 16 hours
- Warehousing Logistics (CIT.FLW) – 19 hours
- Supply Chain Management (CIT.SCM) – 24 hours
- Automotive Repair (CIT.IAR) – 29 hours

Welding:

- Advanced Welding – Journeyman (CIT.JMN) – 23 hours
- Welding – ARC (CIT.ARC) – 20 hours
- Welding – MIG (CIT.MIG) – 20 hours
- Welding – TIG (CIT.TIG) – 20 hours
- Welding – Flux Core (CIT.FXC) – 20 hours

SCHAEFFLER APPRENTICESHIP PROGRAMS DEGREE

- Schaeffler Group – Industrial Electronics (AAS.EEM.INA) – 65 hours
- Schaeffler Group – Machine Tool Setup (AAS.MTT.STP) – 86 hours
- Schaeffler Group – Tool and Die (AAS.MTT.TAD) - 83 hours

SCHAEFFLER APPRENTICESHIP PROGRAMS CERTIFICATE

- Schaeffler Group – Setup Operator (CIT.SOP) – 25 hours

A.O. SMITH APPRENTICESHIP PROGRAMS CERTIFICATE

- A.O. Smith Group – Industrial Maintenance (CIT.AOS) – 30 hours

DUAL EDUCATION PROGRAMS

- Introduction to University Studies (CTA.CUS) – 19 hours
- University Studies Transfer (CTA.CUT) – 39 hours

ARTS AND SCIENCES PROGRAMS

The NETC College Transfer/Professional programs provide a general education in the areas of Communications, Mathematics, Humanities, Natural Sciences, Behavioral/Social Sciences and meet Computer Literacy requirements. Students in the Associate in Arts (AA) or the Associate in Science (AS) degrees expand the general education to include History/Government and Foreign Languages supporting the students' primary objective of either the transfer of the degree in its entirety or the transfer of specific courses to four-year institutions.

Students are encouraged to work closely with NETC advisors and contact representatives from their chosen 4-year institutions within their first two semesters at NETC. Articulation is supported by a statewide approved framework of identified courses, published on the South Carolina Commission on Higher Education website Transfer/Articulations

http://www.che.sc.gov/InstitutionsEducators/AcademicPolicies,Programs/AcademicTransferArticulation.aspx

Students interested in pre-approved, standardized transfer agreements should contact their advisor. To facilitate a smooth transfer to 4-year institutions, the student is encouraged to consult his/her advisor regularly. It is also the student's responsibility to plan for transfer in advance by working with the transfer institution. Grades of "C" or better are usually required for transfer.



ASSOCIATE IN ARTS

Students interested in bachelor's degree programs in English, History, Sociology, Psychology, Business, Law, or Education should work toward an A.A. degree. Each student should work with his/her advisor to make up a curriculum profile for the student's study at NETC. This should be completed no later than the second term of attendance at NETC.

Degree: AA
Credits Required for Graduation: 60
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

GENERAL EDUCATION: 54 credits

A. Communications

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

Mathematics

MAT 110, MAT 120, or MAT 122	College Algebra, Probability and Statistics, or Finite College Mathematics	3

Humanities *Select three from the following:*
ART 101, ART 105, ENG 218, ENG 222, ENG 236, HIS 101, HIS 102, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, REL 201, THE 101, THE 105, THE 205, THE 225 — 9

Natural Sciences *Select two from the following:*
AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, PHS 101 — 8

Behavioral/Social Sciences *Select two from the following:*
ECO 210, ECO 211, GEO 102, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 206 — 6

History/Government

HIS 201	American History: Discovery to 1877	3
PSC 201	American Government	3

Literature *Select two from the following:*
ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209 — 6

Foreign Languages*	*Select one from the following:*	
	SPA 101, SPA 102	4

**Students may transfer equivalent credits in any foreign language from accredited institutions*

Computer Literacy**	CPT 101 or CPT 114	3

***(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

B. **TRANSFER ELECTIVES: 6 credits *****

****Students should work with advisor to select appropriate courses for transfer to 4-year college/university.*

Each student may select courses with guidance by the faculty advisor for the purpose of allowing the student to adapt the course work to his/her individual objectives. Transfer information is extremely important and is available from the advisor, this catalog and NETC's website at www.netc.edu. SC public institution websites typically publish transfer information from the South Carolina Technical Colleges System. Additional information on transfer may be found at www.sctrac.org.

ASSOCIATE IN SCIENCE

Students interested in Mathematics or Science related majors should work toward the A.S. Degree. Each student should work with his/her advisor to make up a curriculum profile for the student's study at NETC. This should be completed no later than the second term of attendance at NETC.

Degree: AS
Credits Required for Graduation: 60
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

A GENERAL EDUCATION: 45 credits

Communications		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
Mathematics		
MAT 110, MAT 120, or MAT 122	College Algebra, Probability and Statistics, or Finite College Mathematics	3
Humanities	*Select two from the following:* ART 101, ART 105, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, HIS 101, HIS 102, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101, THE 105, THE 205, THE 225	6
Natural Sciences	*Select two from the following:* AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, PHS 101	8
Behavioral/Social Sciences	*Select two from the following:* ECO 210, ECO 211, GEO 102, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 206	6
History/Government		
HIS 201	American History: Discovery to 1877	3
PSC 201	American Government	3
Foreign Languages	*Select one from the following:* SPA 101, SPA 102	4
Computer Literacy*	CPT 101	3

**(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better. For students transferring into a computer science program, CPT 114 may fulfill this requirement.)*

B. Transfer Credits: 15 credits

Math, Science or STEM Concentration

Each student may select courses with guidance by the faculty advisor for the purpose of allowing the student to adapt the course work to his/her individual objectives. Transfer information is extremely important and is available from the advisor, this catalog and NETC's website at www.netc.edu. SC public institution websites typically publish transfer information from the South Carolina Technical Colleges System. Additional information on transfer may be found at www.sctrac.org.

UNIVERSITY STUDIES TRANSFER

Certificate: CTA.CUT
Credits Required for Graduation: 39
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

A	**GENERAL EDUCATION: 39 credits**		
	Communications	*Select two from the following* ENG 101, ENG 102, SPC 205	6
	Mathematics		
	MAT 110, MAT 120, or MAT 122	College Algebra, Probability and Statistics, or Finite College Mathematics	3
	Humanities	*Select two from the following:* ART 101, ART 105, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 218, ENG 222, ENG 236, HIS 101, HIS 102, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101, THE 105, THE 205, THE 225	6
	Natural Sciences	*Select two from the following:* AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, PHS 101	8
	Behavioral/Social Sciences	*Select one from the following:* ECO 210, ECO 211, GEO 102, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 206	3
	History/Government		
	HIS 201	American History: Discovery to 1877	3
	PSC 201	American Government	3
	Foreign Languages	*Select one from the following:* SPA 101, SPA 102	4
	Computer Literacy*	CPT 101	3

**(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better).*

This program is offered as a Dual Education Program to provide high school students with an option to earn college credit, through dual enrollment, while exploring skills and career opportunities.

INTRODUCTION TO UNIVERSITY STUDIES

Certificate: CTA.CUS
Credits Required for Graduation: 19
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

A.	**GENERAL EDUCATION: 19 credits**		**Credits**
	Communications		
	ENG 101	English Composition I	3
	Mathematics: *Select one from the following:*		
	MAT 110, MAT 120, or MAT 122	College Algebra, Probability and Statistics, or Finite College Mathematics	3
	Humanities: *Select one from the following:*		
		ART 101, ART 105, ENG 102, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101, THE 105, THE 205, THE 225	3
	Natural Sciences: *Select one from the following:*		
		AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, PHS 101	4
	Behavioral/Social Sciences: *Select one from the following:*		
		ECO 210, ECO 211, GEO 102, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 206	3
	Computer Literacy*		
	CPT 101	Introduction to Computers	3

**(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

This program is offered as a Dual Education Program to provide high school students with an option to earn college credit, through dual enrollment, while exploring skills and career opportunities.

ASSOCIATE IN APPLIED SCIENCE: GENERAL TECHNOLOGY

Many local industries require employees to be multi-skilled technicians. These technicians should have the skills necessary to maintain all aspects of the industrial process. The General Technology major allows a student, with the help of a faculty advisor, to tailor an individualized program of study to meet their specific career goals and industry requirements.

Students may choose from any approved degree to create an industry focused Associate in Applied Science in General Technology degree.



ASSOCIATE IN APPLIED SCIENCE: GENERAL TECHNOLOGY

Degree: AAS.GEN
Credits Required for Graduation: 64 Minimum to 84
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

			Credits
A.	**GENERAL EDUCATION: 19 credits**		
	Communications		
	ENG 101	English Composition I	3
	Mathematics: *Select one from the following:*		
	MAT 110, MAT 120, or MAT 122	College Algebra, Probability and Statistics, or Finite College Mathematics	3
	Humanities: *Select one from the following:*		
		ART 101, ART 105, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 218, ENG 222, ENG 236, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101, THE 105, THE 205, THE 225	3
	Natural Sciences: *Select one from the following:*		
		AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, PHS 101	4
	Behavioral/Social Sciences: *Select one from the following:*		
		ECO 210, ECO 211, GEO 102, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 206	3
	Computer Literacy*		
	CPT 101	Introduction to Computers	3

**(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

B. MAJOR COURSES: 33 credits

Students will work with their academic advisor to select credit hours from any approved degree, diploma or credit certificate program. Credit Hours must be selected from the following career areas*:* Engineering Technology, Electromechanical, Engineering Graphics/Drafting/Prototyping, Industrial Electronics, Industrial Maintenance, Machine Tool, Welding, Commercial Transportation, Construction, Management, Entrepreneurship, Business, Accounting and Computer Technology

C. MINOR COURSES: 12-32 credits

Students will work with their advisor to select credit hours from any approved degree, diploma or credit certificate program. Credit Hours must be selected from the following career areas:

Engineering Technology, Electromechanical, Engineering Graphics/Drafting/Prototyping, Industrial Electronics, Industrial Maintenance, Machine Tool, Manufacturing Systems Technology, Welding, Commercial Transportation, Commercial Unmanned Aircraft, Construction, Management, Entrepreneurship, Business, Accounting, Computer Technology, Nursing Assisting and Phlebotomy

ASSOCIATE IN GENERAL TECHNOLOGY: (RELIGIOUS STUDIES TRACK)

Degree: AAS.GEN.REL

Credits Required for Graduation: 60

Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 6 Credits

Communications		**Credits**
ENG 101	English Composition I	3
SPC 205	Public Speaking	3
RWR 032*	Integrated Transitional Reading & English	3
RWR 100*	Integrated Transitional Reading & English	3

Prerequisite based on Accuplacer score results

Humanities	*Select <u>one</u> of the following*	
ART 101	Art History and Appreciation	3
MUS 105	Music Appreciation	3
	Select <u>one</u> of the following	
HIS 101	Western Civilization to 1689	3
HIS 201	American History: Discovery 1877	3
PSC 201	American Government	3

Social/Behavioral Sciences: 9 Credits

PSY 201	General Psychology	3
SOC 102	Marriage and the Family	3
SOC 205	Social Problems	3

Computer

CPT 101	Introduction to Computers	3

May be met through competency test

B. MAJOR COURSES: 18 Credits

REL 101	Introduction to Religion	3
REL 102	Introduction to Biblical Studies	3
REL 104	Early Christian History and Literature	3
REL 105	Early Jewish History and Literature	3
REL 201	Religions of the World	3
REL 299	Religion in America	3

C. OTHER RELATED COURSES: 18 Credits

ACC 101	Accounting Principles I	3
BAF 101	Personal Finance	3
MGT 101	Principles of Management	3
MGT 240	Management Decision Making	3
MGT 255	Organizational Behavior	3
MGT 260	Leadership Fundamentals	3

INTRODUCTION TO RELIGIOUS STUDIES

Certificate: CB.REL
Credits Required for Graduation: 18
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

ACC 101	Accounting Principles I	3
MGT 101	Principles of Management	3
PSY 201	General Psychology	3
REL 101	Introduction to Religion	3
REL 102	Introduction to Biblical Studies	3
SOC 205	Social Problems	3

FUNDAMENTALS OF MANAGEMENT AND RELIGION

Certificate: CB.FMR
Credits Required for Graduation: 18
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

BAF 101	Personal Finance	3
MGT 101	Principles of Management	3
MGT 260	Leadership Fundamentals	3
REL 101	Introduction to Religion	3
REL 201	Religion of the World	3
SOC 102	Marriage and the Family	3

BUSINESS PROGRAMS

Business Programs are designed to provide students with a working knowledge of the intricacies of the world of business and industry. Course work includes a practical study of management, computers, accounting, organizing, planning, production, and supervision. The student may specialize by selection of electives.

Some courses in this division may be accepted for transfer to a senior institution, applicable toward the B.A. /B.S. degree. Advisors have details.

A Fire Science Management Advising Guide is available in the Management major. Fire services personnel should submit official transcripts from S.C. or National Fire Academy for review for credits toward the Associate in Business degree, which requires general education, business/management, and fire science credits.



ASSOCIATE IN APPLIED SCIENCE IN GENERAL TECHNOLOGY: (MANAGEMENT TRACK)

Degree: AAS.GEN.MGT
Credits Required for Graduation: 64 Minimum to 84
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 19 credits

Communications		**Credits**
ENG 101	English Composition I	3
Mathematics		
MAT 110, MAT 120 or MAT 122	College Algebra, Probability and Statistics, Finite College Mathematics	3
Humanities	*Select one from the following:* ART 101, ART 105, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 218, ENG 222, ENG 236, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101, THE 105, THE 205, THE 225	3
Natural Sciences	*Select one from the following:* AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, PHS 101	4
Behavioral/Social Sciences	*Select one from the following:* ECO 210, ECO 211, GEO 102, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 206	3
Computer Literacy*	CPT 101	3

**(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

B. MAJOR COURSES: 33 credits
Students will work with their academic advisor to select credit hours from any approved

Degree, diploma or credit certificate program. Credit Hours must be selected from the following career areas: Accounting, Business, Economics, Entrepreneurship, Management, and Marketing

C. MINOR COURSES: 16-32 credits

Students will work with their advisor to select credit hours from any approved degree, diploma or credit certificate program. Credit Hours must be selected from the following career areas: Engineering Technology, Electromechanical, Engineering Graphics/Drafting/Prototyping, Industrial Electronics, Industrial Maintenance, Machine Tool, Manufacturing Systems Technology, Welding, Commercial Transportation, Commercial Unmanned Aircraft, Construction, Management, Entrepreneurship, Business, Accounting and Computer Technology

MANAGEMENT & SUPERVISION

Certificate: CB.MGT
Credits Required for Completion: 18
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 6 credits **Credits**

Behavioral/Social Sciences

PSY 201	General Psychology	3

Computer Literacy*	CPT 101	3

**(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

B. MAJOR COURSES: 12 credits

MGT 101	Principles of Management	3
MGT 150	Supervision	3
MGT 201	Human Resource Management	3
MGT 220	Operations Management I	3

ENTREPRENEURSHIP

Certificate: CB.ENT
Credits Required for Graduation: 18
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

			Credits
A.	**MAJOR COURSES: 18 credits**		
	BUS 115	Introduction to Entrepreneurship	3
	BUS 116	Business Opportunity Analysis	3
	BUS 117	Innovation	3
	BUS 120	Business Plan	3
	BUS 132	Entrepreneur Financial Funding	3
	BUS 180	Social Media in Business	3

ENTREPRENEURSHIP OPERATIONS

Certificate: CB.EOP
Credits Required for Graduation: 18
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

			Credits
A.	**MAJOR COURSES: 18 credits**		
	ACC 110	Accounting for Entrepreneurs	3
	BUS 116	Business Opportunity Analysis	3
	BUS 120	Business Plan	3
	CPT 101	Introduction to Computers	3
	MGT 101	Principles of Management	3
	MKT 140	E-Marketing	3

BUSINESS SCIENCE

Certificate: CB. BUS
Credits Required for Graduation: 18
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A.	**GENERAL EDUCATION: 3 credits**		**Credits**
	Computer Literacy*		
	CPT 101	Introduction to Computers	3
B.	**BUSINESS CORE: 9 credits**		
	ACC 101	Accounting Principles I	3
	BUS 140	Business Mathematics	3
	MGT 101	Principles of Management	3
C.	**MAJOR COURSES: 6 credits**		
	MKT 101	Marketing	3
	MKT 130	Customer Service Principles	3

**(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better).*

ASSOCIATE IN APPLIED SCIENCE IN BUSINESS ADMINISTRATION

Success in the business world requires knowledge in various fields of business as well as appreciation for the changing technologies. To meet this need, the Business Administration curriculum requires courses in general education as well as in economics, accounting, management, marketing, and related areas. Job opportunities include administrative or office management, supervision, marketing, finance, accounting, personnel management, banking and related fields.

Degree: AAS.BUAD
Credits Required for Graduation: 63
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 18 credits

Communications		**Credits**
ENG 101	English Composition I	3
SPC 205	Public Speaking	3
Mathematics		
MAT 120	Probability and Statistics	3
Humanities	*Select one from the following:* HIS 201, HIS 202, MUS 105, THE 101, THE 105, THE 205, THE 225	3
Social/Behavioral Sciences		
PSY 201 or SOC 101	General Psychology or Introduction to Sociology	3
Computer Literacy*	CPT 101	3

**(May be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

B. MAJOR COURSES: 15 credits

ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
BUS 121	Business Law I	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3

C. RELATED COURSES: 15 credits

ACC 120	Federal Income Tax	3
BUS 105	Business Economics Applications	3
BUS 123	Business Law II	3
BUS 130	Business Communications	3
BUS 140	Business Mathematics	3

D. ELECTIVES: 15 credits *Select from the following:*

Business Elective/Certifications
Fire Science Transfer from South Carolina/ National Fire Academy

ASSOCIATE IN APPLIED SCIENCE IN BUSINESS ADMINISTRATION WITH ACCOUNTING

Degree: AAS.BUAD.ACC
Credits Required for Graduation: 60
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 18 credits

Communications		**Credits**
ENG 101	English Composition I	3
SPC 205	Public Speaking	3
Mathematics		
MAT 120	Probability and Statistics	3
Humanities	*Select one from the following:* HIS 102, HIS 202, MUS 105, THE 101, THE 105, THE 205, THE 225	3
Behavioral/Social Sciences		
PSY 201 or SOC 101	General Psychology or Introduction to Sociology	3
Computer Literacy*	CPT 101	3

**(May be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

B. MAJOR COURSES: 30 credits

ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
ACC 150	Payroll Accounting	3
ACC 240	Computerized Accounting	3
BUS 121	Business Law I	3
BUS 140	Business Mathematics	3
CPT 174	Microcomputer Spreadsheets	3
ECO 210 or ECO 211	Macroeconomics or Microeconomics	3
MGT 255	Organizational Behavior	3
PSC 201	American Government	3

C. MINOR COURSES: 12 credits

BUAD.ACC.BOOK Certificate
BUAD.ACC.CORP Certificate

ACCOUNTING CLERK

Certificate: CB.ACC
Credits Required for Completion: 18 Credits
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

Major Courses:		**Credits**
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
ACC 120	Federal Income Tax	3
ACC 150	Payroll Accounting	3
ACC 240	Computerized Accounting	3
CPT 101	Introduction to Computers	3

ACCOUNTING CERTIFICATE

SMALL BUSINESS/BOOKKEEPING LEVEL I

Certificate: CB.FSB
Credits Required Completion: 18
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

Major Courses:		**Credits**
ACC 101	Accounting Principles I	3
ACC 116	Practical Accounting Applications I	3
ACC 117	Practical Accounting Applications II	3
ACC 120	Federal Income Tax	3
ACC 240	Computerized Accounting I	3
CPT 101	Introduction to Computers	3

SMALL BUSINESS ACCOUNTING/BOOKKEEPING CERTIFICATE LEVEL II

Certificate: CB.SBB
Credits Required for Graduation: 18
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

Major Courses:		Credits
ACC 112	Organizational Accounting	3
ACC 116	Practical Accounting Applications I	3
ACC 117	Practical Accounting Applications II	3
BUS 121	Business Law I	3
ECO 210 or ECO 211	Macroeconomics or Microeconomics	3
MGT 255	Organizational Behavior	3

**** Students must complete the Small Business Accounting/Bookkeeping Certificate Level I prior to enrolling in the Level II Certificate.**

ADVANCED BOOKKEEPING CERTIFICATE

Certificate: CB.ABK
Credits Required for Completion: 18
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

Major Courses:		**Credits**
ACC 116	Practical Accounting Applications I	3
ACC 117	Practical Accounting Application II	3
ACC 230	Cost Accounting I	3
MAT 120	Probability and Statistics	3
PSY 201 or	General Psychology	3
SOC 205	Social Problems	3
SPC 205	Public Speaking	3

CORPORATE ACCOUNTING LEVEL I

Certificate: CB.FAC
Credits Required for Completion: 18
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

Major Courses:		Credits
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
ACC 240	Computerized Accounting	3
BUS 121	Business Law I	3
CPT 174	Microcomputer Spreadsheets	3
MAT 120	Probability and Statistics	3

MARKETING

Certificate: CB.MKT
Credits Required for Graduation: 18
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

Major Courses:		**Credits**
CPT 101	Introduction to Computers	3
MKT 101	Marketing	3
MKT 110	Retailing	3
MKT 130	Customer Service Principles	3
MKT 245	Promotional Strategies	3
Electives:		
PSY 201 or SOC 101	General Psychology or Introduction to Sociology	3

FOOD TRUCK OPERATIONS

Certificate: CB.FTO
Credits Required for Graduation: 23
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

Major Courses:		
ACC 110	Accounting for Entrepreneurs	3
BUS 120	Business Plan	3
CUL 101	Principles of Food Production I	3
CUL 103	Nutrition	3
CUL 104	Introduction to Culinary Arts	3
CUL105	Kitchen Fundamentals	3
CUL 154	Safety and Sanitation	2
CUL 235	Menu Planning	3

INTRODUCTION TO CULINARY ARTS

Certificate: CB.ICA

Credits Required for Graduation: 18

Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

Major Courses:		
CUL 101	Principles of Food Production I	3
CUL 103	Nutrition	3
CUL 104	Introduction to Culinary Arts	3
CUL105	Kitchen Fundamentals	3
CUL 155	Sanitation	3
CUL 235	Menu Planning	3

ASSOCIATE IN APPLIED SCIENCE
IN
BUSINESS ADMINISTRATION
WITH FIRE SCIENCE

Degree: AAS.BUAD.FSC
Credits Required for Graduation: 63
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 18 credits

Communications		**Credits**
ENG 101	English Composition I	3
SPC 205	Public Speaking	3
Mathematics		
MAT 120	Probability and Statistics	3
Humanities	*Select one from the following:* HIS 201, HIS 202, MUS 105, THE 101, THE 105, THE 205, THE 225	3
Social/Behavioral Sciences		
PSY 201 or SOC 101	General Psychology or Introduction to Sociology	3
Computer Literacy*	CPT 101	3

**(May be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

B. MAJOR COURSES: 15 credits

ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
BUS 121 or BUS 123	Business Law I or Business Law II	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3

C. RELATED COURSES: 15 credits

Fire Science Transfer from South Carolina/ National Fire Academy

D. ELECTIVES: 15 credits

Business Elective/Certifications

COMPUTER TECHNOLOGY PROGRAMS

Computer Programs are designed to provide students with a working knowledge of the intricacies of the world of computer applications and programming. Course work includes a practical study of programming languages, web development, networking, and computer electronics. The student may specialize by selection of electives.

Some courses in this division may be accepted for transfer to a senior institution, applicable toward the B.A. /B.S. degree. Advisors have details.



ASSOCIATE IN APPLIED SCIENCE IN GENERAL TECHNOLOGY: (COMPUTER TECHNOLOGY TRACK)

The General Technology provides students with an opportunity to customize a degree which focuses on specific areas including programming, web development, networking, and computer electronics, as well as business, marketing, and management.

Degree: AAS.GEN.CPT
Credits Required for Graduation: 63
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 19 credits

Communications		**Credits**
ENG 101	English Composition I	3
Mathematics		
MAT 110, MAT 120 or MAT 122	College Algebra, Probability and Statistics, Finite College Mathematics	3
Humanities	*Select one from the following:* ART 101, ART 105, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 218, ENG 222, ENG 236, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101, THE 105, THE 205, THE 225	3
Natural Sciences	*Select one from the following:* AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, PHS 101	4
Behavioral/Social Sciences	*Select one from the following:* ECO 210, ECO 211, GEO 102, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 206	3
Computer Literacy*	CPT 101	3

**(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

B. MAJOR COURSES: 33 credits

Students will work with their academic advisor to select 33 credit hours of CPT and IST coursework.

C. ELECTIVE COURSES: 11 credits

Students will work with their advisor to select credit hours from any approved degree, diploma or credit certificate program. Credit Hours must be selected from the following career areas: Engineering Technology, Electromechanical, Engineering Graphics/Drafting/Prototyping, Industrial Electronics, Industrial Maintenance, Machine Tool, Manufacturing Systems Technology, Welding, Commercial Transportation, Commercial Unmanned Aircraft, Construction, Management, Entrepreneurship, Business, Accounting and Computer Technology

DATA PROCESSING CERTIFICATE

Certificate: CCT.DPC
Credits Required for Completion: 24 Credits
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

A.	**GENERAL EDUCATION: 3 credits**		**Credits**
	Computer Literacy*	CPT 101	3
	**(May be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*		
B.	**MAJOR COURSES: 15 credits**		
	CPT 168	Programming Logic and Design	3
	IST 220	Data Communications	3
	CPT 114	Computers and Programming	3
	CPT 172	Microcomputer Database	3
	CPT 174	Microcomputer Spreadsheets	3
C.	**ELECTIVE COURSES: 6 credits**		

WEB PAGE DEVELOPMENT

Certificate: CCT.WPD
Credits Required for Completion: 27 Credits
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

A.	**GENERAL EDUCATION: 3 credits**		**Credits**
	Computer Literacy*	CPT 101	3
	**(May be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*		
B.	**MAJOR COURSES: 24 credits**		
	CPT 104	Introduction to Information Technology	3
	CPT 168	Programming Logic and Design	3
	CPT 185	Event Driven Programming	3
	CPT 236	Introduction to Java Programming	3
	IST 222	Introduction to Webpage Production	3
	IST 225	Internet Communications	3
	IST 226	Internet Programming	3
	IST 237	Intermediate Website Design	3

INFORMATION TECHNOLOGY

Certificate: CB.FIT
Credits Required for Graduation: 21
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 3 credits
Computer Literacy*

CPT 101	Introduction to Computers	3

B. MAJOR COURSES: 18 credits

CPT 114	Computers and Programming I	3
CPT 118	Professional Practices in Information Technology	3
CPT 255	Operating Systems Fundamentals	3
CPT 285	PC Hardware Concepts	3
IST 220	Data Communications	3
IST 222	Introduction to Web-page Production	3

* *(May be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

ADVANCED WEB DEVELOPMENT

Certificate: CCT.AWP
Credits Required for Completion: 24 Credits
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

A. MAJOR COURSES: 24 credits

CPT 104	Introduction to Information Technology	3
CPT 168	Programming Logic and Design	3
CPT 185	Event Driven Programming	3
CPT 237	Advanced Java Programming	3
CPT 238	Internet Scripting	3
CPT 240	Internet Programming w/Database	3
IST 238	Advanced Tools for Website Design	3
IST 270	Client/Server Systems	3

SERVICE DESK

Certificate: CCT.SDC
Credits Required for Completion: 24 Credits
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

A. MAJOR COURSES: 24 credits

BUS 130	Business Communications	3
CPT 101	Introduction to Computers	3
CPT 255	Operating System Fundamentals	3
CPT 264	Systems and Procedures	3
CPT 267	Technical Support Concepts	3
CPT 268	Computer End-User Support	3
CPT 285	PC Hardware Concepts	3
IST 225	Internet Communications	3

SOFTWARE APPLICATION PROGRAMMING

Certificate: CCT.SAP
Credits Required for Completion: 27 Credits
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

A.	**MAJOR COURSES: 27 credits**		**Credits**
	CPT 101	Introduction to Computers	3
	CPT 104	Introduction to Information Technology	3
	CPT 168	Programming Logic and Design	3
	CPT 185	Event Driven Programming	3
	CPT 212	Visual Basic Programming	3
	CPT 232	C++Programming I	3
	CPT 236	Introduction to Java Programming	3
	IST 225	Internet Communications	3
	IST 226	Internet Programming	3

ADVANCED SOFTWARE PROGRAMMING

Certificate: CCT.ASP
Credits Required for Completion: 18 Credits
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

A. MAJOR COURSES: 18 credits

CPT 104	Introduction to Information Technology	3
CPT 168	Programming Logic and Design	3
CPT 185	Event Driven Programming	3
CPT 213	Advanced Visual Basic Program	3
CPT 233	C++Programming II	3
CPT 237	Advanced Java Programming	3

CRIMINAL JUSTICE PROGRAMS

These programs offer a well-rounded study of the criminal justice system, focusing on the legal issues and fundamental concepts and principles associated with law enforcement, the courts, corrections, and juvenile justice. It is designed for students who want to increase their employment potential or increase their advancement potential.

Specific Admission Requirements for Program

• Criminal Background Check must be satisfactorily completed before students can enroll in any criminal justice course.
• Criminal Justice Program will deny eligibility for enrolling in a CRJ-prefixed course if an applicant/student has an arrest and/or conviction for any offense involving violence, moral turpitude, drug violations, misdemeanors with a sentence of 1 year or more, a felony, or a pattern of offenses that exhibits an absence of trust, honesty, compliance with the law, and/or appropriate standard of behavior that would prevent placement with a criminal justice internship site.



ASSOCIATE IN APPLIED SCIENCE GENERAL TECHNOLOGY: (PUBLIC SERVICE CRIMINAL JUSTICE TRACK)

Degree: AAS.GEN.CRJ
Credits Required for Graduation: 65
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 19 credits

Communications		**Credits**
ENG 101	English Composition I	3
Mathematics		
MAT 110, MAT 120 or MAT 122	College Algebra, Probability and Statistics, Finite College Mathematics	3
Humanities	*Select one from the following:* ART 101, ART 105, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 218, ENG 222, ENG 236, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101, THE 105, THE 205, THE 225	3
Natural Sciences	*Select one from the following:* AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, PHS 101	4
Behavioral/Social Sciences	*Select one from the following:* ECO 210, ECO 211, GEO 102, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 206	3
Computer Literacy*	CPT 101	3

**(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

B. MAJOR COURSES: 30 credits

CRJ 101	Introduction to Criminal Justice	3
CRJ Major Courses	*Select nine from the following:* CRJ 110, CRJ 111, CRJ 115, CRJ 120, CRJ 125, CRJ 130, CRJ 210, CRJ 218, CRJ 222, CRJ 224, CRJ 230, CRJ 235, CRJ 236, CRJ 239, CRJ 242, CRJ 243	27

C. RELATED COURSES: 16 credits

PSC 201	American Government	3
PSC 215	State and Local Government	3
PSY 203/PSY 212	Human Growth and Development/Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SPA 101	Elementary Spanish	4

CRIMINAL JUSTICE (LAW ENFORCEMENT)

Certificate: CPS.CRJ
Credits Required for Completion: 24
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

GENERAL EDUCATION: 9 credits

Communications		**Credits**
ENG 101	English Composition I	3
Behavioral/Social Sciences		
PSY 201	General Psychology	3
Computer Literacy*	CPT 101	3

**(May be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

MAJOR COURSES: 15 credits

CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Criminal Law I	3
CRJ 125	Criminology	3
CRJ 130	Police Administration	3
CRJ 242	Correctional Systems	3

PRE-POLICE ACADEMY TRAINING

The Police Pre-Academy Training (PPAT) certification is for individuals who seek to become employed as a law enforcement officer in South Carolina and become Class-1 Certified Law Enforcement Officers (LEO) through the South Carolina Criminal Justice Academy (SCCJA) and the Law Enforcement Training Council (LETC) pursuant to South Carolina Code of Laws Chapter 23. ***Students must enroll in the Associate of Science General Technology-Criminal Justice for this certificate.***

Certificate: CPS.PAT

Credits Required for Graduation: 12

Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

Major Courses:

CRJ 281	Police Science I	3
CRJ 282	Police Science II	3
CRJ 283	Police Science III	3
CRJ 284	Police Science IV	3

COMMUNITY POLICING

Certificate: CPS.POL
Credits Required for Completion: 24
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

GENERAL EDUCATION: 9 credits

Communications		**Credits**
ENG 101	English Composition I	3
Behavioral/Social Sciences		
PSY 201	General Psychology	3
Computer Literacy*	CPT 101	3

**(May be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

MAJOR COURSES: 15 credits

CRJ 101	Introduction to Criminal Justice	3
CRJ 110	Police Patrol	3
CRJ 111	Police Crisis De-Escalation Training (PCDT)	3
CRJ 218	Crisis Intervention	3
CRJ 224	Police Community Relations	3

CORRECTIONAL OFFICER

Certificate: CPS.COF
Credits Required for Graduation: 18
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

Major Courses:		**Credits**
CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Criminal Law	3
CRJ 125	Criminology	3
CRJ 210	The Juvenile and The Law	3
CRJ 242	Correctional Systems	3
PSY 201	General Psychology	3

ASSOCIATE OF APPLIED SCIENCE IN EARLY CARE EDUCATION

Early Care and Education, AAS degree seeking students will receive a foundation in child development. Students will have the knowledge of theories and theorist in the social, emotional, cognitive, language, and physical development of young children. Graduates from the program will have the skills necessary to work with young children in a childcare center, preschool, Head Start, or private school.

Students will have the opportunity to learn developmentally appropriate activities for young children, developmentally appropriate techniques to guide children, and to recognize developmentally appropriate environments. Anyone interested in working in this rewarding field is encouraged to enroll in this program.



ASSOCIATE IN APPLIED SCIENCE

EARLY CARE AND EDUCATION

Degree: AAS.ECE
Credits Required for Graduation: 66
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 18 credits

Communications		**Credits**
ENG 101	English Composition I	3
SPC 205	Public Speaking	3
Mathematics		
MAT 110	College Algebra	3
Social/Behavioral Sciences		
PSY 201	General Psychology	3
Humanities		
HIS 201 or HIS 202	American History: Discovery or American History: 1877 - Present	3
Computer Literacy*	CPT 101	3

**(May be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

B. TECHNICAL SPECIALTY/ MAJOR COURSES: 48 credits

ECD 101	Intro to Early Child Care	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3
ECD 106	Observation of Young Children	3
ECD 107	Exceptional Children	3
ECD 108	Family and Community Relations	3
ECD 131	Language Arts	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ECD 135	Health, Safety and Nutrition	3

ECD 138	Music and Movement for Young Children	3
ECD 201	Principles of Ethics and Leadership	3
ECD 203	Growth and Development II	3
ECD 237	Methods and Materials	3
ECD 243	Supervised Field Placement	3
ECD 252	Diversity Issues in Early Care and Education	3

EARLY CARE AND EDUCATION

Certificate: CPS.ECE
Credits Required for Completion: 24
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

A. GENERAL EDUCATION: 6 credits

		Credits
Communications		
ENG 101	English Composition I	3
Mathematics		
MAT 106	Accelerated Pre-Algebra Compressed	3

B. MAJOR COURSES: 18 credits

ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 131	Language Arts	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ECD 135	Health, Safety and Nutrition	3

Requirement: Completion of Childcare Specialist Certificate

EARLY CARE AND EDUCATION BUSINESS

Certificate: CPS.ECEB
Credits Required for Completion: 36
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

A. TECHNICAL SPECIALTY/MAJOR COURSES

		Credits
ACC 110	Accounting for Entrepreneurs	3
BUS 121	Business Law I	3
ECD 101	Introduction to Early Care and Education	3
ECD 102	Growth and Development I	3
ECD 108	Family and Community Relations	3
ECD 109	Administration and Supervision	3
ECD 135	Health, Safety and Nutrition	3
ECD 201	Principles of Ethics and Leadership	3
ECD 203	Growth and Development II	3
ENG 101	English Composition I	3
MGT 120	Small Business Management	3
SAC 101	Best Practices in School Age and Youth Care Skills	3

CHILDCARE SPECIALIST

Certificate: CPS.CCS
Credits Required for Completion: 17
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

A.	**GENERAL EDUCATION**		**Credits**
	CPT 101	Introduction to Computers	3
	TECHNICAL SPECIALTY/		
	AHS 106	Cardiopulmonary Resuscitation	1
	AHS 114	Basic First Aid	1
	CUL 155	Sanitation	3
	MAJOR COURSES		
	ECD 101	Introduction to Early Childhood	3
	ECD 102	Growth and Development I	3
	ECD 203	Growth and Development II	3

**(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better).*

ALLIED HEALTH



ASSOCIATE DEGREE NURSING

The Associate Degree Nursing (ADN) program assists the student in developing the intellectual and technical competencies necessary to function as a safe practitioner of nursing at the technical level. The ADN has the knowledge and skills to function as a beginning-level staff nurse in a variety of structured healthcare settings such as hospitals, clinics, long-term care facilities, physicians' offices, and community agencies. Throughout the curriculum, the student has planned clinical and laboratory experiences to complement classroom learning in order to become skillful in the technology and application of nursing. Principles of oral communication are emphasized throughout the curriculum to prepare the graduate to function as a patient advocate and in health prevention and promotion. There is also a focus on computer use and application in identified nursing courses.

NETC utilizes a competitive admissions process. **Qualified applicants must first meet basic nursing admissions requirements as listed in the nursing brochure.** Students must also indicate other data necessary to meet specific program accreditation standards and/or to improve the student's ability to successfully complete the program. In addition, the applicant must have at least a cumulative GPA of 2.5 (on a 4.0 scale) on all college coursework from all accredited institutions earned within the past ten (10) years. Additional required information includes health and immunization status, CPR certification, and other information required by clinical facilities. This includes criminal background checks, drug testing and other documentation. Specific criteria for admission are reviewed periodically, are published prior to each class admission cycle and available upon request from the Admissions Office or accessible online at www.netc.edu. Students wishing to transfer into the ADN program must submit all official transcripts for review; admission is based on a space available basis.

Qualified applicants not accepted due to space limitations will remain eligible in rank order if any vacancy occurs. Students must reapply for the next class, if not admitted; applications are not carried forward and no consideration is given to applications from the previous year. Students who have two attempts (withdrawal or dismissal) in any nursing program are not eligible for admission or readmission for 5 years. Withdrawal constitutes an attempt. Applicants who have withdrawn due to extenuating circumstances may submit a written request for consideration to the Nursing Admissions Committee, whose decision is final.

Conviction of a crime may make an applicant ineligible for clinical rotations or be denied licensure. It is the student's responsibility to clear any court records.

Licensure for practice in South Carolina is required through the National Council of State Boards of Nursing. Information on reciprocity of this exam in states outside of SC can be obtained from this office at this link: https://www.ncsbn.org/boards.htm

NC-SARA membership does not grant reciprocity or exemption from state professional licensing board or certification requirements. As a result, requirements in South Carolina may not be recognized as sufficient to obtain a license or participate in learning placements leading to licensure or certification in any other state. Since all situations are unique and state requirement change, students are encouraged to reach out to the program chair for more information and assistance with understanding professional licensure.

Requirements for the program are subject to change to meet the nursing licensure requirements.

ASSOCIATE DEGREE IN NURSING (ADN)

The Associate Degree Nursing (ADN) program prepared students for a performance profession to care for patients with common occurring health care problems using knowledge and intellectual, interpersonal, and psychomotor skills that are based upon biological, behavioral, and humanistic principles. Students who complete this program must also pass the National Council Licensure Exam (NCLEX-RN) which is required for practice as a licensed practical nurse. NETC utilizes a competitive admissions process**. Qualified applicants must first meet basic nursing admissions requirements as listed in the nursing brochure.** Applicants should also be able to provide other data necessary to meet specific program accreditation standards and/or to improve the student's ability to successfully complete the program. Additional required information includes health and immunization status, CPR certification, criminal background checks, drug testing and other documentation. In addition, the applicant must have a cumulative 2.5 GPA on a 4.0 scale on college work from all accredited institutions earned in the previous 10 years. Specific criteria for admission are published prior to each class admission cycle and are available upon require from the admissions Office of at www.netc.edu.

Qualified applicants not accepted due to space limitations will remain eligible in rank order if any vacancy occurs prior to the first day of class. Students must reapply for the next class, if not admitted; applications are not carried forward and no consideration is given to applications from the previous year. Students who have two attempts (withdrawal or dismissal) in any nursing program are not eligible for admission or readmission for 5 years. Applicants who have withdrawn due to extenuating circumstances may submit a written request for consideration to the Nursing Admissions Committee, who decision is final.

Degree: AAS.ADN
Credits Required for Graduation: 67
Overall Grade-point average of 2.0 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 12 credits

Communications		**Credits**
ENG 101	English Composition I	3
Humanities	*Select one from the following:* ART 101, ART 105, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 218, ENG 222, ENG 236, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101, THE 105, THE205, THE 225	3
Mathematics		
MAT 110	College Algebra	3
Social/Behavioral Sciences		
PSY 203	Human Growth and Development	3

B. Allied Health Core: 15 Credits

AHS 102	Medical Terminology	3
*** BIO 210	Anatomy and Physiology I	4
***BIO 211	Anatomy and Physiology II	4
***BIO 225	Microbiology	4

C. Major Core: 40 credits

NUR 101	Fundamentals of Nursing	6
NUR 106	Pharmacologic Basics in Nursing	2
NUR 120	Basic Concepts of Nursing	7
NUR 109	Clinical Applications 1	1
NUR 220	Family Centered Nursing	7
NUR 170	Nursing Applications	1
NUR 214	Mental Health Nursing	4
NUR 210	Complex Health Problems	5
NUR 221	Advanced Nursing Concepts	5
NUR 217	Trends and Issues in Nursing	2

*See ADN course descriptions for pre/co-requisite courses.
** Conviction of a crime may make an applicant ineligible for clinical rotations or be denied licensure. It is the student's responsibility to clear any court records.
***The course requires face to face labs

DIPLOMA IN APPLIED SCIENCE NURSING (LPN)

Practical nursing provides skills for direct patient care. Students who complete this program must also pass the National Council Licensure Exam (NCLEX-PN) which is required for practice as a licensed practical nurse. NETC utilizes a competitive admissions process. **Qualified applicants must first meet basic nursing admissions requirements as listed in the nursing brochure**. Applicants should also be able to provide other data necessary to meet specific program accreditation standards and/or to improve the student's ability to successfully complete the program. Additional required information includes health and immunization status, CPR certification, criminal background checks, drug testing and other documentation. In addition, the applicant must have a cumulative 2.5 GPA on a 4.0 scale on college work from all accredited institutions earned in the previous 10 years. Specific criteria for admissions are published prior to each class admission cycle and are available upon require from the Admissions Office or at www.netc.edu.

Qualified applicants not accepted due to space limitations will remain eligible in rank order if any vacancy occurs prior to the first day of class. Students must reapply for the next class, if not admitted; applications are not carried forward and no consideration is given to applications from the previous year. Students who have two attempts (withdrawal or dismissal) in any nursing program are not eligible for admission or readmission for 5 years. Applicants who have withdrawn due to extenuating circumstances may submit a written request for consideration to the Nursing Admissions Committee, whose decision is final.

Diploma: DAS.PNR*
Credits Required for Graduation: 48
Overall Grade-point average of 2.0 (B=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 17 credits

Communications		**Credits**
ENG 101	English Composition I	3
Mathematics		
MAT 110	College Algebra	3
Social/Behavioral Science		
PSY 203	Human Growth and Development	3
Natural Science		
***BIO 210	Anatomy and Physiology I	4
***BIO 211	Anatomy and Physiology II	4

B. MAJOR CORE CREDITS: 31 CREDITS

PNR 110	Fundamental of Nursing	5
PNR 122	Pharmacology	3
PNR 128	Medical Surgical I	7
PNR 138	Medical Surgical II	7
PNR 154	Maternal/Infant/Child Nursing	5
PNR 170	Nursing of the Older Adult	2
PNR 182	Special Topics in Practical Nursing	2

*See PNR course descriptions for pre/co-requisite courses.
**Conviction of a crime may make an applicant ineligible for clinical rotations or be denied licensure. It is the student's responsibility to clear any court records.
***The course require face to face labs

Licensure for practice in South Carolina is required through the National Council of State Boards of Nursing. Information on reciprocity of this exam in states outside of SC can be obtained from this office at this link: https://www.ncsbn.org/boards.htm

Requirements for the program are subject to change to meet the nursing licensure requirements.

LPN to ADN TRANSITION

The Licensed Practical Nurse interested in earning an ADN degree must satisfactorily complete the following: 1) possess a valid South Carolina Practical Nursing License or Multistate Compact License, 2) meet basic nursing admissions requirements as listed in the nursing brochure, 3) have a 2.5 cumulative GPA (on a 4.0 scale) over the past 10 years, 4) score a 72% or better on the Nursing Acceleration Challenge Exam (NLN-NACE), 5) and complete NUR 201 (Nursing Transition) with a B or better grade. All these requirements are transferred to points and are used to rank the students. Available seats will be filled in order of rank. Students who are no graduates of Northeastern Technical College's Practical Nursing Program must provide transfer information including, but not limited to transcripts. Successful completion of this program does not ensure licensure, issued by the South Carolina Board of Nursing or Multistate Compact License.

Admission to the ADN program is not guaranteed. Seats are awarded on a space available basis and the admission process is competitive.

In order to participate in clinical activities, students must meet published clinical agency requirements. These may include but not limited to immunizations, CPR certification, medical forms, criminal background checks and drug testing. Prior convictions of certain crimes may preclude eligibility to take the NCLEX-RN State Board Exam.

Students who have two attempts (withdrawal or dismissal) in any nursing program are not eligible for admission or readmission for 5 years. Students who have withdrawn due to extenuating circumstances may submit a petition to the Nursing Director for review by the nursing admissions committee. The decision of the Nursing Review committee is final.

LPN TO ADN ADVANCED PLACEMENT

Certificate: CHS.TNUR*
Credits Required for Completion: 34
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

A. TRANSITION REQUIREMENT: 18 credits

		Credits
AHS 102	Medical Terminology	3
***BIO 210	Anatomy and Physiology I	4
***BIO 211	Anatomy and Physiology II	4
***BIO 225	Microbiology	4
NUR 201	Transition Nursing	3

B. ADN REQUIREMENTS: 16 credits

NUR 210	Complex Health Problems	5
NUR 214	Mental Health Nursing	4
NUR 217	Trends and Issues in Nursing	2
NUR 221	Medical/Surgical Nursing II	5

*All students must complete Diploma LPN program (or hold an LPN Certification) and complete the Nursing Pathway courses prior to applying for ADN transition program.
**Courses must be completed prior to being accepted into transition program
***The course require face to face labs

MEDICAL ASSISTANT

Certificate: CHS.MED
Credits Required for Completion: 40
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

		Credits
AHS 107	Clinical Computations	2
AHS 141	Phlebotomy for the Health Care Provider	3
AHS 142	Phlebotomy	2
AHS 145	Electrocardiography	2
MED 103	Medical Assisting Introduction	3
MED 105	Medical Assisting Office Skills I	5
MED 107	Medical Office Management	4
MED 108	Common Diseases of the Medical Office	3
MED 112	Medical Assisting Pharmacology	2
MED 114	Medical Assisting Clinical Procedures	4
MED 115	Medical Office Lab Procedures I	4
MED 156	Clinical Experience I	6

Admission Requirements for Medical Assistant

- Qualified applicants must have completed all developmental courses prior to acceptance.

- Completion of Nursing Assistant/Phlebotomy Certificate is required.

- Qualified applicants must submit results of annual tuberculin skin test (TST) and current BLS (Basic Life Support - Provider) by the American Heart Association. Online BLS (Basic Life Support - Provider) certification/recertification will not be accepted.

- Students must submit information and fees for background checks and toxicology screenings by the designated deadline conducted through a facility selected by the College.

Note: Students needing AHS-141 (Phlebotomy for the Healthcare Provider) and AHS-142 (Phlebotomy) must be 18 or older to be enrolled in the classes.

EMERGENCY MEDICAL TECHNICIAN (EMT)

Certificate: CHS.EMT
Credits Required for Graduation: 16
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

GENERAL EDUCATION: 3 Credits		**Credits**
PSY 203	Human Growth and Development	3
ALLIED HEALTH CORE: 5 credits		
AHS 102	Medical Terminology	3
AHS 106	Cardiopulmonary Resuscitation	1
AHS 114	Basic First Aid	1
MAJOR COURSE		
EMS 105	Emergency Care I	4
EMS 106	Emergency Care II	4

This program is also offered as a Dual Enrollment Program at Cheraw High School, Chesterfield High School, the Dillon Applied Technology Center, and Marlboro County High School.

Licensure for this program is required by the S.C. Emergency Medical Technician certification from the S.C. Department of Health and Environmental Control (DHEC)

Students outside of SC must search for licensing requirements at the equivalent Health department for information on reciprocity.

HEALTH SCIENCE

Certificate: CHS.HLS
Credits Required for Graduation: 17
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A.	**GENERAL EDUCATION: 6 credits**		**Credits**
	Computer Literacy*		
	CPT 101	Introduction to Computers	3
	Natural Sciences		
	PSY 203	Human Growth and Development	3
B.	**ALLIED HEALTH CORE:6 credits**		
	AHS 102	Medical Terminology	3
	AHS 110	Patient Care Procedure	2
C.	**HEALTH BASIC: 6 credits**		
	AHS 161	Introduction to Careers	1
	AHS 106	Cardiopulmonary Resuscitation	1
	AHS 114	First Aid	1
	AHS 127	Basic Patient Care	3

**(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better).*

NURSING ASSISTING & PHLEBOTOMY

Certificate: CHS.NAP
Credits Required for Graduation: 20
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 6 credits

		Credits
Social/Behavioral Sciences		
PSY 203	Human Growth & Development	3
Computer Literacy	CPT 101	3

**(May be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

B. ALLIED HEALTH CORE: 14 credits

AHS 106	Cardiopulmonary Resuscitation	1
AHS 141	Phlebotomy Healthcare Provider	3
AHS 142	Phlebotomy	2
AHS 163	Long-Term Health	5
AHS 102	Medical Terminology	3

This program is offered as a Dual Enrollment Program at Cheraw High School, Chesterfield High School, the Dillon Applied Technology Center, and Marlboro County High School.

Note: Students needing AHS-141 (Phlebotomy for the Healthcare Provider) and AHS-142 (Phlebotomy) must be 18 or older to be enrolled in the classes.

MASSAGE THERAPY

Certificate: CHS.MAS
Credits Required for Completion: 20
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete work in the following areas:

		Credits
MTH 113	Essentials of Anatomy and Physiology for Massage Therapy	3
MTH 121	Principles of Massage I	4
MTH 126	Pathology for Massage Therapy	2
MTH 128	Clinical Applications of Massage	4
MTH 132	Massage Therapy Seminar	1
MTH 135	Massage Practicum	2
MTH 136	Kinesiology for Massage Therapy	2
MTH 138	Anatomy and Physiology for Massage Therapy II	2

APPLIED TECHNOLOGY PROGRAMS

The Applied Technology Programs at Northeastern Technical College prepare students for initial employment and advancement in each occupation. Emphasis is on skills development, with much of the student's time spent in lab or shop work. The remaining time is directed to related technical and general education, necessary for success in today's business and industry.

Any of these programs may be completed on a part-time basis, though it will require longer time to complete the program. Certificate programs are also available for those interested in shorter-term course work. Certificate coursework will apply toward diplomas or degrees upon completion of admission requirements.

Certificate information is available from Student Services or advisors. See listing at end of this section.



ENGINEERING

Today’s highly technical manufacturing industry requires technicians with the knowledge and skill sets to install, maintain, troubleshoot and repair a wide variety of computer-controlled systems (PLCs), machinery (mechanical, electrical, pneumatic, hydraulic) and automation processes (sensors, optics, timers, robotics). The program utilizes experienced instructors providing students with knowledge through hands-on, virtual, and projects organized into a paralleling career progression in today's advanced manufacturing environment.

Graduates from the AAS General Technology Engineering degree may select from areas to build knowledge that will qualify them for employment in manufacturing industries in the areas of industrial maintenance, industrial electrical and automation manufacturing. Students will have job ready skills in testing, startup, assembly, troubleshooting, repair, and control systems operations. These skills will allow students to fulfill key technical positions in areas of plant maintenance, plant electrical, electrician technician, maintenance technician, control technician, equipment installer, equipment wiring/setup and general maintenance.

The AAS General Technology Engineering Degree is designed as a stackable credential model aligning to the students’ job progression strategy in partnership with their future/current employer. The program consists of certificates aligned in partnership with industry to provide the knowledge and skills needed by technicians today. The Degree consists of certificates that are designed to build upon, or be coupled with, other certificates, providing a breadth of knowledge that will lead to increased workplace responsibilities, enhanced career opportunities, and/or higher pay and promotion. Students may choose certificates from but not limited to engineering technology, electromechanical, engineering graphics/drafting/prototyping, industrial electronics, industrial maintenance, welding, commercial transportation, construction, management, business, and computer technology.

ASSOCIATE IN APPLIED SCIENCE IN GENERAL TECHNOLOGY: (ENGINEERING TECHNOLOGY TRACK)

Degree: AAS.GEN.ENG
Credits Required for Graduation: 64 Minimum up to 84
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 19 credits

Communications		**Credits**
ENG 101	English Composition I	3
Mathematics		
MAT 110 or MAT 120	College Algebra, Probability and Statistics	3
Humanities	*Select one from the following:* ART 101, ART 105, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 218, ENG 222, ENG 236, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101, THE 105, THE 205, THE 225	3
Natural Sciences	*Select one from the following:* AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, PHS 101	4
Behavioral/Social Sciences	*Select one from the following:* ECO 210, ECO 211, GEO 102, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 206	3
Computer Literacy*	CPT 101 or CPT114	3

**(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

B. MAJOR COURSES: 33 credits

Students will work with their academic advisor to select 33 credit hours from any approved degree, diploma or credit certificate program. Choose two certificates from Engineering Technology Mechanical or Electrical, one of which must be a Level 1 Certificate.

C. MINOR COURSES (MINIMUM 12-32 CREDITS)

Students will work with their advisor to select credit hours from any approved degree, diploma or credit certificate program. Choose one Certificate from Engineering Technology Mechanical or Electrical or request approval from the Dean of Workforce for a certificate from a related Technical field from the following career areas: Engineering Technology, Electromechanical, Engineering Graphics/Drafting/Prototyping, Industrial Electronics, Industrial Maintenance, Machine Tool, Manufacturing Systems Technology, Welding, Commercial Transportation, Commercial Unmanned Aircraft, Construction, Management, Entrepreneurship, Business, Accounting and Computers Technology

RESIDENTIAL WIRING

Certificate: CIT.RWR
Credits Required for Graduation: 21
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

			Credits
A.	**TECHNICAL CORE: 10 credits**		
	IMT 180	Industrial Tools and Precision Measurement	4
	EGT 106	Print Reading and Sketching	3
	IET 223	Industrial Safety	3
B.	**SPECIALTY CORE: 11 credits**		
	MET 105	DC and AC Electricity	4
	EEM 140	National Electrical Code	3
	EEM 165	Residential/Commercial Wiring	4

PRE-ENGINEERING
MECHANICAL LEVEL 1

Certificate: CIT.ML1
Credits Required for Graduation: 22
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A.	**TECHNOLOGY CORE: 13 credits**		**Credits**
	EGT 106	Print Reading and Sketching	3
	EGT 151	Introduction to CAD	3
	IMT 180	Industrial Tools & Precision Measuring	4
	IET 223	Industrial Safety	3
B.	**SPECIALTY CORE: 9 credits**		
	MET 224	Hydraulic/Pneumatic Systems	3
	IMT 165	Mechanical Drives & Bearings	3
	IMT 166	Conveyors & Support Systems	3

PRE-ENGINEERING
ELECTRICAL LEVEL 1

Certificate: CIT.EL1
Credits Required for Graduation: 23
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A.	**TECHNOLOGY CORE: 13 credits**		**Credits**
	EGT 106	Print Reading and Sketching	3
	EGT 151	Introduction to CAD	3
	IMT 180	Industrial Tools & Precision Measuring	4
	IET 223	Industrial Safety	3
B.	**SPECIALTY CORE: 10 credits**		
	EEM 145	Control Circuits	3
	MET 105	DC and AC Electricity	4
	EET 235	Programmable Controllers	3

ADVANCED PRE-ENG: ELECTRICAL LEV2

Certificate: CIT.EL2
Credits Required for Graduation: 23
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A.	**TECHNOLOGY CORE: 13 credits**		**Credits**
	CIM 241	Automated Manufacturing Equipment	4
	EEM 140	National Electric Code	3
	MET 241	Process Controls for Integrated Systems	3
	CIM 131	Computer Integrated Manufacturing	3
B.	**SPECIALTY CORE: 10 credits**		
	EET 150	Electro-Fluid Power Controls	4
	EET 151	Electric Drive Systems	3
	EET 236	PLC Systems Programming	3

ENGINEERING GRAPHICS PROGRAMS

The Engineering Graphic programs deal with the mechanical and electronic skills of drafting and the practical application of basic engineering principles. Students study the science of drawing, receive hands-on training in the use of precision instruments and machine tools, plus mathematics and general education. Computer-assisted drafting is practiced in several modes. The program is challenging in the solution of graphics problems and related applications.

Job opportunities include detailing, checking, design, mechanical drafting, tool design, and implementing change orders.



ASSOCIATE IN APPLIED SCIENCE IN GENERAL TECHNOLOGY: (ENGINEERING GRAPHICS TRACK)

Degree: AAS.GEN.EGT
Credits Required for Graduation: 64 Minimum to 84
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 19 credits

Communications		**Credits**
ENG 101	English Composition I	3
Mathematics		
MAT 110, MAT 120 or MAT 122	College Algebra, Probability and Statistics, Finite College Mathematics	3
Humanities	*Select one from the following:* ART 101, ART 105, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 218, ENG 222, ENG 236, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101, THE 105, THE 205, THE 225	3
Natural Sciences	*Select one from the following:* AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, PHS 101	4
Behavioral/Social Sciences	*Select one from the following:* ECO 210, ECO 211, GEO 102, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 206	3
Computer Literacy*	CPT 101	3

**(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

B. MAJOR COURSES: 33 credits
Students will work with their academic advisor to select credit hours from any approved

degree, diploma, or credit certificate program. Credit Hours must be selected from the following career areas: Engineering Graphics/Drafting.

C. MINOR COURSES: 12-32 credits

Students will work with their advisor to select credit hours from any approved degree, diploma or credit certificate program. Credit Hours must be selected from the following career areas: Engineering Technology, Electromechanical, Engineering Graphics/Drafting/Prototyping, Industrial Electronics, Industrial Maintenance, Machine Tool, Manufacturing Systems Technology, Welding, Commercial Transportation, Commercial Unmanned Aircraft, Construction, Management, Entrepreneurship, Business, Accounting and Computer Technology

DRAFTING

Certificate: CIT.DRT
Credits Required for Graduation: 19
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 3 credits

		Credits
Computer Literacy*		
CPT 101	Introduction to Computers*	3

B. MAJOR COURSES: 16 credits

EGT 106	Print Reading and Sketching	3
EGT 151	Introduction to CAD	3
EGT 251	Principles of CAD	3
EGT 252	Advanced CAD	3
EGT 258	Applications of CAD	3
EGT 280	Introduction to Rapid Prototyping	1

ARCHITECTURAL DRAFTING

Certificate: CIT.ATD
Credits Required for Graduation: 16
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. SPECIALTY CORE: 16 credits

EGT 106	Print Reading and Sketching	3
AET 110	Architectural Graphics I	3
AET 111	Architectural Computer Graphics I	3
AET 120	Architectural Graphics II	3
AET 221	Architectural Computer Graphics II	4

RAPID PROTOTYPING

Certificate: CET.FRP
Credits Required for Graduation: 19
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 3 credits

		Credits
Computer Literacy*		
CPT 101	Introduction to Computers	3

B. SPECIALTY CORE: 16 credits

EGT 106	Print Reading and Sketching	3
EGT 151	Introduction to CAD	3
EGT 251	Principles of CAD	3
EGT 252	Advanced CAD	3
EGT 258	Applications of CAD	3
EGT 280	Introduction to Rapid Prototyping	1
IET 223	Industrial Safety	3

**(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better).*

INDUSTRIAL MAINTENANCE

Industrial Maintenance deals with the maintenance and upkeep of an industrial plant and its machines, mechanical equipment and systems. The industrial mechanic must be knowledgeable in blueprint reading, mathematics, hydraulics, pneumatics, machine tools and welding, as well as have considerable mechanical ability to make many different types of repairs, installations or improvements.

Job opportunities include general plant mechanic, industrial machinery mechanic, machinery repairer, machinery rebuilder, and maintenance mechanic.



ASSOCIATE IN APPLIED SCIENCE IN GENERAL TECHNOLOGY: (INDUSTRIAL MAINTENANCE TRACK)

Degree: AAS.GEN.IMT
Credits Required for Graduation: 64 Minimum to 84
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 19 credits

Communications		**Credits**
ENG 101	English Composition I	3
Mathematics		
MAT 110, MAT 120 or MAT 122	College Algebra, Probability and Statistics, Finite College Mathematics	3
Humanities	*Select one from the following:* ART 101, ART 105, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 218, ENG 222, ENG 236, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101, THE 105, THE 205, THE 225	3
Natural Sciences	*Select one from the following:* AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, PHS 101	4
Behavioral/Social Sciences	*Select one from the following:* ECO 210, ECO 211, GEO 102, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 206	3
Computer Literacy*	CPT 101	3

**(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

B. MAJOR COURSES: 33 credits

Students will work with their academic advisor to select credit hours from any approved degree, diploma, or credit certificate program. Credit Hours must be selected from the following career areas: Engineering Technology, Electromechanical, Engineering Graphics/Drafting/Prototyping, Industrial Electronics, Industrial Maintenance, Welding and Computer Technology.

C. MINOR COURSES: 21-32 credits

Students will work with their advisor to select credit hours from any approved degree, diploma or credit certificate program. Credit Hours must be selected from the following career areas: Engineering Technology, Electromechanical, Engineering Graphics/Drafting/Prototyping, Industrial Electronics, Industrial Maintenance, Machine Tool, Manufacturing Systems Technology, Welding, Commercial Transportation, Commercial Unmanned Aircraft, Construction, Management, Entrepreneurship, Business, Accounting and Computer Technology

INDUSTRIAL PLANT MAINTENANCE LEVEL I

Certificate: CIT.MET
Credits Required for Graduation: 26
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. TECHNICAL CORE: 13 credits

		Credits
IET 223	Industrial Safety	3
EGT 106	Print Reading and Sketching	3
EGT 151	Introduction to CAD	3
IMT 180	Industrial Tools & Precision Measurement	4

B. SPECIALTY COURSES: 13 credits

MET 224	Hydraulics and Pneumatics	3
MET 105	DC and AC Electricity	4
EEM 145	Control Circuits	3
IMT 165	Mechanical Drives and Bearings	3

MANUFACTURING PRODUCTION OPERATOR

Certificate: CIT.MPO
Credits Required for Graduation: 18
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

		Credit
AHS 106	Cardiopulmonary Resuscitation	1
AHS 114	Basic First Aid	1
LOG 245	Production Planning Processes	3
MFG 101	Introduction to Manufacturing	3
MFG 106	Manufacturing Internship	4
MFG 105	Industrial Manufacturing	4
MTT 171	Industrial Quality Control	2

WORKFORCE SCIENCE

Certificate: CIT.WFS
Credits Required for Graduation: 17
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A.	**TECHNOLOGY CORE: 16 credits**		**Credits**
	EGT 106	Print Reading and Sketching	3
	AMT 160	Principles of Quality and Continuous Improvement	3
	IMT 180	Industrial Tools & Precision Measuring	4
	IET 223	Industrial Safety	3
	MGT 220	Operations Management I	3
B.	**MAJOR CORE: 1 credit**		
	EGR 102	Introduction to Industry/Engineering Careers	1
	or		
	LOG 115	Forklift Operation	1

MACHINE TOOL TECHNOLOGY

Machine Tool Technology deals with the setup and operation of all standard machine tools and the manufacture of precision metal parts. Nearly all products depend upon the skills of machinists and precision tool and die-makers. The machinist-tool and die maker must be knowledgeable in the areas of mathematics, blueprint reading, mechanical drawing, metals, heat treatment and computer numerical controls.

Graduates of the Machine Tool Technology program are in demand in nearly all manufacturing plants, including small machine shops, production machining industries, plant maintenance shops, metal fabricating industries, plastic injection molding shops, tool and die making industries.

The Machine Tool Technology program provides a combination of academic preparation as well as practical experience.

Job opportunities include machine tool operator, apprentice, job shop machinist, production machinist, tool room machinist, repair machinist, tool and die maker (for advanced students) and CNC operators.

Certificate programs, such as CNC (Computer Numerical Controls), Machine Operator, are available. Contact Student Services for complete listing.



ASSOCIATE IN APPLIED SCIENCE
MACHINE TOOL TECHNOLOGY

Degree: AAS.MTT
Credits Required for Graduation:-72
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A.	**GENERAL EDUCATION: 19 credits**		
	Communications		**Credits**
	ENG 101	English Composition I or Communications I	3
	Mathematics		
	MAT 110	College Algebra or Contemporary Mathematics	3
	Humanities	*Select one from the following:* ART 101, ART 105, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 218, ENG 222, ENG 236, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101 THE 105, THE 205, THE 225	3
	Natural Sciences	*Select one from the following:* AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 225, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, PHS 101	4
	Social/Behavioral Sciences		
	PSY 201	General Psychology	3
	Computer Literacy*	CPT 101	3
	**(May be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*		
B.	**TECHNICAL CORE: 6 credits**		
	EGT 106	Print Reading and Sketching	3
	EGT 151	Introduction to CAD	3
C.	**MAJOR COURSES: 47 credits**		
	MTT 121	Machine Tool Theory I	3

MTT 122	Machine Tool Practice I	4
MTT 123	Machine Tool Theory II	3
MTT 124	Machine Tool Practice II	4
MTT 126	Machine Tool Practice III	4
MTT 141	Metals and Heat Treatment	3
MTT 147	Tool and Cutter Grinding	2
MTT 231	Tool and Die Making I	5
MTT 232	Tool and Die Making II	5
MTT 233	Tool and Die Making III	5
MTT 241	Jigs and Fixtures I	2
MTT 252	CNC Setup and Operations	4
MTT 253	CNC Programming and Operations	3

MACHINE TOOL DIPLOMA IN APPLIED SCIENCE

Diploma: DAS.MTT
Credits Required for Graduation: 41
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 19 credits

Communications		**Credits**
ENG 101	English Composition I	3
Mathematics		
MAT 110	College Algebra	3
Humanities	*Select one from the following:* ART 101, ART 105, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 218, ENG 222, ENG 236, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101	3
Natural Sciences	*Select one from the following:* AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 225, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, PHS 101	4
Social/Behavioral Sciences		
PSY 201	General Psychology	3
Computer Literacy*	CPT 101	3

**(May be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

B. MAJOR COURSES: 16 credits

EGT 106	Print Reading and Sketching	3
MTT 122	Machine Tool Practice	4
MTT 124	Machine Tool Practice II	4
MTT 141	Metals and Heat Treatment	3
MTT 147	Tool and Cutter Grinding	2

C. ELECTIVES: 6 credits

Students will work with their advisor to select 6 Credit Hours of from any one approved degree, diploma or credit certificate program. Courses must be selected for a career path (such as Electronics, Electro-Mechanical, Engineering Graphics, Machine Tool, Industrial Maintenance, Drafting, Manufacturing Systems Technology, Welding, Commercial Transportation, Business/Management, Engineering Technology)

MACHINE TOOL I

Certificate: CIT.FMT
Credits Required for Graduation: 17
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A.	**TECHNOLOGY CORE: 10 credits**		
	EGT 106	Print Reading and Sketching	3
	IMT 180	Industrial Tools & Precision Measuring	4
	IET 223	Industry Safety	3
B.	**MAJOR CORE: 7 credits**:		
	MTT 122	Machine Tool Practice I	4
	MTT 121	Machine Tool Theory I	3

COMPUTER NUMERICAL CONTROL OPERATOR (CNC) I

Certificate: CIT.FCN
Credits Required for Graduation: 17
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A.	**TECHNICAL CORE: 13 credits**		
	IET 223	Industry Safety	3
	EGT 106	Print Reading and Sketching	3
	EGT 151	Introduction to CAD	3
	IMT 180	Industrial Tooling and Precision Measurement	4
B.	**SPECIALTY CORE: 4 credits**		
	MTT 252	CNC Setup and Operations	4

TRANSPORTATION AND LOGISTICS PROGRAMS

The Transportation and Logistics programs prepare students for industries moving products, people, and equipment across the globe. These careers are generally very detailed organizationally and require the implementation of complex operations. Courses in these programs provide an understanding and execution of skills such as commercial transportation, warehouse operations, diesel mechanics, and the safety of all of those involved.

The Commercial Transportation certificate further prepares the students for not only the Commercial Driver's License (CDL) required to drive commercial motor vehicles (CMVs) such as tractor trailers, semi-trucks, dump trucks, and passenger buses, but also the business aspects behind the job so the student understands how to manage their career. Graduates from the Commercial Transportation and Diesel Mechanic certificates go on to enjoy long careers and are highly sought after in the industry.



ASSOCIATE IN APPLIED SCIENCE IN GENERAL TECHNOLOGY: (TRANSPORTATION & LOGISTICS TRACK)

Degree: AAS.GEN.TRL
Credits Required for Graduation: 64 Minimum to 84
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 19 credits

Communications		**Credits**
ENG 101	English Composition I	3
Mathematics		
MAT 110, MAT 120 or MAT 122	College Algebra, Probability and Statistics, Finite College Mathematics	3
Humanities	*Select one from the following:* ART 101, ART 105, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 218, ENG 222, ENG 236, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101, THE 105, THE 205, THE 225	3
Natural Sciences	*Select one from the following:* AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, PHS 101	4
Behavioral/Social Sciences	*Select one from the following:* ECO 210, ECO 211, GEO 102, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 206	3
Computer Literacy*	CPT 101	3

**(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

B. MAJOR COURSES: 33 credits

Students will work with their academic advisor to select credit hours from any approved degree, diploma or credit certificate program. Credit Hours must be selected from the following career areas: Logistics Warehousing, Transportation Logistics, Diesel Maintenance, and Automotive Maintenance.

C. MINOR COURSES: 12-32 credits

Students will work with their advisor to select credit hours from any approved degree, diploma or credit certificate program. Credit Hours must be selected from the following career areas: Engineering Technology, Electromechanical, Engineering Graphics/Drafting/Prototyping, Industrial Electronics, Industrial Maintenance, Machine Tool, Manufacturing Systems Technology, Welding, Commercial Transportation, Commercial Unmanned Aircraft. Construction, Management, Entrepreneurship, Business, Accounting and Computer Technology

WAREHOUSING LOGISTICS

Certificate: CIT.FLW
Credits Required for Graduation: 19
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A.	**TECHNOLOGY CORE: 3 credits**		**Credits**
	LOG 111	Warehouse and Distribution Center Operations	3
B.	**SPECIALTY CORE: 16 credits**		
	LOG 110	Introduction to Logistics	3
	LOG 112	Automated Storage and Retrieval System	3
	LOG 113	Material Handling Technology	3
	LOG 115	Forklift Operations	1
	LOG 125	Transportation Logistics	3
	IET 223	Industrial Safety	3

SUPPLY CHAIN MANAGEMENT

Certificate: CIT.SCM
Credits Required for Graduation: 24
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

Major Courses:		**Credits**
CPT 101	Introduction to Computers	3
LOG 110	Introduction to Logistics	3
LOG 215	Supply Chain Management	3
LOG 235	Traffic Management	3
LOG 240	Purchasing Logistics	3
MGT 150	Fundamentals of Supervision	3
MGT 201	Human Resource Management	3

Electives:		
PSY 201 or SOC 101	General Psychology or Introduction to Sociology	3

COMMERCIAL TRANSPORTATION

Certificate: CIT.FTL
Credits Required for Graduation: 16
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

		Credits
TDR 104	Electronic Logging	1
TDR 105	The Business of Truck Driving	3
TDR 101	Introduction to Truck Driver Training	5
TDR 102	Truck Driver Training	4
TDR 103	Preparation for CDL Examination	3

Licensing for Long Haul Commercial Driving is from the South Carolina Department of Motor Vehicles

Students must complete a physical, background check, and have a learner permit prior to enrolling in TDR 102 Truck Driver Training

PREVENTIVE DIESEL MAINTENANCE I

Certificate: CIT.PDM
Credits Required for Graduation: 19
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A.	**SPECIALITY CORE: 19 credits**		**Credits**
	DHM 107	Diesel Equipment Service and Diagnosis	3
	DHM 251	Suspension and Steering	3
	DHM 255	Air Brakes Systems	3
	DHM 262	ABS and TCS Brake System	2
	LOG 115	Forklift Operation	1
	IET 223	Industrial Safety	3
	IMT 180	Tooling and Precision Measurement	4

AUTOMOTIVE REPAIR

Certificate: CIT.IAR
Credits Required for Graduation: 29
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A.	**SPECIALITY CORE: 29 credits**		**Credits**
	AUT 101	Engine Fundamentals	3
	AUT 102	Engine Repair	4
	AUT 112	Braking Systems	4
	AUT 124	Steering, Suspension and Alignment	4
	AUT 131	Electrical Systems	3
	AUT 145	Engine Performance	3
	AUT 147	Fuel Systems	4
	DHM 151	Drive Trains	4

INTRODUCTION TO AUTOMOTIVE REPAIR

***High School CTE Partnership**

Certificate: CIT.FAR
Credits Required for Graduation: 21
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

AUT 112	Braking Systems	4
AUT 132	Automotive Electricity	4
AUT 145	Engine Performance	3
AUT 159	Tools, Equipment, and Reference Manuals	3
IET 223	Industrial Safety	3
IMT 180	Industrial Tools and Precision Measurement	4

COMMERCIAL UNMANNED AIRCRAFT OPERATOR

Certificate: CIT.UAS
Credits Required for Graduation: 18
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

		Credits
ARV 275	Aerial Photography	3
UAS 101	Unmanned Aircraft Systems and Safety	3
UAS 102	Unmanned Aircraft Applications	3
UAS 103	Unmanned Aircraft Foundations	3
UAS 104	Unmanned Aircraft Personnel	3
UAS 201	Unmanned Aircraft Maintenance, Inspection & Repair	3

WELDING PROGRAMS

Welding plays a critical role in the strength and durability of everything from cars to heavy industrial machinery to bridges and almost any other industry. NETC's Advanced Welding certificate provides students entry level training and practical skills in Oxy-Acetylene cutting and brazing, SMAW (ARC), GMAW (MIG), FCAW (FLUX CORE) and GTAW (TIG) in ferrous and non-ferrous metals, including purge welding of sanitary process pipe. These skills are your gateway to an Associate's in Applied Science degree in General Technology-Welding.

The Associate's in Applied Science degree in General Technology-Welding prepares graduates for entry level welding positions within the fabrication, manufacturing, and construction industries that require skills in print reading, layout, welding and cutting processes. Graduates entering the workforce will be knowledgeable in multiple welding disciplines, fabrication techniques, job-site safety practices, and project management. Students who have completed Welding courses in a NETC Continuing Education program may be eligible for advanced placement into this program.



ASSOCIATE IN APPLIED SCIENCE IN GENERAL TECHNOLOGY: (WELDING TRACK)

Welding deals with the joining of metals with gas-fueled torches or electric-arc processes. Welding is a vital construction skill that involves principles and uses of oxyacetylene, T.I.G., M.I.G. and electric arc.

Present job opportunities for welders include structural steel welding, pipe welding and job shop welding.

Degree: AAS.GEN.WLD
Credits Required for Graduation: 64 Minimum to 84
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 19 credits

Communications		**Credits**
ENG 101	English Composition I	3
Mathematics		
MAT 110, MAT 120 or MAT 122	College Algebra, Probability and Statistics, Finite College Mathematics	3
Humanities	*Select one from the following:* ART 101, ART 105, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 218, ENG 222, ENG 236, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101, THE 105, THE 205, THE 225	3
Natural Sciences	*Select one from the following:* AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, PHS 101	4
Behavioral/Social Sciences	*Select one from the following:* ECO 210, ECO 211, GEO 102, PSC 201, PSC 215, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, SOC 206	3
Computer Literacy*	CPT 101	3

**(Requirement may be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)*

B. MAJOR COURSES: 33 credits

Students will work with their academic advisor to select credit hours from any approved degree, diploma or credit certificate program. Credit Hours must be selected from the following career areas: Welding

C. MINOR COURSES: 12-32 credits

Students will work with their advisor to select credit hours from any approved degree, diploma or credit certificate program. Credit Hours must be selected from the following career areas: Engineering Technology, Electromechanical, Engineering Graphics/Drafting/Prototyping, Industrial Electronics, Industrial Maintenance, Machine Tool, Manufacturing Systems Technology, Welding, Commercial Transportation, Construction, Management, Entrepreneurship, Business, Accounting and Computer Technology

WELDING - ARC

Certificate: CIT.ARC
Credits Required for Graduation: 20
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A.	**TECHNOLOGY CORE: 13 credits**		**Credits**
	EGT 106	Print Reading and Sketching	3
	IET 223	Industrial Safety	3
	EGT 151	Introduction to Cad	3
	IMT 180	Industrial Tools & Precision Measurement	4
B.	**MAJOR CORE: 7 credits**		
	WLD 111	ARC Welding I	4
	WLD 130	Welding Fundamentals	3

WELDING - MIG

Certificate: CIT.MIG
Credits Required for Graduation: 20
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A.	**TECHNOLOGY CORE: 13 credits**		**Credits**
	EGT 106	Print Reading and Sketching	3
	IET 223	Industrial Safety	3
	EGT 151	Introduction to Cad	3
	IMT 180	Industrial Tools & Precision Measuring	4

B.	**MAJOR CORE: 7 credits**		
	WLD 130	Welding Fundamentals	3
	WLD 180	MIG Welding	4

WELDING - TIG

Certificate: CIT.TIG
Credits Required for Graduation: 20
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A.	**TECHNOLOGY CORE: 13 credits**		**Credits**
	EGT 106	Print Reading and Sketching	3
	IET 223	Industrial Safety	3
	EGT 151	Introduction to Cad	3
	IMT 180	Industrial Tools & Precision Measuring	4

B.	**MAJOR CORE: 7 credits**		
	WLD 130	Welding Fundamentals	3
	WLD 152	Tungsten Arc Welding	4

WELDING - FLUX CORE

Certificate: CIT.FXC
Credits Required for Graduation: 20
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A.	**TECHNOLOGY CORE: 10 <13 credits**		**Credits**
	EGT 106	Print Reading and Sketching	3
	IET 223	Industrial Safety	3
	EGT 151	Introduction to Cad	3
	IMT 180	Industrial Tools & Precision Measuring	4
B.	**MAJOR CORE: 7 credits**		
	WLD 120	Flux Cored Arc Welding I	4
	WLD 130	Welding Fundamentals	3

ADVANCED WELDING - JOURNEYMAN*

Certificate: CIT.JMN*
Credits Required for Graduation: 23
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A.	**RELATED CORE: 10 credits**		**Credits**
	EGT 155	Intermediate CAD	2
	EGT 252	Advanced CAD	3
	EGT 280	Introduction to Rapid Prototyping	1
	MTT 122	Machine Tool Theory II	4
B.	**MAJOR CORE: 4 credits (Select one from the following):**		
	WLD 111	ARC Welding I	4
	WLD 180	MIG Welding I	4
	WLD 152	Tungsten Arc Welding	4
	WLD 120	Flux Cored Arc Welding I	4
C.	**SPECIALTY CORE: 9 credits**		
	WLD 142	Maintenance Welding	3
	WLD 145	Field Welding	2
	WLD 170	Qualification Welding	4

**Must have completed CIT.PWD before enrolling in certificate.*

BUILDING CONSTRUCTION TECHNICIAN

Certificate: CET.BCT
Credits Required for Graduation: 22
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

BCT 101	Introduction to Building Construction	5
BCT 102	Fundamentals of Building Construction	4
BCT 210	Interior and Exterior Installations	3
EGT 106	Print Reading and Sketching	3
IET 223	Industrial Safety	3
IMT 180	Industrial Tools and Precision Measurement	4

APPRENTICESHIP

SCHAEFFLER APPRENTICE

ASSOCIATE IN APPLIED SCIENCE: MACHINE TOOL SETUP

Degree: AAS.MTT.STP
Credits Required for Graduation: 86
Overall Grade-point average of 2.00 (C-2) on all college work presented to fulfill program requirements

Complete course work in the following areas:

A.	**GENERAL EDUCATION: 21 Credits**		**Credits**
	Communications		
	ENG 155	Communications I	3
	Mathematics		
	MAT 155	Contemporary Mathematics	3
	MAT 168	Geometry and Trigonometry	3
	Humanities	*Select one from the following:* ART 101, ART 105, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 218, ENG 222, ENG 236, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101, THE 105, THE 205, THE 225	3
	Natural Sciences		
	PHS 111	Conceptual Physics I	3
	Social/Behavioral Sciences		
	PSY 103	Human Relations	3
	Computer Literacy*		3

***(May be met through competency test or enrolling into and passing the CPT 101 course with a "C" or better)**

B. MAJOR COURSES: 19 Credits

MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
MTT 123	Machine Tool Theory II	3
MTT 124	Machine Tool Practice II	4
MTT 241	Jigs and Fixtures	2
MTT 251	CNC Operations	3

C. CROSS TECHNOLOGY: 34 Credits

Technology Core

IMT 121	Drive Systems	2
IMT 131	Hydraulics and Pneumatics	4
IMT 161	Mechanical Power Applications	4
IMT 165	Mechanical Drivers and Bearings	3
IMT 166	Conveyor and Support Systems	3

Specialty Core

EEM 115	DC Circuits	4
EEM 116	AC Circuits	4
EEM 151	Motor Controls I	4
EEM 251	Programmable Controllers	3
EEM 252	Programmable Controller Applications	3

D. RELATED COURSES: 12 Credits

AMT 106	Manufacturing Workplace Skills	3
EGT 106	Print Reading and Sketching	3
IET 229	Statistical Quality Controls	3
EGT 151	Introduction to CAD	3

ASSOCIATE IN APPLIED SCIENCE: MACHINE TOOL AND DIE SCHAEFFLER

Degree: AAS.MTT.TAD
Credits Required for Graduation: 81

Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 21 Credits

Communications		**Credits**
ENG 155	Communications I	3
Mathematics		
MAT 155		
MAT 168		
Humanities	*Select one from the following:*	
ART 101, ART 105, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 218, ENG 222, ENG 236, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101, THE 105, THE 205, THE 225		3
Natural Sciences		
PHS 111	Physical Science	3
Social/Behavioral Sciences		
PSY 103	Human Relations	3
Computer		
CPT 101	Introduction to Computers	3

**May be met through competency test*

B. MAJOR COURSES: 48 Credits

MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
MTT 123	Machine Tool Theory II	3
MTT 124	Machine Tool Practice II	4
MTT 126	Machine Tool Practice III	4
MTT 141	Metals and Heat Treatment	3

MTT 231	Tool and Diemaking I	5
MTT 232	Tool and Diemaking II	5

MTT 233	Tool and Diemaking III	5
MTT 241	Jigs and Fixtures I	2
MTT 251	CNC Operations	3
MTT 252	CNC Setup and Operations	4
MTT 253	CNC Programming and Operation	3

C. CROSS TECHNOLOGY: 12 Credits Technology Core

EGT 106	Print Reading and Sketching	3
EGT 151	Introduction to CAD	3
EGT 251	Principles of CAD	3
EGT 252	Advanced CAD	3

ASSOCIATE IN APPLIED SCIENCE: ELECTRONICS TECHNOLOGY

SCHAEFFLER

Degree: AAS.EEM.INA
Credits Required for Graduation: 77

Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. GENERAL EDUCATION: 27 Credits

Communications		**Credits**
ENG 155	Communications I	3
Mathematics		
MAT 155		
MAT 168	Geometry and Trigonometry	3
Humanities	*Select one from the following:* ART 101, ART 105, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 218, ENG 222, ENG 236, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 105, PHI 106, PHI 110, PHI 115, REL 101, THE 101, THE 105, THE 205, THE 225	3
Natural Sciences		
PHS 111	Conceptual Physics I	3
Social/Behavioral Sciences		
PSY 103	Human Relations	3
Computer Literacy		
CPT 114	Computers and Programming	3
CPT 168	Programming Logic and Design	3

B. MAJOR COURSES: 49 Credits

EEM 115	AC Circuits	4
EEM 116	DC Circuits	4
EEM 140	National Electrical Codes	3

EEM 151	Motor Controls I	4
EEM 160	Industrial Instrumentation	3
EEM 165	Residential/Commercial Wiring	4
EEM 201	Electronic Devices I	3
EEM 202	Electronic Devices II	3
EEM 231	Digital Circuits IM	3
EEM 251	Programmable Controllers	3
EEM 252	Programmable Control Applications	3
EEM 275	Technical Troubleshooting	3
EEM 271	Sensors and Systems Interfacing	2
EEM 276	Applied Troubleshooting	3
EEM 152	Motor Controls	4

C. RELATED COURSES: 5 credits

IMT 131	Hydraulics and Pneumatics	4

SETUP OPERATOR
SCHAEFFLER

***Certificate: CIT.SOP**
Credits Required for Graduation: 25
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

EGT 106	Print Reading and Sketching	3
IMT 121	Drive Systems	2
IMT 131	Hydraulics and Pneumatics	4
IMT 161	Mechanical Power Applications	4
IMT 165	Mechanical Drives and Bearings	3
IMT 166	Conveyors and Support Systems	3
MAT 155	Contemporary Mathematics	3
MTT 121	Machine Tool Theory I	3

**These are employability certificates designed for Schaeffler employees only.*

INDUSTRIAL MAINTENANCE
A.O. SMITH

***Certificate: CIT.AOS**
Credits Required for Graduation: 30
Overall Grade-point average of 2.00 (C=2) on all college work presented to fulfill program requirements.

Complete course work in the following areas:

EEM 235	Power Systems	3
EET 151	Electric Drive Systems	3
EGT 106	Print Reading and Sketching	3
IMT 161	Mechanical Power Applications	4
MAT 168	Geometry and Trigonometry	3
MET 105	DC and AC Electricity	4
MET 224	Hydraulics and Pneumatics	3
MTT 122	Machine Tool Practice I	4
WLD 130	Welding Fundamentals	3

DEVELOPMENTAL STUDIES

The purpose of Developmental Studies is to provide the opportunity to upgrade skills in English, math and/or reading for students applying for or enrolled in a curriculum program or preparing for the GED. The aim is to provide an efficient program of study, using a variety of audiovisuals, printed materials, and instructional techniques to complement students' learning styles and to assist students in attaining their educational goals.

As a result of Placement Test Scores, students will be placed in appropriate courses. However, if skills are deficient in certain areas, the student will also be assigned to developmental courses. Developmental course work does not always exclude the student from curriculum courses; the student and advisor will work out an appropriate plan of study.

By policy of the State Board for Technical and Comprehensive Education, a student may enroll in no more than 36 semester hours of 0-level courses. Federal Financial Aid funding allows a limit of 30 hours only.

Classes are available day and evening. Scheduling may be flexible to meet the needs of the working adult.

Developmental courses offered include English, reading, and math. These courses do not apply toward graduation requirements and must be completed as prerequisites to certain required courses.

GENERAL EDUCATION DEVELOPMENT (GED)

NETC does not provide GED testing or a program specifically for GED preparation. Students who wish to prepare for the GED should contact the Office of Adult Education in the county of residence. Day and evening classes in developmental writing, reading and mathematics are available at NETC. Students who enroll in these classes must follow admission and registration procedures. College financial aid programs do not support GED preparation.

MAT 106: Accelerated Pre-Algebra-3 Credit Hours
This course includes the study of integers, rational numbers, decimals, percentages, ratio and proportion, basic statistics, measurements, geometry, the properties of numbers, and operations with algebraic expressions. Application skills are emphasized. MAT 108 is next in math sequence. Next Generation Placement Test.

COURSE DESCRIPTIONS

COURSE OFFERINGS AND SCHEDULES

A tentative schedule of the times in which courses will be offered is available in Student Services at our community campuses or on Web Advisor. This schedule may be affected by demand for classes, cancellation of classes, instructor availability or other situations beyond the control of the College. Students can find course descriptions and related information on our website at www.netc.edu.

COURSE NUMBERS

Course designations consist of a three-letter prefix, a number, and the title of the course. The three-letter prefix indicates the area of study. Courses numbered 101–299 are generally applicable toward the Associate Degree, Diploma, or Certificate. Courses numbered 001–099 are developmental courses, which do not apply toward graduation requirements. Courses numbered 100 are prerequisite courses.

For a course description, please visit WWW.NETC.EDU or contact the Office of Academic Affairs and Student Services.

COURSE HOURS AND CREDITS

Following the prefix, number and title of the course, the number of lectures, laboratory, clinical and credit hours are shown in parentheses.

The number of lecture hours in each class each week, the number of laboratory hours in class each week and/or the number of clinical hours each week combine to make up the total contact hours required for the class each week. The credit for the course is shown beside the course title and by the last number in the parentheses.

PREREQUISITES/COREQUISITES

Course prerequisites are courses required before enrolling in a course and are identified following each course description. Co-requisites are also indicated. Many prerequisite courses require a grade of "C" before the subsequent course may be taken. The grade of "D" may be assigned for G.P.A. purposes; however, prerequisite must be repeated.

TRANSFER LIST

Courses that are marked with an asterisk (*) are included on the South Carolina Senior Public College Transfer List. The student is responsible for checking with the college/university selected for transfer to determine which courses will be accepted in transfer. Other courses, although not marked, may transfer to many colleges and universities. Advisor will provide information.

ACCOUNTING

***ACC 101: ACCOUNTING PRINCIPLES I—3 Credit Hours (3-0-3)**
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.

***ACC 102: ACCOUNTING PRINCIPLES II—3 Credit Hours (3-0-3)**
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. ***Prerequisites:*** **ACC 101 with grade of "C" or better.**

ACC-110: ACCOUNTING FOR ENTREPRENEURS – 3 Credit Hours (3-0-3)
A study of the principles of financial accounting, managerial accounting, taxes, bookkeeping, accounting systems, and record keeping essential to starting and operating a new business enterprise.

ACC 112: ORGANIZATIONAL ACCOUNTING—3 Credit Hours (3-0-3)
This course is a study of financial accounting with specific emphasis on partnerships and the corporate form of organization. ***Prerequisite:*** **ACC 101 with grade of "C" or better.**

ACC 116: PRACTICAL ACCOUNTING APPLICATIONS I—3 Credit Hours (3-0-3)
This course is a study of the principles of adjusting entries, correction of accounting errors, and payroll in accounting practice. ***Prerequisite:*** **ACC 101 with a grade of "C" or better.**

ACC 117: PRACTICAL ACCOUNTING APPLICATIONS II—3 Credit Hours (3-0-3)
This course is a study of the principles of depreciation and inventory in accounting practice. ***Prerequisite:*** **ACC 101 with a grade of "C" or better.**

ACC 120: FEDERAL INCOME TAX—3 Credit Hours (3-0-3)
This course is a study of the income tax structure from the standpoint of the individual, partnership, and corporation.

ACC 150: PAYROLL ACCOUNTING—3 Credit Hours (3-0-3)
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.

ACC 230: COST ACCOUNTING I—3 Credit Hours (3-0-3)
This course is a study of the accounting principles involved in job order cost systems. ***Prerequisite:*** **ACC 101 with grade of "C" or better.**

ACC 240: COMPUTERIZED ACCOUNTING—3 Credit Hours (3-0-3)
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:*** **ACC 101 with grade of "C" or better.**

ARCHITECTURAL ENGINEERING TECHNOLOGY

AET 110: ARCHITECTURAL GRAPHICS I—3 Credit Hours (3-0-3)
This course is an introduction to the skills of architectural manual drafting.

AET 111: ARCHITECTURAL COMPUTER GRAPHICS I—3 Credit Hours (3-0-3)
This course includes architectural/construction, basic computer-aided design commands, and creation of construction industry symbols and standards.

AET 120: ARCHITECTURAL GRAPHICS II—3 Credit Hours (2-3-3)
This course requires the production of a set of working drawings of a residential or commercial building. Exercises incorporate construction methods, materials, building code requirements, site development, and technical skills required to draw and graphically present projects.

AET 221: ARCHITECTURAL COMPUTER GRAPHICS II—4 Credit Hours (4-0-4)
This course includes a study of cad commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building using the computer as the drafting tool is produced.

ALLIED HEALTH

AHS 101: INTRODUCTION TO HEALTH PROFESSIONS—2 Credit Hours (2-0-2)
This course provides a study of the health professions and the health care industry.

AHS 102: MEDICAL TERMINOLOGY—3 Credit Hours (3-0-3)
This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition and pronunciation.

AHS 106: CARDIOPULMONARY RESUSCITATION – 1 Credit Hour (1-0-1)
This course provides a study of the principles of cardiopulmonary resuscitation.

AHS 107: CLINICAL COMPUTATIONS – 2 Credit Hours (2-0-2)
This course is a study of the principles and applications of computations used in the clinical setting.

AHS 110: PATIENT CARE PROCEDURES – 2 Credit Hours (2-0-2)
This course provides a study of the procedures and techniques used in the general care of the patient.

AHS 114: BASIC FIRST AID – 1 Credit Hour (1-0-1)
This course provides instruction in basic procedures used in medical emergencies.

AHS 119: HEALTH CAREERS – 3 Credit Hours (3-0-3)
This course provides information on various health careers to include job responsibility and personal and educational requirements as well as an overview of the health care system with its unique nomenclature and delivery care.

AHS 127: BASIC PATIENT CARE – 3 Credit Hours (3-0-3)
This course is a study of procedures for patient care for health professionals including vital signs, patient transport, patient care relations and patient communications.

AHS 141: PHLEBOTOMY FOR THE HEALTH CARE PROVIDER – 3 Credit Hours (2-3-3)
This course contains the essential theory, skills, and special procedures required to meet the venipuncture needs in hospitals, clinics, and other health care settings.

AHS 142: PHLEBOTOMY – 2 Credit Hours (2-0-2)
This course is a study of phlebotomy procedures utilized in clinical facilities and physicians' offices.

AHS 145: ELECTROCARDIOGRAPHY – 2 Credit Hours (2-0-2)
This course provides the basic skills necessary to perform ECGs in a hospital, physician's office or other health Care setting. The student will be able to perform and interpret basic ECSs.

AHS 161: INTRODUCTION TO HEALTH CAREERS – 1 Credit Hour (1-0-1)
This course introduces the student to a variety of health careers.

AHS 163: LONG TERM CARE – 5 Credit Hours (5-4-5)
This course emphasizes the basic skills needed to care for residents in the long-term care setting. Students will apply practical use of these skills through clinical experiences in a long-term care facility.

AHS 202: PRACTICUM IN WELLNESS EDUCATION – 3 Credit Hours (1-0-1)
This course provides information on various health careers to include job responsibility and personal and educational requirements as well as an overview of the health care system with its unique nomenclature and delivery care.

AUTOMATED MANUFACTURING TECHNOLOGY

AMT 106: MANUFACTURING WORKPLACE SKILLS – 3 Credit Hours (3-0-3)
This course introduces the fundamental employee skills needed to be successful in a manufacturing environment. Emphasis is placed on teamwork, adaptability, work ethics, communication skills, and customer service.

AMT 160: PRINCIPLES OF QUALITY AND CONTINUOUS IMPROVEMENT – 3 Credit Hours (3-0-3)
This course prepares students for an assessment leading to Manufacturing Skill Standards Council Certified Production Technician (MSSC – CPT). Students will be equipped with the skills to ensure the production and manufacturing systems meet quality system requirements as defined by business/customers.

ART

***ART 101: ART HISTORY AND APPRECIATION—3 Credit Hours (3-0-3)**
This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

***ART 105: FILM AS ART—3 Credit Hours (3-0-3)**
This course introduces the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples.

AERIAL PHOTOGRAPHY

ARV 275: AERIAL PHOTOGRAPHY—3 Credit Hours (2-3-3)
This course introduces the technical and aesthetic skills of aerial photography and videography using a UAS (Unmanned Aerial System).

ASTRONOMY

***AST 101: SOLAR SYSTEM ASTRONOMY—4 Credit Hours (3-3-4)**
This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included in the course. ****Prerequisite: MAT 108***

***AST 102: STELLAR ASTRONOMY—4 Credit Hours (3-3-4)**
This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra-galactic objects. Related topics of current interest are included in the course.

AUTOMOTIVE REPAIR

AUT 101: ENGINE FUNDAMENTALS – 3 Credit Hours (3-3-3)
This course is a study of automotive engine fundamentals, principles of engine operations, including horsepower calculations, cubic inch displacement calculations, efficiency combustion theory, etc. Type of engines, cylinders, Valve arrangements, lubrications, fuel, exhaust, and cooling systems are also included.

AUT 102: ENGINE REPAIR - 4 Credit Hours (3-3-4)
This course is a basic study of the diagnostic procedures used to locate and repair internal engine malfunctions.

AUT 112: BRAKING SYSTEMS - 4 Credit Hours (3-3-4)
This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.

AUT 124: STEERING, SUSPENSION AND ALIGNMENT - 4 Credit Hours (3-3-4)
This course is the study of the fundamentals of steering, suspension and alignment and includes inspection, diagnostics, maintenance and repair of systems.

AUT 131: ELECTRICAL SYSTEMS - 3 Credit Hours (3-3-3)
This course is a study of the individual systems and components that when combined form the entire automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis, and accessory systems as well as instruction in the proper use of electrical schematics.

AUT 132: AUTOMOTIVE ELECTRICITY - 4 Credit Hours (3-3-4)
This course is a study of electricity as used in automotive applications. This course includes DC and AC principles and their various uses in the automobile. The relationship between Ohm's Law and actual automotive circuits is demonstrated.

AUT 145: ENGINE PERFORMANCE – 3 Credit Hours (3-3-3)
This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in the course.

AUT 147: FUEL SYSTEMS - 4 Credit Hours (3-3-4)
This course is a study in basic fuel delivery systems, including types of fuel, fuel pumps, principles of carburetion, computer-controlled carburetor operation and service, and introduction to fuel injection systems. Symptoms and diagnosis of malfunctioning systems are emphasized.

AUT 149: IGNITION & FUEL SYSTEMS - 4 Credit Hours (3-3-4)
This course is a study of ignition system operation and how it relates to fuel systems for proper engine operation.

AUT 159: TOOLS, EQUIPMENT AND REFERENCE MATERIALS – 3 Credit Hours (2-3-3)
This course is a study of the proper selection, care, and use of tools and equipment, including proper use of service and reference manuals and guides.

ARCHITECTURAL/CONSTRUCTION

BCT 101: FUNDAMENTALS OF BUILDING CONSTRUCTION – 5 Credit Hours (5-0-5)
This course is an introduction to residential and light commercial construction, construction terms, tools of the trade and their safe use.

BCT 102: FUNDAMENTALS OF BUILDING CONSTRUCTION – 4 Credit Hours (4-0-4)
This course is a study of framing for residential and light commercial buildings.

BCT 114: INTRO TO EARTH MOVING OPERATIONS - 1 Credit Hour (1-0-1)
This course introduces students to the identification, use, and application of heavy earth moving equipment. Students are provided a broad introduction to the processes of planning and executing earth moving activities through the selection of various types of construction equipment.

BCT 126: GRADE OPERATIONS - 2 Credit Hours (1-2-2)
This course provides the student with details about the staking and grading operations of construction projects. It addresses staking requirements for roads, commercial buildings, and trenches. Students are trained to read and interpret various plan sheets that contain grading information.

BCT 134: SAFETY AND LOSS CONTROL - 3 Credit Hours (3-0-3)
This course provides classroom instruction on the responsibilities of the finish operator and how these responsibilities affect financial losses due to safety and operation decisions.

BCT 135: ADVANCED OPERATING TECHNIQUES - 1 Credit Hour (1-0-1)
This course teaches advanced topics for equipment operators including safety, controlling and working around water, calculating costs, and the effects of different soil types.

BCT 143: DOZER, SCRAPER, AND COMPACTION EQUIPMENT – 4 Credit Hours (2-4-4)
This course introduces students to the identification, use, and application of heavy earth moving equipment. Students are provided a broad introduction to the processes of planning and executing earth moving activities through the selection of various types of construction equipment.

BCT146: BACKHOE AND EXCAVATOR - 4 Credit Hours (2-4-4)
This course introduces basic identification of components, backhoe and excavator safety, use of operator manual, daily servicing and operation of the machine. Included are basic backhoe and excavator operation and maintenance of the equipment.

BCT 148: LOADER EQUIPMENT - 4 Credit Hours (2-4-4)
This course introduces the student to the practical operation of a front-end loader to perform specific tasks, basic loader operation and maintenance.

BCT 149: MOTOR GRADER AND SKID STEER – 4 Credit Hours (2-4-4)
This course introduces basic machine operation and maintenance including identification of components, safety, use of operator manuals, daily servicing and operation of the machine. The student learns how to start the machine, move it, and shut it down.

BCT 210: INTERIOR AND EXTERIOR INSTALLATIONS – 3 Credit Hours (3-0-3)
This course covers the installation of materials used in siding and wall covering. Techniques are presented by hands-on activities in siding, paneling, drywall, and alternative materials used in a green construction environment.

BCT 214: ENVIRONMENTAL COMPLIANCE – 1 Credit Hour (1-0-1)
This course introduces the various federal and state laws which govern the construction industry, followed by more in-depth learning about the specific issues students are likely to encounter as heavy equipment operators.

BCT 224: BUILDING MATERIALS – 3 Credit Hours (3-0-3)
Residential building materials are discussed and studied. The appropriate uses of sawn lumber and engineered lumber for strength are included in the course work. The selection of veneer and sheathing products is reviewed.

BIOLOGY

***BIO 101: BIOLOGICAL SCIENCE I—4 Credit Hours (3-3-4)**
This course is the 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.

***BIO 102: BIOLOGICAL SCIENCE II—4 Credit Hours (3-3-4)**
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.

***BIO 210: ANATOMY AND PHYSIOLOGY I—4 Credit Hours (3-3-4)**
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. ***Prerequisite:*** **BIO 101 with a grade of "C" or better.**

***BIO 211: ANATOMY AND PHYSIOLOGY II—4 Credit Hours (3-3-4)**
This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. ***Prerequisite:*** **BIO 210 with grade of "C" or better.**

***BIO 225: MICROBIOLOGY—4 Credit Hours (3-3-4)**
This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. ***Prerequisite:*** **BIO 101 or BIO 210 or BIO 211 with grade of "C" or better.**

BUSINESS

BAF 101: PERSONAL FINANCE—3 Credit Hours (3-0-3)
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.

BUS 105: BUSINESS ECONOMICS APPLICATIONS—3 Credit Hours (3-0-3)
This course includes the practical applications of economics used in marketing, retailing and management and the study of supply/demand, market structure, price regulations and trade.

BUS 115: INTRODUCTION TO ENTREPRENEURSHIP – 3 Credit Hours (3-0-3)
This course is an introduction to the concept of entrepreneurship and the exploration of traditional and nontraditional business ventures. Students will identify their entrepreneurship type, and brainstorm personal interests, goals, and talents for the development of a business idea.

BUS 116: BUSINESS OPPORTUNITY ANALYSIS – 3 Credit Hours (3-0-3)
This course introduces the research process as it relates to business development. Students will examine effective research strategies and explore major electronic and print resources that are available to research a business idea.

BUS 117: INNOVATION – 3 Credit Hours (3-0-3)
This course will introduce techniques that foster the use of personal creativity in the development of new business ventures. Coursework will examine ways to generate, assess, and implement new ideas.

BUS 120: BUSINESS PLAN – 3 Credit Hours (3-0-3)
This course involves the development of a sound business plan for a small business idea. Students will assess the strengths and weaknesses of a business idea, develop a marketing plan, prepare financial projections, and, identify and evaluate potential funding sources for their business.

BUS 121: BUSINESS LAW I—3 Credit Hours (3-0-3)
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.

BUS 123: BUSINESS LAW II—3 Credit Hours (3-0-3)
This course is a study of negotiable instruments, law of property, acquisition and transfer of title, bailments, duties and liabilities of common carriers, innkeepers, warehousemen, and agencies.

BUS 130: BUSINESS COMMUNICATIONS—3 Credit Hours (3-0-3)
This course covers the application of communication skills to situations routinely encountered in business environments. ***Prerequisite:*** **RWR 100 or higher with a grade of "C" or better or equivalent placement score.**

BUS 132: ENTREPRENEUR FINANCIAL FUNDING—3 Credit Hours (3-0-3)
This course provides an introduction to the thirteen typical sources of funding for entrepreneurs. Students learn how to apply sources of funding applicable to early-stage startups as well as other relevant fast-growing mature companies' business plans.

BUS 140: BUSINESS MATHEMATICS—3 Credit Hours (3-0-3)
This course provides applications of business mathematics in the study of discounting, marking up, inventory and insurance. Other topics may include payrolls and commission computations, introduction to stocks and bonds and other accepted business practices. ***Prerequisite:*** **MAT 106 with a grade of "C" or better or equivalent placement score.**

BUS 180: SOCIAL MEDIA IN BUSINESS—3 Credit Hours (3-0-3)
This course is a study of social media use in business. Students explore different social media outlets and interact with a variety of social media platforms that support business strategies.

BUS 275: BUSINESS INTERNSHIP—3 Credit Hours (1-9-3)
This course includes practical experiences in an approved business setting in conjunction with regular class meetings. The class sessions will be devoted to discussing topics that will enhance the student's employability skills. Internships are available for Accounting, Business, Marketing and Management. ***Prerequisite:*** **Permission of Accounting or Business Program Director – Applications and resumes required.**

CHEMISTRY

***CHM 110: COLLEGE CHEMISTRY I—4 Credit Hours (3-3-4)**
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*** **MAT-108 placement scores.**

***CHM 111: COLLEGE CHEMISTRY II—4 Credit Hours (3-3-4)**
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry. ***Prerequisite:*** **CHM 110 with a grade of "C" or better.**

***CHM 112: COLLEGE CHEMISTRY II—4 Credit Hours (3-3-4)**
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are organic chemistry and biochemistry. ***Prerequisite:*** **CHM 110 with a grade of "C" or better.**

***CHM 211: ORGANIC CHEMISTRY I – 4 Credit Hours (3-3-4)**
This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry. ***Prerequisite:*** **CHM 111 or CHM 112 with a grade of "C" or better.**

***CHM 212: ORGANIC CHEMISTRY II - 4 Credit Hours (3-3-4)**
This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy. ***Prerequisite:*** **CHM 211 with a grade of "C" or better.**

COMPUTER INTEGRATED MANUFACTURING

CIM 131: COMPUTER INTEGRATED MANUFACTURING - 3 Credit Hours (3-0-3)
This course is a comprehensive overview of the total manufacturing option.
CIM 241: AUTOMATED MANUFACTURING EQUIPMENT - 4 Credit Hours (3-2-4)
This course is an introduction to the basic operation of equipment that is used for automation.

COMPUTER TECHNOLOGY

CPT 101: INTRODUCTION TO COMPUTERS—3 Credit Hours (3-0-3)
This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system. **(May be met through competency test).**

CPT 104: INTRODUCTION TO INFORMATION TECHNOLOGY—3 Credit Hours (3-0-3)
This course is a study of basic computer components and peripherals, basic computer functions, i/o concepts, storage concepts, data communications, distributed processing, and programming language concepts.

CPT 114: COMPUTERS AND PROGRAMMING—3 Credit Hours (3-0-3)
This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory, and input/output devices. Programming is done in a modern high-level language.

CPT 118: PROFESSIONAL PRACTICES IN INFORMATION TECHNOLOGY- 3 Credit Hours (3-0-3)
This course emphasizes the interpersonal and technical skills required of entry-level IT professionals. Course content includes guidance on building a career toolkit, as well as topics such as projecting a professional image, job seeking skills, ethics, and providing good customer service.

CPT 168: PROGRAMMING LOGIC AND DESIGN—3 Credit Hours (3-0-3)
This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation. ***Prerequisite:*** **CPT 114 with a grade of "C" or better.**

CPT 172: MICROCOMPUTER DATABASE—3 Credit Hours (3-0-3)
This course introduces microcomputer database concepts, including generating reports from databases, creating, maintaining, and modifying databases. ***Prerequisite:*** **CPT 101 or CPT 114 with a grade of "C" or better.**

CPT 174: MICROCOMPUTER SPREADSHEETS—3 Credit Hours (3-0-3)
This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs. ***Prerequisite:*** **CPT 101 or CPT 114 with a grade of "C" or better.**

CPT 185: EVENT DRIVEN PROGRAMMING – 3 Credit Hours (3-0-3)
This course introduces the student to development of professional-looking, special purpose Windows applications using the graphical user interface of Windows. ***Prerequisite:*** **CPT 168 with a grade of "C" or better.**

CPT 212: VISUAL BASIC PROGRAMMING—3 Credit Hours (3-0-3)
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:*** **CPT 114 with a grade of "C" or better.**

CPT 213: ADVANCED VISUAL BASIC—3 Credit Hours (3-0-3)
This course is a study of the object-oriented features of Visual Basic and their use in accessing databases. It includes classes, collection, and web access. ***Prerequisite:*** **CPT 212 with a grade of "C" or better.**

CPT 232: C++ PROGRAMMING I—3 Credit Hours (3-0-3)
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. ***Prerequisite:*** **CPT 168 with a grade of "C" or better.**

CPT 233: C++ PROGRAMMING II—3 Credit Hours (3-0-3)
This course introduces object-oriented design techniques using C++. Topics include classes, overloading operators, inheritance, and virtual functions. ***Prerequisite:*** **CPT 232 with a grade of "C" or better.**

CPT 236: INTRODUCTION TO JAVA PROGRAMMING-3 Credit Hours (3-0-3)
This course is an introduction to Java Programming. Topics will cover Java syntax and classes for use in the development of Java applications and applets. ***Prerequisite*****: CPT 168 with a grade of "C" or better.**

CPT 237: ADVANCED JAVA PROGRAMMING-3 Credit Hours (3-0-3)
This course is a study of advanced topics of the Java Programming language by building on a basic knowledge of the Java language. Topics covered will include multi-reading, swing classes, swing event models, advanced layout managers, the JavaBean component model, network programming, and server-side programming. ***Prerequisite*****: CPT 236 with a grade of "C" or better.**

CPT 238: INTERNET SCRIPTING-3 Credit Hours (3-0-3)
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. ***Prerequisite*****: CPT 237 with a grade of "C" or better.**

CPT 240: INTERNET PROGRAMMING W/DATABASES-3 Credit Hours (3-0-3)
This course is a study of the fundamentals of programming in ColdFusion. Topics include the basics of the ColdFusion markup language, URL parameters, strings and other data types, program control, form handling, and simple database handling. ***Prerequisite*****: IST 222 with a grade of "C" or better.**

CPT 255: OPERATING SYSTEM FUNDAMENTALS- 3 Credit Hours (3-0-3)
This course examines popular operating systems of several different types of computers. Topics include command languages, utility programs, and screen design. ***Prerequisite*: CPT 101 or CPT 114 with a grade of "C" or better.**

CPT 264: SYSTEMS AND PROCEDURES—3 Credit Hours (3-0-3)
This course covers the techniques of system analysis, design, development, and implementation. ***Prerequisite:* CPT 114 with a grade of "C" or better.**

CPT 267: TECHNICAL SUPPORT CONCEPTS—3 Credit Hours (3-0-3)
This course is a study of technical support/help desk concepts and techniques for supporting computers and computer services. ***Prerequisite:* CPT 114 with a grade of "C" or better.**

CPT 268: COMPUTER END-USER SUPPORT—3 Credit Hours (3-0-3)
This course prepares students to train and support end-users. Topics include end-user support functions, developing training modules, and strategies to provide ongoing technical support. Emphasis is on solving problems with users (needs analysis, troubleshooting, and interaction with users. ***Prerequisite:* CPT 114 with a grade of "C" or better.**

CPT 285: PC HARDWARE CONCEPTS—3 Credit Hours (3-0-3)
This course focuses on installing and upgrading microcomputer hardware and identifying malfunctions. ***Prerequisite:* CPT 114 with a grade of "C" or better.**

CRIMINAL JUSTICE

CRJ 101: INTRODUCTION TO CRIMINAL JUSTICE—3 Credit Hours (3-0-3)
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.

CRJ 110: POLICE PATROL—3 Credit Hours (3-0-3)
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 patrol.

CRJ 111: POLICE CRISIS DE-ESCALATION TRAINING (PCDT)—3 Credit Hours (3-0-3)
This course focuses on law enforcement's ability to implement community policing strategies and provide guidance of favorable practices by developing and testing innovative strategies. Students build knowledge of best practices and to promote creative approaches for safe communities.

CRJ 115: CRIMINAL LAW I—3 Credit Hours (3-0-3)
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:* CRJ 101 with grade of "C" or better.**

CRJ 120: CONSTITUTIONAL LAW—3 Credit (3-0-3)
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. This application of the Bill of Rights to federal and state systems is examined.

CRJ 125: CRIMINOLOGY—3 Credit Hours (3-0-3)
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:*** **CRJ-101 with a grade of "C" or better.**

CRJ 130: POLICE ADMINISTRATION—3 Credit Hours (3-0-3)
This course is a study of the organization, administration, and management of law enforcement agencies. ***Prerequisite:*** **CRJ-101 with a grade of "C" or better.**

CRJ 210: THE JUVENILE AND THE LAW—3 Credit Hours (3-0-3)
This course is a study of the juvenile justice system. This process is examined from initial custody to disposition, both from a historical and modern perspective.

CRJ 218: CRISIS INTERVENTION—3 Credit Hours (3-0-3)
This course focuses on law enforcement's ability to implement community policing strategies and provide guidance of favorable practices by developing and testing innovative strategies. Students build knowledge of best practices and to promote creative approaches for safe communities.

CRJ 222: ETHICS IN CRIMINAL JUSTICE—3 Credit Hours (3-0-3)
This course is a study of the application of ethical theories to the criminal justice profession.

CRJ 224: POLICE COMMUNITY RELATIONS—3 Credit Hours (3-0-3)
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:*** **CRJ 101 with grade of "C" or better.**

CRJ 230: CRIMINAL INVESTIGATION I—3 Credit Hours (3-0-3)
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 the course. ***Prerequisite:*** **CRJ-101 with a grade of "C" or better.**

CRJ 235: PRACTICAL CRIME SCENE INVESTIGATIONS – 3 Credit Hours (3-0-3)
This course is the study of practical, hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation, and chain of custody of crime scenes and evidence taken from the crime scene. ***Prerequisite:*** **CRJ-101 with a grade of "C" or better.**

CRJ 236: CRIMINAL EVIDENCE—3 Credit Hours (3-0-3)
This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. ***Prerequisite:*** **CRJ-101 with a grade of "C" or better.**

CRJ 239: TERRORISM & HOMELAND SECURITY - 3 Credit Hours (3-0-3)
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: CRJ-101 with a grade of "C" or better.**

CRJ 242: CORRECTIONAL SYSTEMS—3 Credit Hours (3-0-3)
This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure and clients incarcerated and on conditional release. ***Prerequisite:*** **CRJ-101 with a grade of "C" or better.**

CRJ 243: CRIMINAL PROFILING - 3 Credit Hours (3-0-3)
This course involves the analysis and interpretation of evidence discovered at the crime scene that might be useful in understanding the perpetrator's motivations and behavior to assist law enforcement in developing a criminal profile for identification, apprehension and prosecution. ***Prerequisite:*** **CRJ-101 with a grade of "C" or better.**

CRJ 281: CRIMINAL POLICE SCIENCE I - 3 Credit Hours (3-0-3)
Course topics include but are not limited to: Intro to Criminal Law, Courts, Crimes, and Procedures, First Amend. Basic Patrol Operations, & Traffic Law. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

CRJ 282: POLICE SCIENCE II - 3 Credit Hours (3-0-3)
Course topics include but are not limited to: Domestic Violence, Juv. Procedures, & Victimology. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

CRJ 283: POLICE SCIENCE III - 3 Credit Hours (3-0-3)
Course topics include but are not limited to: Report Writing, Interviewing, Officer Survival, Drug Enforcement, and Crime Scene & Physical Evidence. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

CRJ 284: POLICE SCIENCE IV - 3 Credit Hours (3-0-3)
Course topics include but are not limited to: Basic Collision Investigation, Uniform Traffic Ticket, Vehicle Tactics, and Mind Armor. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

CULINARY ARTS

CUL 101: PRINCIPLES OF FOOD PRODUCTION I - 3 Credit Hours (2-1-3)
This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology, and techniques of preparation of nutritious quality food.

CUL 102: PRINCIPLES OF FOOD PRODUCTION II - 3 Credit Hours (1-2-3)
This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing. ***Prerequisite:*** **CUL 101 with a grade of "C" or better.**

CUL 103: NUTRITION - 3 Credit Hours (3-0-3)
This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins, and minerals. Practical applications for the food service professional are emphasized.

CUL 104: INTRODUCTION TO CULINARY- 3 Credit Hours (3-0-3)
This survey course introduces students to the world of culinary arts. Students will be exposed to culinary history, culinary organizations, branches of the culinary field that offer different opportunities in the profession.

CUL 105: KITCHEN FUNDAMENTALS- 3 Credit Hours (2-3-3)
This course introduces students to the foundations of sanitation, basic measurements, equipment identification and basic costing.

CUL 107: CULINARY SKILLS I- 3 Credit Hours (2-2-3)
This course introduces kitchen fundamentals and classical cooking techniques in a hands-on laboratory setting.

CUL 113: SUCCESS IN HOSPITALITY STUDIES - 1 Credit Hour (1-0-1)
This course provides an orientation on resources and academic skills to achieve success in a hospitality program. Emphasis is placed on technical, interpersonal and study skills, ethics, professionalism and time management.

CUL 135: INTRODUCTION TO DINING ROOM SERVICE - 3 Credit Hours (3-1-3)
This course provides an orientation on resources and academic skills to achieve success in a hospitality program. Emphasis is placed on technical, interpersonal and study skills, ethics, professionalism and time management.

CUL 154: SAFETY AND SANITATION – 2 Credit Hours (2-0-2)
This course is a Study of local, state and national regulations governing sanitary food handling practices.

CUL 155: SANITATION – 3 Credit Hours (3-0-3)
This course is a study of local, state, and national regulations governing sanitary food handling practices.

CUL 235: MENU PLANNING - 3 Credit Hours (3-0-3)
This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans, and recordkeeping techniques.

DIESEL MECHANICS

DHM 105: DIESEL ENGINES I - 3 Credit Hours (3-0-3)
This course covers the basic study of diesel engine design and operating principles.

DHM 107: DIESEL EQUIPMENT SERVICES & DIAGNOSIS - 3 Credit Hours (1-4-3)
This course is a study of heavy vehicle systems with emphasis on preventive maintenance, problem diagnosis, and repair procedures.

DHM 108: DIESEL ENGINE TUNE UP - 2 Credit Hours (1-3-2)
This course is a study of diesel engine tune-up principles and practices. Students will explore ways to minimize overall operational costs, as well as the use of aftermarket add-on equipment such as performance electronic computer chips, high output turbochargers, and custom exhaust installation.

DHM 121: INTRODUCTION TO DIAGNOSTIC TESTING - 2 Credit Hours (2-1-2)
This course is an introduction to basic theory and practical application of diagnostic testing equipment in trouble-shooting procedures. Content includes the study of diagnostic software and generic diagnostic readers for all major engine manufacturers.

DHM 125: DIESEL FUEL SYSTEMS - 3 Credit Hours (2-2-3)
This course is a basic study of diesel engine fuel systems including pumps, governors, and injectors.

DHM 151: DRIVE TRAINS - 4 Credit Hours (3-3-4)
This course is a study of the theory and repair of drive train systems.

DHM 157: INTRO. TO TRANSMISSIONS AND TORQUE CONVERTERS- 3 Credit Hours (1-4-3)
This course is a study of various transmissions, torque converters, and differentials used in Semi-Truck equipment, including automatic transmissions, manual transmissions, multiple gear rear ends, synchromesh gear boxes.

DHM 173: ELECTRICAL SYSTEMS I - 3 Credit Hours (3-1-3)
This course is a study of basic electrical theory as applied to truck and heavy equipment batteries, starters, and alternators.

DHM 205: DIESEL ENGINES II - 3 Credit Hours (1-4-3)
This course covers the practical application of diesel engine repair, including engine disassembly, unit repair, reassembly, and testing.

DHM 216: MEDIUM DIESEL ENGINES - 3 Credit Hours (1-4-3)
This course is the study of major manufacturers' configuration of medium diesel engines, diagnostic adjustment and settings, specific exhaust turbo performance settings, and reassembly techniques.

DHM 225: ELECTRONIC FUEL SYSTEMS - 3 Credit Hours (2-2-3)
This course covers the theory and practical application of electronic fuel power systems.

DHM 231: DIESEL AIR CONDITIONING - 2 Credit Hours (2-1-2)
This course is a study of diesel air conditioning theory, maintenance, troubleshooting, and repair procedures.

DHM 232: HEATING, COOLING, & AIR CONDITIONING SYSTEMS - 3 Credit Hours (2-3-3)
This course is an introduction to engine heating and cooling systems used in modern trucks. Various truck and heavy equipment air conditioning systems are explored.

DHM 251: SUSPENSION AND STEERING - 3 Credit Hours (2-3-3)
This course is a study of steering systems, suspension systems, and basic front-end alignment techniques.

DHM 255: AIR BRAKE SYSTEMS - 3 Credit Hours (2-3-3)
This course is a study of air compressors, valves, electrical controls and brake designs.

DHM 262: ABS AND TCS BRAK SYSTEMS - 2 Credit Hours (2-1-2)
This course is a study of the theory and practical application of ABS (Automatic Braking Systems) and TCS (Traction Control Systems) for truck safety systems.

DHM 265: HYDRAULIC SYSTEMS - 3 Credit Hours (2-2-3)
This course is a study of the theory, application, testing, and repair of diesel and heavy equipment hydraulic systems.

DHM 271: AUXILIARY POWER UNITS- 2 Credit Hours (1-3-2)
This course is a study of auxiliary power units, including application, placement, installation, and diagnostics.

DHM 272: TRAILER TECHNOLOGY - 4 Credit Hours (2-4-4)
This course is a study of the theory and practical application of service, repair, and maintenance of common road trailer unites. (***Pre-requisite:*** **WLD 130)**

DHM 273: ELECTRICAL SYSTEMS II - 3 Credit Hours (2-3-3)
This course covers advanced electrical/electronic controls for diesel trucks and heavy equipment. Troubleshooting and repair techniques are included.

EARLY CARE AND EDUCATION

ECD 101: INTRODUCTION TO EARLY CARE AND EDUCATION - 3 Credit Hours (3-0-3)
This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practice applications based on historical and theoretical models in early care and education are highlighted in this course.

ECD 102: GROWTH AND DEVELOPMENT I—3 Credit Hours (3-0-3)
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.

ECD 105: GUIDANCE-CLASSROOM MANAGEMENT—3 Credit Hours (3-0-3)
This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive pro-active approach is stressed in the course. ***Pre-requisites: must have taken and passed ECD 101 and 102 with a C or better***

ECD 106: OBSERVATION OF YOUNG CHILDREN—3 Credit Hours (2-3-3)
In this course, 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 are covered. Focus is on the practical and appropriate use of these skills and techniques. ***Pre-requisites: must have taken and passed ECD 101, 102 and ENG 101 with a C or better***

ECD 107: EXCEPTIONAL CHILDREN—3 Credit Hours (3-0-3)
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 main streaming and early identification, and on federal legislation affecting exceptional children. ***Pre-requisites: must have taken and passed ECD 101, 102 and ENG 101 with a C or better***

ECD 108: FAMILY AND COMMUNITY RELATIONS—3 Credit Hours (3-0-3)
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 community resources and on developing appropriate communication skills. ***Pre-requisites: must have taken and passed ECD 101, 102 and ENG 101 with a C or better***

ECD 109: ADMINISTRATION AND SUPERVISION—3 Credit Hours (3-0-3)
This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff, and parents.

ECD 131: LANGUAGE ARTS—3 Credit Hours (2-3-3)
This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading and pre-writing skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation and presentation of children's literature are included. ***Pre-requisites: must have taken and passed ECD 101, 102 and ENG 101 with a C or better***

ECD 132: CREATIVE EXPERIENCES—3 Credit Hours (2-3-3)
In this course, the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement and evaluate instructional activities. *Pre-requisites: must have taken and passed ECD 101 and 102 with a C or better*

ECD 133: SCIENCE AND MATH CONCEPTS—3 Credit Hours (2-3-3)
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 utilizing a variety of methods and materials. ***Pre-requisites: must have taken and passed ECD 101, 102 and MAT 106 with a C or better***

ECD 135: HEALTH, SAFETY AND NUTRITION—3 Credit Hours (3-0-3)
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.

ECD 138: MUSIC AND MOVEMENT FOR YOUNG CHILDREN—3 Credit Hours (2-3-3)
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 environments**.** ***Pre-requisites: must have taken and passed ECD 101, 102 and ENG 101 with a C or better***

ECD 201: PRINCIPLES OF ETHICS —3 Credit Hours (3-0-3)
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. ***Pre-requisites: must have taken and passed ECD 101, 102 and ENG 101 with a C or better***

ECD 203: GROWTH AND DEVELOPMENT II—3 Credit Hours (3-0-3)
This course is 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**.** ***Pre-requisites: must have taken and passed ECD 102 with a C or better***

ECD 237: METHODS AND MATERIALS —3 Credit Hours (2-3-3)
This course includes an overview of developmentally appropriate methods and materials for planning and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area. ***Pre-requisites: must have taken and passed ECD 107, 131, 132, 133, 203 with a C or better***

ECD 243: SUPERVISED FIELD PLACEMENT—3 Credit Hours (1-8-3)
This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childcare principles and practices**.** ***Pre-requisites: must have taken and passed ECD 105, 106, 201 and 237 with a C or better and permission of the ECD advisor***

ECD 252: DIVERSITY ISSUES IN EARLY CARE AND EDUCATION-3 Credit Hours (3-0-3)
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 socio-economic levels. ***Pre-requisites: must have taken and passed ECD 101, 102 and ENG 101 with a C or better***

SAC 101: BEST PRACTICES IN SCHOOL-AGE AND YOUTH CARE SKILLS-3 Credit Hours (3-0-3)
This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

ECONOMICS

***ECO 210: MACROECONOMICS—3 Credit Hours (3-0-3)**
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.

***ECO 211: MICROECONOMICS—3 Credit Hours (3-0-3)**
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.

INDUSTRIAL ELECTRICITY/ELECTRONICS

EEM 115: DC CIRCUITS—4 Credit Hours (3-3-4)
This course is a study of atomic theory related to electronics and circuit theory. It covers electrical parameters and units, OHM's law, Kirchhoff's voltage and current laws, power, and energy. It also includes inductance, capacitance, and DC instruments. Circuits are constructed and tested.***For Schaeffler Apprenticeship.***

EEM 116: AC CIRCUITS—4 Credit Hours (3-3-4)
This course is a study of the characteristics of alternating current and voltage in resistors, capacitors and inductors. Series, parallel, and complex circuits are covered. Circuits are constructed and tested. ***Co-requisite for Schaeffler Apprenticeship.***

EEM 140: NATIONAL ELECTRICAL CODE—3 Credit Hours (2-3-3)
This course is a study of the National Electrical Code and is based on the latest codes as published by the National Fire Protection Association (NFPA).

EEM 145: CONTROL CIRCUITS – 3 Credit Hours (2-2-3)
This course covers the principles and applications of component circuits and methods of motor control.

EEM 151: MOTOR CONTROLS I—4 Credit Hours (3-3-4)
This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes. ***Prerequisite:*** **EEM-115.** ***Co-requisite for Schaeffler Apprenticeship.***

EEM 152: Motor Controls II—4 Credit Hours (3-3-4)
This course is a continuation of the study of motor controls, including additional techniques and control devices. ***Co-requisite for Schaeffler Apprenticeship.***

EEM 160: INDUSTRIAL INSTRUMENTATION—3 Credit Hours (2-3-3)
This course covers the basic principles of instrumentation, including a discussion of various instruments employed in industrial applications. ***Co-requisite for Schaeffler Apprenticeship.***

EEM 165: RESIDENTIAL/COMMERCIAL WIRING—4 Credit Hours (3-3-4)
This course is a study of wiring methods and practices used in residential and commercial applications.

EEM 201: ELECTRONIC DEVICES I—3 Credit Hours (2-3-3)
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:*** **EEM 115.** ***Co-requisite for Schaeffler Apprenticeship.***

EEM 202: ELECTRONIC DEVICES II—3 Credit Hours (2-3-3)
This course is a continuation of the study of electronic devices and circuits. Components and circuit configurations are analyzed to achieve a more comprehensive coverage of electronic devices and circuits. ***Prerequisite:*** **EEM 201.** ***Co-requisite for Schaeffler Apprenticeship.***

EEM 231: DIGITAL CIRCUITS I—3 Credit Hours (2-3-3)
This course is a study of the logic elements, mathematics, components, and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices. ***Prerequisite:*** **EEM 201.** ***Co-requisite for Schaeffler Apprenticeship.***

EEM 235: POWER SYSTEMS – 3 Credit Hours (2-3-3)
This course is a study of the design, operation, and installation of power distribution applications. Load analysis rate and power economics are covered. ***Prerequisite: EEM 201***

EEM 251: PROGRAMMABLE CONTROLLERS—3 Credit Hours (2-3-3)
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. ***Corequisite:*** **EEM 151** ***for Schaeffler Apprenticeship.***

EEM 252: PROGRAMMABLE CONTROLLERS APPLICATIONS—3 Credit Hours (2-3-3)
This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested. ***Prerequisite:*** **EEM 251.** ***Co-requisite for Schaeffler Apprenticeship.***

EEM 271: SENSORS AND SYSTEM INTERFACING—2 Credit Hours (1-3-2)
This course includes an introduction to various types of sensors and how they interface with computers and programmable logic controllers. Emphasis is placed on interfacing the computer or controller with machines to accomplish a task. ***Co-requisite for Schaeffler Apprenticeship.***

EEM 275: TECHNICAL TROUBLESHOOTING—3 Credit Hours (2-3-3)
This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied. ***Co-requisite for Schaeffler Apprenticeship.***

EEM 276: APPLIED TROUBLESHOOTING—3 Credit Hours (2-3-3)
This course is an application of electronic troubleshooting methods. The student analyzes, troubleshoots, and repairs circuits. ***Prerequisite:*** **EEM 201.** ***Co-requisite for Schaeffler Apprenticeship.***

ELECTRONICS ENGINEERING TECHNOLOGY

EET 150: ELECTRO-FLUID POWER CONTROLS—4 Credit Hours (3-3-4)
This course covers electrical control systems, basic control devices, power devices, control relays, sequencing and timer control, pressure control, and circuit applications.

EET 151: ELECTRIC DRIVE SYSTEMS—3 Credit Hours (2-4-3)
This course covers motion control, silicon-controlled rectifier (SCR) motor control, AC and DC electronic drives, drive braking methods, general purpose AC drives, AC vector and axis drives, and AC drive troubleshooting.

EET 212: INDUSTRIAL ROBOTICS – 3 Credit Hours (2-2-3)
This course is the study of the systems design, modeling, and simulation, signals and control systems, AI, sensor integration, vision systems, robot programming, and principles of mechatronics.

EET 235: PROGRAMMABLE CONTROLLERS – 3 Credit Hours (2-2-3)
This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and trouble-shooting techniques are applied to programmable controllers.

EET 236 – PLC SYSTEMS PROGRAMMING - 3 Credit Hours (2-2-3)
This course covers advanced topics in programmable logic controllers (PLC) systems and programming including timing, conversions, analog operations, PID control, auxiliary commands and functions, and PLC to PLC systems communications.

ENGINEERING

EGR 102: INTRO. TO INDUSTRIAL/ENGINEERING CAREERS—1 Credit Hour (1-0-1)
This course is an overview of a variety of technical careers in the industrial and engineering technologies and the technical skills required for each.

ENGINEERING GRAPHICS/DRAFTING TECHNOLOGY

EGT 106: PRINT READING AND SKETCHING—3 Credit Hours (3-0-3)
This course covers the interpretation of basic engineering drawings and sketching techniques for making multi-view pictorial representations.

EGT 151: INTRODUCTION TO CAD—3 Credit Hours (3-0-3)
This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings.

EGT 152: CAD—3 Credit Hours (3-0-3)
This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. ***Prerequisite:*** **EGT 151 with a grade of "C" or better.**

EGT 251: PRINCIPLES OF CAD—3 Credit Hours (3-0-3)
This course includes the additional use of CAD software for production of technical drawings and related documentation. ***Prerequisite:*** **EGT 151 with a grade of "C" or better.**

EGT 252: ADVANCED CAD—3 Credit Hours (3-0-3)
This course covers advanced concepts of CAD software and applications. *Prerequisite:* EGT 251 with a grade of "C" or better.

EGT 258: APPLICATIONS OF CAD - 3 Credit Hours (3-0-3)
This course is the study of the use of CAD within the different drafting and design fields. Students will complete CAD projects for various fields which may include architectural, civil, mechanical, HVAC, and electrical.

EGT 280: INTRO. TO RAPID PROTOTYPING—1 Credit Hour (0-3-1)
This course provides an overview of rapid prototyping technologies and applications.

EMERGENCY MEDICAL TECHNOLOGY

EMS 102: PRINCIPLES OF EMERGENCY MEDICAL CARE I— Credit Hours (2-0-2)
This course is a study of emergency medical care procedures for the emergency medical technician. It is designed to cover topics related to the preparation of an emergency medical technician, the human body and body systems, EMS operations and patient assessment.

EMS 105: EMERGENCY MEDICAL CARE I—4 Credit Hours (2-6-4)
This course is a study of the preparatory, pharmacology, airway management, patient assessment, trauma and shock modules as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.

EMS 106: EMERGENCY NEDICAL CARE II—4 Credit Hours (2-6-4)
This course is a study of medical emergencies, operations, pediatrics and other special populations as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients. ***Prerequisite:*** **EMS 105 with a grade of "C" or better.**

ENGLISH

***ENG 101: ENGLISH COMPOSITION I—3 Credit Hours (3-0-3)**
This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate reading and multimedia selections, with frequent assignments to reinforce effective writing. A review of the basic techniques of research are also presented. ***Prerequisite:*** **Acceptable English placement scores or RWR 100 with a grade of "C" or better.**

***ENG 102: ENGLISH COMPOSITION II—3 Credit Hours (3-0-3)**
This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, critical reading and research. ***Prerequisite:*** **ENG 101 with a grade of "C" or better.**

ENG 155: COMMUNICATION I—3 Credit Hours (3-0-3)
This course introduces the principles of expository writing and public speaking through practice and development of communication skills. ***Schaeffler Apprentice only***

***ENG 201: AMERICAN LITERATURE I—3 Credit Hours (3-0-3)**
This course is a study of American literature from the colonial period to the Civil War. ***Prerequisite:*** **ENG 102 with a grade of "C" or better.**

***ENG 202: AMERICAN LITERATURE II—3 Credit Hours (3-0-3)**
This course is a study of American literature from the Civil War to the present. ***Prerequisite:*** **ENG 102 with a grade of "C" or better.**

***ENG 205: ENGLISH LITERATURE I—3 Credit Hours (3-0-3)**
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:*** **ENG 102 with a grade of "C" or better.**

***ENG 206: ENGLISH LITERATURE II—3 Credit Hours (3-0-3)**
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:*** **ENG 102 with a grade of "C" or better.**

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ENG 208: WORLD LITERATURE I—3 Credit Hours (3-0-3)
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century. ***Prerequisite:*** **ENG 102 with a grade of "C" or better.**

***ENG 209: WORLD LITERATURE II—3 Credit Hours (3-0-3)**
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. ***Prerequisite:*** **ENG 102 with a grade of "C" or better.**

***ENG 218: DRAMA—3 Credit Hours (3-0-3)**
This course is a study of drama from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. ***Prerequisite:*** **ENG-102 with a grade of "C" or better.**

***ENG 222: POETRY—3 Credit Hours (3-0-3)**
This course is a study of poetry from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. ***Prerequisite:*** **ENG-102 with a grade of "C" or better.**

***ENG 236: AFRICAN AMERICAN LITERATURE—3 Credit Hours (3-0-3)**
This course is a critical study of African American literature examined from historical, social, and psychological perspectives. ***Prerequisite:*** **ENG-102 with a grade of "C" or better.**

GEOGRAPHY

***GEO 102: WORLD GEOGRAPHY—3 Credit Hours (3-0-3)**
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.

HISTORY

***HIS 101: WESTERN CIVILIZATION TO 1689—3 Credit Hours (3-0-3)**
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.

***HIS 102: WESTERN CIVILIZATION POST 1689—3 Credit Hours (3-0-3)**
This course is a survey of Western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern Western world.

HIS 130: AFRICAN AMERICAN HISTORY TO 1877—3 Credit Hours (3-0-3)
This survey course describes the efforts of Afro-Americans to define themselves through their social, economic, and political contributions to American history. The history, impact, and significance of the institution of slavery will be included. The chronological scope of the course ranges from the African origins of Afro-Americans to the frustrations associated with the failure of Reconstruction.

HIS 131: AFRICAN AMERICAN HISTORY 1877 TO PRESENT - 3 Credit Hours (3-0-3)
This course describes the efforts of African Americans to define themselves through their social, economic, and political contributions to American history from the time of Reconstruction to the present.

***HIS 201: AMERICAN HISTORY: DISCOVERY TO 1877—3 Credit Hours (3-0-3)**
This course is a survey of U.S. history from European discovery to 1877. This course considers various developments during this time, such as the political, social, economic, cultural, and intellectual.

***HIS 202: AMERICAN HISTORY: 1877 TO PRESENT—3 Credit Hours (3-0-3)**
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.

INDUSTRIAL ENGINEERING TECHNOLOGY

IET 223: INDUSTRIAL SAFETY—3 Credit Hours (3-0-3)
This course involves safety fundamentals and their relationship to accident prevention. The importance of safe behavior through careful training of both employees and supervisors is stressed. A survey of the occupational safety and health (OSHA) is included.

IET 229: STATISTICAL QUALITY CONTROL—3 Credit Hours (3-0-3)
This course includes statistical sampling plans, the nature of variation in industrial processes, and the methods of statistically analyzing their variation. Quality assurance functions, variable sampling, control charts for variable and attributes are also topics covered in this course.

INDUSTRIAL MANAGEMENT TECHNOLOGY

IMG 233: INDUSTRIAL SUPERVISION - 3 Credit Hours (3-0-3)
This course introduces the principles, concepts, and techniques for effective and efficient utilization of personnel. Emphasis is placed on leadership and human behavior as they relate to employer-employee relationships, team building, and problem solving.

INDUSTRIAL MECHANICS

IMT 102: INDUSTRIAL SAFETY - 2 Credit Hours (2-0-2)
This course covers safety awareness and practices found in industry.

IMT 111: INDUSTRIAL TOOLS—5 Credit Hours (3-6-5)
This course covers the use of hand/or power tools. (IMT 112 Hand Tool Operations—3 Credit Hours plus IMT 113, Power Tool Operations—2 Credit Hours). ***Co-requisite for Schaeffler Apprenticeship.***

IMT 121: DRIVE SYSTEMS—2 Credit Hours (2-0-2)
This course covers drive systems consisting of belts pulleys, chains and sprockets, and gear drives used to transmit power.

IMT 131: HYDRAULICS AND PNEUMATICS—4 Credit Hours (4-0-4)
This course covers the basic technology and principles of hydraulics and pneumatics (IMT 132 plus IMT 133).

IMT 161: MECHANICAL POWER APPLICATIONS – 4 Credit Hours (3-3-4)
This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance. ***Co-requisite for Schaeffler Apprenticeship.***

IMT 164: MAINTENANCE MANAGEMENT PROCEDURES – 2 Credit Hours (2-0-2)
This course is an introduction to the use of computers in maintenance data management. ***Co-requisite for Schaeffler Apprenticeship.***

IMT 165: MECHANICAL DRIVERS AND BEARINGS - 3 Credit Hours (1-5-3)
This course provides an introduction to mechanical drivers, power transmission systems, safety, motor mounting, fasteners, measurements, shaft alignment, speed measurement, multi-shaft drives, chain, belt, and spur gear drive concepts/operations, and sleeve coupling.

IMT 166: CONVEYOR AND SUPPORT SYSTEMS - 3 Credit Hours (1-5-3)
This course provides an introduction to conveyors (i.e. flat belt, chip, and floor standing) to include safety, sizing, installation, operation, maintenance, cleaning, troubleshooting, lubrication, and support systems.

IMT 180: IND. TOOLING AND PRECISION MSMT —4 Credit Hours (3-2-4)
This course covers safety awareness and practices, the use of various precision measurement instruments and the use of hand and/or power tools in industries.

IMT 236: PRECISION ALIGNMENT AND SUPPORT SYSTEMS—4 Credit Hours (2-4-4)
This course covers precision shaft alignment, vibration analysis, laser alignment, and thermal imaging.

IMT 265: ADVANCED MECHANICAL DRIVES - 3 Credit Hours (1-5-3)
This course covers heavy duty belt and chain drives, synchronous belt drives, lubrication, bearings (i.e., plain, ball, and roller), installation and removal, couplings, gaskets, seals, gearboxes, and advanced gear drives.

INFORMATION SYSTEMS TECHNOLOGY

IST 220: DATA COMMUNICATIONS—3 Credit Hours (3-0-3)
This course is a study of the fundamentals of Data Communications, Basic signaling, networking, and various transmission media are covered. ***Prerequisite:*** **CPT 114 with a "C" or better.**

IST 222: INTRODUCTION TO WEBPAGE PRODUCTION - 3 Credit Hours (3-0-3)
This course is designed to develop skills in using common office and web development software to produce webpage content. **Prerequisite: CPT 114 with a "C" or better.**

IST 225: INTERNET COMMUNICATIONS—3 Credit Hours (3-0-3)
This course covers introductory topics and techniques associated with the internet and internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the internet are included. ***Prerequisite:*** **IST 222 with a "C" or better.**

IST 226: INTERNET PROGRAMMING—3 Credit Hours (3-0-3)
This course covers designing Internet pages and applications for personal/business use, writing the required program code in languages such as HTML, JAVA, and VRML, testing and debugging programs, uploading and maintaining Internet pages and application. ***Prerequisite:*** **IST 222 with a "C" or better.**

IST 237: INTERMEDIATE WEBSITE DESIGN—3 Credit Hours (3-0-3)
This course is a study of server-side (CGI; Dynamic HTML) and client-side (Javascript) dynamic web design, including the incorporation of database applications and content into web pages. ***Prerequisite:*** **IST 226 with a "C" or better.**

IST 238: ADVANCED TOOLS FOR WEBSITE DESIGN—3 Credit Hours (3-0-3)
This course is a study of an advanced (4^{th} Generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in website design and web project management. ***Prerequisite:*** **IST 226 with a "C" or better.**

IST 270: CLIENT/SERVER SYSTEMS—3 Credit Hours (3-0-3)
This course emphasizes the use of case tools coupled with client tools to allow RAD and prototyping of client applications. Networking and server concepts will be explored. Case studies of existing client/server systems will be used to examine the various phases of client/server applications.
Prerequisite: **IST 222 with a "C" or better.**

LOGISTICS

LOG-110: INTRODUCTION TO LOGISTICS - 3 Credit Hours (3-0-3)
This course is a basic overview of logistics management. Logistics involves the flow of goods and services involving such aspects as warehousing, materials handling, inventory control, and transportation from the raw material to the end user.

LOG-111: WAREHOUSE AND DISTRIBUTION CENTER OPERATIONS - 3 Credit Hours (3-1-3)
This course examines warehouse distribution centers and the information systems that are used. The student will understand the factors that determine the location of facilities, safety requirements and practices, concepts of warehouse design, material flow, inventory management and packaging.

LOG-112: AUTOMATED STORAGE AND RETRIEVAL SYSTEMS - 3 Credit Hours (3-1-3)
This course examines Automated Storage (AS) and Retrieval Systems (RS). Topics will include the benefits of AS/RS and AS/RS design. The student will be able to recognize the various AS/RS systems and apply knowledge to troubleshoot and maintain these systems.

LOG-113: MATERIAL HANDLING TECHNOLOGY - 3 Credit Hours (2-2-3)
This course is a study of the various material handling technologies that are found in warehouses and distribution centers. The course will examine manual and automated equipment.

LOG-115: FORKLIFT OPERATIONS - 1 Credit Hour (0-1-1)
This course will introduce students to the operation and maintenance of the forklift vehicles used in warehouse operations.

LOG-125: TRANSPORTATION LOGISTICS - 3 Credit Hours (3-0-3)
This course is the study of the role that various modes of transportation play in products & services getting to the end user. Students will be able to identify transportation modes, understand governing regulations, describe terminology and principles, & understand environmental and economic impact.

LOG 215: SUPPLY CHAIN MANAGEMENT--3 Credit Hours (3-0-3)
This course is the study of all activities between suppliers, producers, and end users involving the flow of goods and services to include functions such as purchasing, manufacturing, assembling, and distribution. The student will understand supply chain units and materials management processes.

LOG 235: TRAFFIC MANAGEMENT--3 Credit Hours (3-0-3)
This course examines the flow of various traffic activities within an organization's supply chain. The student will be able to compare transportation service providers, understand the issues facing transportation managers, and describe the impact of decisions on total supply chain costs.

LOG 240: PURCHASING LOGISTICS--3 Credit Hours (3-0-3)
This course is the study of how purchasing impacts materials management, supply chain, transportation, and global logistics processes. The student will understand methods of electronic sourcing as well as negotiating and pricing principles.

LOG-245: PRODUCTION PLANNING PROCESSES - 3 Credit Hours (3-1-3)
This course is a study of production processes, including process selection, facility layout, quality, waiting line analysis, Just in Time (JIT), and Lean operations.

MATH

MAT 106: Accelerated Pre-Algebra—3 Credit Hours (3-0-3)
This course is a study of integers, rational numbers, decimals, percentages, ratio and proportion, basic statistics, measurement, geometry, the properties of numbers, and operations with algebraic expressions. ***Prerequisite: Placement test or waiver.***

MAT 108: ACCELERATED INTERMEDIATE ALGEBRA—3 Credit Hours (3-0-3)
This course is a study of solving linear equations and inequalities, graphing, absolute value, exponents, polynomials, quadratic equations, operations of rational expressions, and radical and complex number expressions. ***Prerequisite: Placement test or waiver or completion of MAT 106, MAT 032, or MAT 101 with a "C" or better.***

***MAT 110: COLLEGE ALGEBRA—3 Credit Hours (3-0-3)**
This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; and solutions of higher degree polynomials. ***Prerequisite: Placement test or waiver or Completion of MAT 102 or MAT 108 with a "C" or better.***

***MAT 111: COLLEGE TRIGONOMETRY—3 Credit Hours (3-0-3)**
This course includes the following topics: trigonometric functions; trigonometric identifies; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; and parametric equations. ***Prerequisite: MAT 110 with a grade of "C" or better.***

***MAT 120: PROBABILITY AND STATISTICS—3 Credit Hours (3-0-3)**
This course is an introduction to probability and statistics. Topics includes organization of data, calculating probabilities, counting principles, binomial and normal distributions, central limit theorem, confidence intervals, hypothesis tests linear regression; and correlation. ***Prerequisite: Placement test or waiver or completion of MAT 102 or MAT 108 with a grade of "C" or better.***

***MAT 122: FINITE COLLEGE MATHEMATICS—3 Credit Hours (3-0-3)**
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. ***Prerequisite: Placement test or waiver or completion of MAT 102 or MAT 108 with grade of "C" or better.***

***MAT 130: ELEMENTARY CALCULUS—3 Credit Hours (3-0-3)**
This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes. ***Prerequisite: MAT 110 and MAT 111 with a grade of "C" or better.***

***MAT 140: ANALYTICAL GEOMETRY AND CALCULUS I- 4 Credit Hours (4-0-4)**
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. ***Prerequisite: MAT 110 and MAT 111 with a grade of "C" or better.***

***MAT 141: ANALYTICAL GEOMETRY AND CALCULUS II—4 Credit Hours (4-0-4)**
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. ***Prerequisite: MAT 140 with a grade of "C" or better.***

MAT 155: CONTEMPORARY MATHEMATICS —3 Credit Hours (3-0-3)
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: Placement test or waiver or Completion of MAT 106, MAT 032, or MAT 101 with a "C" or better. MAT 155 cannot be used in lieu of MAT 101, MAT 102, or MAT 108.*** ***NOTE: This class is for Schaeffler students only.**

MAT 168: GEOMETRY AND TRIGONOMETRY—3 Credit Hours (3-0-3)
This course includes the following topics: points, lines, angles, and angle measure; triangles; polygons; circles; geometric solids; trigonometric solution of triangles; graph of the sine function; and vectors. ***Prerequisite: Placement test or waiver or MAT 102 or MAT 108 with a grade of "C" or better.***

***MAT 240: ANALYTICAL GEOMETRY AND CALCULUS III—4 Credit Hours (4-0-4)**
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: MAT 141 with grade of "C" or better.***

MEDICAL ASSISTING

MED 103: MEDICAL ASSISTING INTRODUCTION – 3 Credit Hours (3-0-3)

This course provides an introduction to the profession of medical assisting including qualifications, duties and the role of the medical assistant.

MED 105: MEDICAL ASSISTING OFFICE SKILLS – 5 Credit Hours (3.5-4.5-5)

This course provides a study of receptionist duties, records maintenance, insurance form processing, and office machine use.

MED 107: MEDICAL OFFICE MANAGEMENT – 4 Credit Hours (3-3-4)

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management.

MED 108: COMMON DISEASES OF THE MEDICAL OFFICE – 3 Credit Hours (2-3-3)

This course provides a study of the most frequently encountered diseases of the patients seen in the medical office, their pathology and treatment.

MED 112: MEDICAL ASSITING PHARMACOLOGY – 2 Credit Hours (2-0-2)

This course provides a study of principles of pharmacology, drug therapy, and the administration of medication.

MED 114: MEDICAL ASSISTING CLINCIAL PROCEDURES – 4 Credit Hours (2-6-4)

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques, and emergency procedures.

MED 115: MEDICAL OFFICE LAB PROCEDURES – 4 Credit Hours (2-6-4)

This course provides a study of laboratory techniques commonly used in physician's offices and other facilities.

MED 156: CLINICAL EXPERIENCE – 6 Credit Hours (1-15-6)

This course provides direct experience in a physician's office or other selected medical facilities.

MECHANICS ENGINEERING TECHNOLOGY

MET 105: DC AND AC ELECTRICITY – 4 Credit Hours (3-2-4)

This course covers the fundamentals of DC an AC, including resistance, current, voltage, inductive reactance, capacitive reactance, and impedance. Emphasis is placed on electrical equipment such as DC and AC motors and generators, electrical switch gears, and transforms.

MET 218: ADVANCED HYDRAULIC AND PNEUMATIC SYSTEMS 3 - Credit Hours (2-2-3)

This course covers hydraulic directional control valves (DCV), cylinder and relief valve applications pneumatic DCV applications and maintenance, moving loads pneumatically, air logic, and vacuum systems.

MET 221: HYDRAULIC/PNEUMATIC MAINT &TROUBLE SHOOTING - 3 Credit Hours – 2-3-3)
This course covers the maintenance of pressure compensated pumps and troubleshooting hydraulic pumps, actuators, directional control valves (DCVs), flow control valves, and hydraulic systems. The troubleshooting of pneumatic DCVs, flow control valves, and pneumatic systems are included.

MET 224: HYDRAULICS AND PNEUMATICS – 3 Credit Hours (2-2-3)
This course covers basic hydraulic and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators, and receivers are discussed.

MET 241: PROCESS CONTROLS FOR INTEGRATED SYSTEMS - 3 Credit Hours (2-3-3)
This course provides an overview of industrial automation, industrial sensors, fluid-power actuation, fundamentals of process control, process control systems, thermal processes, and plant communication.

MANUFACTURING

MFG 101: Introduction to Manufacturing – 3 Credit Hours (3-0-3)
In this course, students examine manufacturing processes and systems, learn manufacturing terminology, assimilate workplace cultures, and identify requirements to work effectively in a manufacturing environment.

MFG 103: Principles of Manufacturing - 3 Credit Hours (3-0-3)
This course prepares students to understand, develop, implement, monitor, control, and improve manufacturing processes.

MFG 105: Industrial Manufacturing – 4 Credit Hours (4-0-4)
This course covers various certifications and training to prepare students for internships with various industries.

MFG 106: Manufacturing Internship - 4 Credit Hours (0-13-4)
This course is an internship work experience at an approved site under the supervision of a manufacturing personnel. This course provides field experience and hands-on training in applying theory to practice in the manufacturing environment. (*or alternate course with Dean approval.)*

MANAGEMENT

MGT 101: PRINCIPLES OF MANAGEMENT—3 Credit Hours (3-0-3)
This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

MGT 120: SMALL BUSINESS MANAGEMENT—3 Credit Hours (3-0-3)
This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

MGT 150: SUPERVISION—3 Credit Hours (3-0-3)
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

MGT 201: HUMAN RESOURCE MANAGEMENT—3 Credit Hours (3-0-3)
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.

MGT 220: OPERATIONS MANAGEMENT I – 3 Credit Hours (3-0-3)
This course introduces students to the concepts and practices that comprise operations management., including supply chain management. This course provides an overview of operating decisions and practices in multiple industry environments including manufacturing and service oriented businesses.

MGT 235: PRODUCTION MANAGEMENT - 3 Credit Hours (3-0-3)
This course is a study of production management techniques used in a manufacturing environment. Major topics include forecasting, scheduling, inventory, workflow management, and quality control.

MGT 240: MANAGEMENT DECISION MAKING--3 Credit Hours (3-0-3)
This course is a study of various structured approaches to managerial decision making.

MGT 255: ORGANIZATIONAL BEHAVIOR—3 Credit Hours (3-0-3)
This course is a study of effective individual and group behavior in an organization to maximize productivity, and psychological and social satisfaction.

MGT 260: LEADERSHIP FUNDAMENTALS - 3 Credit Hours (3-0-3)
This course examines the significant research and theories that provide the conceptual framework for viewing and practicing leadership as a collective enterprise. Emerging leaders are empowered through the leadership experience involving new organizational paradigms.

MARKETING

MKT 101: MARKETING—3 Credit Hours (3-0-3)
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 marketing distribution.

MKT 110: RETAILING—3 Credit Hours (3-0-3)
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.

MKT 120: SALES PRINCIPLES – 3 Credit Hours (3-0-3)
This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

MKT 130: CUSTOMER SERVICE PRINCIPLES-3 Credit Hours (3-0-3)
This course is a study of the importance of customer service satisfaction and the functions of various customer relations systems.

MKT 140: E-MARKETING--3 Credit Hours (3-0-3)
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.

MKT 245: PROMOTIONAL STRATEGIES--3 Credit Hours (3-0-3)
This course is a study of promotion activities, focusing on coordinating an effective marketing campaign for a product or business, with promotion strategies planned and used to influence consumers, trade intermediaries, and sales forces.

MKT 260: MARKETING MANAGEMENT--3 Credit Hours (3-0-3)
This course is a study of the marketing system from the decision-maker's view, including how marketing strategies are planned and utilized in the marketplace.

MACHINE TOOL TECHNOLOGY

MTT 101: INTRODUCTION TO MACHINE TOOL—2 Credit Hours (1-3-2)
This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills, and drill presses.

MTT 105: MACHINE TOOL MATH APPLICATIONS—3 Credit Hours (3-0-3)
This course is a study of shop math relevant to the machine tool trade. ***Co-requisite for Schaeffler Apprenticeship.***

MTT 121: MACHINE TOOL THEORY I—3 Credit Hours (3-0-3)
This course covers the principals involved in the production of precision metal parts. ***Schaeffler Apprentice students only*** *(Others consult with your Dean prior to registration).*

MTT 122: MACHINE TOOL PRACTICE I—4 Credit Hours (4-6-4)
This course covers practical experiences using the principles in Machine Tool Theory I. ***(Schaeffler Apprenticeship require MTT 121 prerequisite)***

MTT 123: MACHINE TOOL THEORY II—3 Credit Hours (3-0-3)
This course covers the principals involved in machining parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each. ***Prerequisite:*** **MTT 121** ***(Schaeffler Apprenticeship require MTT 121 prerequisite)***

MTT 124: MACHINE TOOL PRACTICE II—4 Credit Hours (4-6-4)
This course covers the practical application of the principles in Machine Tool Theory II. ***Corequisite:*** **MTT 123.**

MTT 126: MACHINE TOOL PRACTICE III—4 Credit Hours (4-6-4)
This course covers the practical application of the principles in Machine Tool Theory III. ***Prerequisite:*** **MTT 124.**

MTT 141: METALS AND HEAT TREATMENT—3 Credit Hours (3-0-3)
This course is a study of the properties, characteristics, and heat treatment procedures of metals.

MTT 147: TOOL AND CUTTER GRINDING—2 Credit Hours (2-0-2)
This course covers theoretical and practical training in cutting tools, cutting tool angles, the mechanics of material removal, and the operations of tool and cutter grinding equipment.

MTT 171: INDUSTRIAL QUALITY CONTROL - 2 Credit Hours (2-0-2)
This course covers the methods and procedures of quality control.

MTT 211: DIE THEORY—3 Credit Hours (3-0-3)
This course is a study of die components as they relate to the complete die. ***Prerequisite:*** **MTT 124, MTT 141 and MAT 168.**

MTT 231: TOOL AND DIEMAKING I—5 Credit Hours (4-6-5)
This course covers the manufacture and use of a simple blanking or piercing die or tools. ***Prerequisite:*** **MTT 126 and MTT 211.**

MTT 232: TOOL AND DIEMAKING II—5 Credit Hours (4-6-5)
This course covers the manufacture and use of a compound die or tools. ***Prerequisite:*** **MTT 231.**

MTT 233: TOOL AND DIEMAKING III—5 Credit Hours (5-5-5)
This course covers the manufacture and use of a progressive die or tools. ***Prerequisite:*** **MTT 232.**

MTT 241: JIGS AND FIXTURES I—2 Credit Hours (3-2-2)
This course includes the theory necessary to design working prints of simple jigs and fixtures. ***Prerequisite:*** **MTT 124.**

MTT 243: ADV. DIMENSIONAL METROLOGY FOR MACHINISTS - 3 Credit Hours (3-2-3)
This course is a study of higher levels of measurement, measuring instruments, and measuring techniques. The course consists of a theoretical and practical study incorporating the metric system, geometric dimensioning/tolerancing, sine bars/plates for compound angles and more.

MTT 251: CNC OPERATIONS—3 Credit Hours (2-3-3)
This course is a study of CNC machine controls, setting tools, and machine limits, and capabilities. ***Prerequisite*****: EGT 151, MAT 168 and MTT 124.** *(Schaeffler Apprenticeship requirement only)*

MTT 252: CNC SETUP AND OPERATIONS—4 Credit Hours (3-2-4)
This course covers CNC setup and operations. ***Prerequisite:*** **MTT 251** *(Schaeffler Apprenticeship require MTT 251 prerequisite)***.**

MTT 253: CNC PROGRAMMING AND OPERATION—3 Credit Hours (3-1-3)
This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines. ***Prerequisite:*** **MTT 252 or permission of dean.**

MTT 254: CNC PROGRAMMING I—3 Credit Hours (2-3-3)
This course is a study of CNC programming, including machine language and computer-assisted programming. ***Prerequisite:*** **MTT 251 or MTT 253.**

MTT 255: CNC PROGRAMMING II—3 Credit Hours (2-3-3)
This course includes CNC programming with simulated production conditions. ***Prerequisite:*** **MTT 254.**

MASSAGE THERAPY

MTH 113: ESSENTIALS OF ANATOMY AND PHYSIOLOGY FOR MASSAGE THERAPY
3 Credit Hours (1-6-3)
This course will focus on the pre-massage assessment of each body region including signs and symptoms relating to pathological conditions. Specific emphasis will be given to the skeletal, muscular, cardiovascular and nervous systems. ***Corequisites:*** **MTH 121, MTH 132 and MTH 136.**

MTH 121: PRINCIPLES OF MASSAGE – 4 Credit Hours (1-9-4)
This course is an in-depth study of Swedish massage techniques and applications to a complete body massage. ***Corequisites:*** **MTH 113, MTH 132 and MTH 136.**

MTH 126: PATHOLOGY FOR MASSAGE THERAPY – 2 Credit Hours (2-2-2)
This course covers basic pathology for the massage therapy student. The course includes signs and symptoms of diseases with emphasis on recognition and identification, as prescribed in massage therapy. ***Prerequisites:*** **MTH 113, MTH 121, MTH 132 and MTH 136 with a grade of "C" or better.** ***Corequisites:*** **MTH 128, MTH 135 and MTH 138.**

MTH 128: CLINICAL APPLICATIONS OF MASSAGE– 4 Credit Hours (0-12-4)
Students will perform massage therapy in a clinical massage setting. Students will be closely supervised and evaluated by instructors in all aspects of massage. ***Prerequisites:*** **MTH 113, MTH 121, MTH 132 and MTH 136 with a grade of "C" or better.** ***Corequisites:*** **MTH 126, MTH 135 and MTH 138.**

MTH 132: MASSAGE THERAPY SEMINAR – 1 Credit Hours (0-3-1)
This course includes the integration of didactic and clinical techniques in Massage Therapy. ***Corequisites:*** **MTH 113, MTH 121 and MTH 136.**

MTH 135: MASSAGE PRACTICUM – 2 Credit Hours (0-6-2)
This course provides practical experience in all aspects of therapeutic massage application using advanced techniques & specialized modalities in the professional setting. Students will observe facility & business operations under supervision of licensed massage therapist or licensed medical staff. ***Prerequisites:*** **MTH 113, MTH 121 and MTH 136 with a grade of "C" or better.** ***Corequisites:*** **MTH 126, MTH 128 and MTH 138.**

MTH 136: KINESIOLOGY FOR MASSAGE THERAPY – 2 Credit Hours (1-3-2)
This course is a study of body movement and the body's muscular and structural factors, such as posture and gait, in relation to massage therapy. Specific emphasis will be placed on the effects of massage therapy on the way the body reacts during various activities. ***Corequisites:*** **MTH 113, MTH 121 and MTH 132.**

MTH 138: ANATOMY AND PHYSIOLOGY FOR MASSAGE THERAPY II – 2 Credit Hours (2-0-2)
This course is a continuation of Anatomy for Massage Therapy I with focus on the immune/lymphatic, respiratory, digestive, urinary and reproductive systems with emphasis on the effects of clinical massage modalities on these body systems. ***Prerequisites:*** **MTH 113, MTH 132 and MTH 136 with a grade of "C" or better.** ***Corequisites:*** **MTH 126, MTH 128 and MTH 135.**

MUSIC

***MUS 105: MUSIC APPRECIATION—3 Credit Hours (3-0-3)**
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.

NON-DESTRUCTIVE TESTING/INSPECTION

NDT 101: INTRO TO NON-DESTRUCTIVE TESTING/INSPECTION—3 Credit Hours (2-1-3)
This course is an introduction to the five major non-destructive testing methods, certification requirements, inspector's responsibilities, visual testing and the use and operation of gauges. Included is the visual inspection certification A.S.N.T.

NDT 102: LIQUID PENETRANT I & II—1 Credit Hour (1-0-1)
This course is an introduction of a basic to advanced theory of liquid penetrant testing. Included how liquid penetrants are used, formulas, methods, applications and limitations. A.S.N.T. ***Corequisite: NDT 103***

NDT 103: LIQUID PENETRANT I & II LAB—1 Credit Hour (0-1-1)
This course is an introduction to learn basic and advanced applications of liquid penetrants material sensitivity and equipment calibration. ***Corequisite: NDT 102***

NDT 104: MAGNETIC PARTICLE I & II—1 Credit Hour (1-0-1)
This course is an introduction of a basic to advanced theory of magnetic particle testing. Included how magnetizing currents are used, formulas, methods, applications and limitations. A.S.N.T. ***Corequisite: NDT 105***

NDT 105: MAGNETIC PARTICLE I & II—1 Credit Hour (0-1-1)
This course is an introduction to the basic and advanced applications of magnetic fields, material sensitivity and equipment calibration. ***Corequisite: NDT 104***

NDT 106: ULTRASONICS I THEORY—3 Credit Hours (3-0-3)
This course is an introduction to hands-on-experience in the ultrasonic method within the field of non-destructive testing. It is designed to meet certain NDT Level I requirements in accordance with A.S.N.T.; SNT-TC-1A and NAQS-410. ***Corequisite: NDT 107***

NDT 107: ULTRASONICS I LAB—1 Credit Hour (0-1-1)
This course is an introduction to the basic applications of ultrasonic inspection. Emphasis is placed on familiarizing with the components and control of ultrasonic equipment and calibration. ***Corequisite: NDT 106***

NDT 108: RADIOGRAPHY I THEORY—3 Credit Hours (3-0-3)
This course is an introduction to basic theory of radiography, formulas, inspection methods, film processing, material sensitivity applications and limitation; designed to meet certain NDT Level I requirements in accordance with A.S.N.T., SNT-TC-1A and NAS-410. ***Corequisite: NDT 109***

NDT 109: RADIOGRAPHY I LAB—1 Credit Hour (0-1-1)
This course is an introduction to the components and controls of radiographic equipment applying techniques on various lab samples. NRC safety regulations are also emphasized. ***Corequisite: NDT 108***

NDT 201: CODES AND PROCEDURES—2 Credit Hours (2-0-2)
This course is an introduction to read and interpret a variety of codes including ISO 9712, ASME, API and ASTM documents. ***Prerequisite: Instructor approval.***

NDT 206: ULTRASONICS II—3 Credit Hours (3-0-3)
This course is an introduction to the basic and advanced applications of liquid penetrants material sensitivity and equipment calibration. A.S.N.T.

NDT 207: ULTRASONICS II LAB—1 Credit Hour (0-1-1)
This course is an introduction to performing ultrasonic inspection to applicable codes and standards.

NDT 208: RADIOGRAPHY II—3 Credit Hours (3-0-3)
This course is an introduction to the codes and standards as applied to radiography, reporting of test results and developing techniques. A.S.N.T. ***Prerequisite: NDT 108 and NDT 109***

NDT 209: RADIOGRAPHY II LAB - 1 Credit Hour (0-1-1)
This course is an introduction to film interpretation, multiple film loading techniques and radiographic procedures.

NDT 218: RADIATION SAFETY—3 Credit Hours (3-0-3)
This course is an introduction to the rules and regulations of radiation safety including the characteristics of X-ray and gamma radiation; use of operation of equipment, calculations, and NRC requirements.

ASSOCIATE DEGREE IN NURSING

NUR 101: NURSING—6 Credit Hours (4-6-6)
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:*** **BIO 210 with a grade of "C" or better.** ***Prerequisite:*** **BIO 210 with a grade of "B" or better.**

NUR 106: PHARMACOLOGY—2 Credit Hours (2-0-2)
This introductory course outlines the basic concepts of pharmaceutics, pharmacokinetics, pharmacodynamics and pharmacotherapeutics. The process of clinical calculations is introduced as well as the major drug classifications. ***Prerequisite:*** **BIO 210 and** ***Corequisite:*** **NUR 101 with a grade of "B" or better.**

NUR 109: CLINICAL APPLICATIONS 1-1 Credit Hour (0-1-1)
This course provides practice and performance of basic patient skills to assist in meeting the needs of selected patients of varying ages. ***Prerequisite:*** **NUR 101, NUR 106 with a grad of "B" or better.**

NUR 120: BASIC NURSING CONCEPTS—7 Credit Hours (4-10-7)
This course introduces the application of the nursing process in the care of persons throughout the lifespan who are experiencing selected common health problems. ***Prerequisite:*** **BIO 210 and NUR 101 with a grade of "B" or better.**

NUR 170: NURSING APPLICATIONS – 1 Credit Hour (1-0-1)
This course facilitates students understanding and application of nursing concepts using patient situation discussion. ***Prerequisite:*** **NUR 120, NUR 101 with a grade of "B" or better.**

NUR 201: TRANSITION NURSING—3 Credit Hours (2-3-3)
This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student. ***Prerequisite: Cumulative GPA of 2.5 or better over the past 10 years and proof of current LPN licensure in good standing.***

NUR 210: COMPLEX HEALTH PROBLEMS—5 Credit Hours (3-6-5)
This course expands application of the nursing process in meeting the needs of patients with complex health problems. ***Prerequisite:*** **BIO 211 and NUR 120 with a grade of "B" or better.**

NUR 214: MENTAL HEALTH NURSING—4 Credit Hours (3-5-4)
This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme. ***Prerequisite:*** **PSY 203, BIO 211;** ***Corequisite:*** **NUR 210 with a grade of "B" or better.**

NUR 217: TRENDS AND ISSUES IN NURSING—2 Credit Hours (2-0-2)
This course is an exploration of health care trends and issues. **Prerequisites: BIO 211, NUR 210 and NUR 214 with a grade of "B" or better.**

NUR 220: FAMILY CENTERED NURSING—7 Credit Hours (5-6-7)
This course facilitates the application of the nursing process in the care of persons during the childbearing years and from birth through adolescence to promote optimal individual health and development at any stage of the health continuum. ***Prerequisites: BIO 211 and NUR 120 with a grade of "B" or better.***

NUR 221: ADVANCED NURSING CONCEPTS—5 Credit Hours (4-8-5)
This course expands the application of the nursing process in the care of persons throughout the lifespan who are experiencing complex health problems. ***Prerequisite:*** **BIO 211, NUR 214 and NUR 210 with a grade of "B" or better**. ***Corequisite:*** **NUR 217**

PHILOSOPHY

***PHI 101: INTRODUCTION TO PHILOSOPHY—3 Credit Hours (3-0-3)**
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.

***PHI 105: INTRODUCTION TO LOGIC - 3 Credit Hours (3-0-3)**
This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions, and inductions.

***PHI 106: LOGIC II INDUCTIVE REASONING - 3 Credit Hours (3-0-3)**
This elementary logic course is an introduction to inductive reasoning. Patterns of inductive reasoning including analogical reasoning, inductive generalizations, scientific reasoning, and causal reasoning will be examined. Probability theory, decision analysis, and the criteria for the acceptability of inductive arguments will be covered also.

***PHI 110: ETHICS - 3 Credit Hours (3-0-3)**
This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

***PHI 115: CONTEMPORARY MORAL ISSUES - 3 Credit Hours (3-0-3)**
This course examines moral issues in contemporary society, including basic principles and applications of ethics.

PHYSICAL SCIENCE

PHS 101: PHYSICAL SCIENCE I—4 Credit Hours (3-3-4)
This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of thephysical world. Topics are selected from astronomy, chemistry, geology, and physics. ***Prerequisite:*** **MAT 108.**

PHS 102: PHYSICAL SCIENCE II—4 Credit Hours (3-3-4)
This is a continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics. *Prerequisite:* PHS 101.

PHS 111: CONCEPTUAL PHYSICS I—3 Credit Hours (3-0-3)
This course is an introduction to the mechanical concepts of distance, time, mass, force, energy, and power. ***Prerequisite:*** **MAT 110 with grade of "C" or better.**

PRACTICAL NURSING

PNR 110: NURSING—5 Credit Hours (4-3-5)
This course introduces basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to physiological and psychosocial needs of the individual. Legal and ethical roles of the practical nurse are emphasized. Must be admitted to Practical Nursing Program.

PNR 122: PHARMACOLOGY—3 Credit Hours (3-0-3)
This is an introductory course to the concepts of pharmacology and medication administration. Emphasis is on calculation of dosages, administration of medications, and correct use of abbreviations. Effects of specific drugs are presented.

PNR 128: MEDICAL SURGICAL NURSING I—7 Credit Hours (4-9-7)
This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, and health and safety needs of the adult patient. Pharmacology and nutrition are integrated. Clinical experiences address selected commonly occurring health problems having predictable outcomes. ***Prerequisite:*** **PNR 110 and PNR 122 with a grade of "B" or better.**

PNR 138: MEDICAL/SURGICAL NURSING II—7 Credit Hours (4-9-7)
This course is a continuation of the study of the nursing process. Concepts include the physiological, psychosocial, nutritional and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes. ***Prerequisites:*** **PNR 128 with a grade of "B" or better.**

PNR 154: MATERNAL/INFANT/CHILD NURSING —5 Credit Hours (3-6-5)
This course is a study utilizing the nursing process 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 diseases. ***Prerequisite:*** **PNR 122 with a grade of "B" or better.**

PNR 170: NURSING OF THE OLDER ADULT- 2 Credit Hours (2-0-2)
This course is a study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional and health and safety needs of the older patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes. ***Prerequisite:*** **PNR 122 and 130 with a grade of "B" or better.**

PNR 182: SPECIAL TOPICS IN PRACTICAL NURSING – 2 Credit Hours (2-0-2)
This course covers special topics in practical nursing. ***Prerequisite:*** **PNR 110 and PNR 122 with a grade of "B" or better.**

POLITICAL SCIENCE/GOVERNMENT

***PSC 201: AMERICAN GOVERNMENT—3 Credit Hours (3-0-3)**
This course is a study of American federal governmental institutions with a focus on the Constitution and key founding documents; the functions of executive, legislative and judicial branches; civil liberties and rights; and the role and influence of the electorate, interest groups, and the media.

PSC 205: POLITICS AND GOVERNMENT—3 Credit Hours (3-0-3)
This course is a study of the concepts and problems involved in man's relationships with government and political change. This course emphasizes comparative institutions of governments, analysis of political behavior, and political ideology.

***PSC 215: STATE AND LOCAL GOVERNMENT—3 Credit Hours (3-0-3)**
This course is a study of state, county, and municipal government systems, including interrelationships between these systems and within the federal government.

PSC 220: INTRODUCTION TO INTERNATIONAL RELATIONS—3 Credit Hours (3-0-3)
This course introduces the major forces and factors influencing world affairs, with emphasis on the role of the United States in the global community and the impact of growing interdependence on daily living.

PSYCHOLOGY

***PSY 201: GENERAL PSYCHOLOGY—3 Credit Hours (3-0-3)**
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.

***PSY 203: HUMAN GROWTH AND DEVELOPMENT—3 Credit Hours (3-0-3)**
This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

***PSY 212: ABNORMAL PSYCHOLOGY—3 Credit Hours (3-0-3)**
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.

PSY 220: PSYCHOLOGY OF PERSONALITY—3 Credit Hours (3-0-3)
This course is the study of classical and modern theories of personality. Research implications are evaluated.

RELIGION

REL 101: INTRODUCTION TO RELIGION—3 Credit Hours (3-0-3)
This course provides a study of religion and the nature of religious beliefs and practices, and their influences on culture, history and philosophy.

REL 102: INTRODUCTION TO BIBLICAL STUDIES – 3 Credit Hours (3-0-3)
This course is an introduction to the contemporary analysis of the bible, including its historical background, writing and transmission, its principal persons and events, and its ideas and their significance for the present.

REL 104: EARLY CHRISTIAN HISTORY AND LITERATURE—3 Credit Hours (3-0-3)
This course provides a study of the Biblical New Testament and other early Christian writings, emphasizing the historical and cultural contents in which they were produced.

REL 105: EARLY JEWISH HISTORY & LITERATURE – 3 Credit Hours (3-0-3)
This course provides a study of the Tanakh, the Talmud, and other early Jewish works, emphasizing the historical and cultural contexts in which they were created.

REL 201: RELIGIONS OF THE WORLD - 3 Credit Hours (3-0-3)
This course surveys the major religious traditions of the world.

REL 299: RELIGION IN AMERICA – 3 Credit Hours (3-0-3)
This course will examine religion in the United States, introducing main group founders and practices, religious diversity, and relationships between constitutional freedoms and religion-state practices.

READING AND WRITING – INTEGRATED STUDIES

RWR 032: INTEGRATED DEVELOPMENTAL READING & ENGLISH - 3 Credit Hours (3-0-3)
This course offers a review of academic reading and writing skills necessary for success in transitional and college-level courses. Students will apply strategies learned to the enhancement of reading comprehension skills and to writing activities for a variety of rhetorical situations. ***Prerequisite:*** **Placement test or waiver**

RWR 100: INTEGRATED TRANSITIONAL READING & ENGLISH - 3 Credit Hours (3-0-3)
This course is a study of basic writing and different modes of composition and may include a review of usage. It also covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. *Prerequisite*: **Placement test or waiver or RWR 032 with a grade of "C" or better.**

SOCIOLOGY

***SOC 101: INTRODUCTION TO SOCIOLOGY—3 Credit Hours (3-0-3)**
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.

***SOC 102: MARRIAGE AND THE FAMILY—3 Credit Hours (3-0-3)**
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.

***SOC 205: SOCIAL PROBLEMS—3 Credit Hours (3-0-3)**
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.

***SOC 206: SOCIAL PSYCHOLOGY—3 Credit Hours (3-0-3)**
This course examines the behaviors of individuals in interaction in terms of the personality system (attitudes, needs, traits, feelings, learning, and perception), the social system (relations between/among persons), and the cultural system (agreed-upon ideas about the social and non-social world).

FOREIGN LANGUAGES

***SPA 101: ELEMENTARY SPANISH I - 4 Credit Hours (4-0-4)**
This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to Hispanic cultures.

***SPA 102: ELEMENTARY SPANISH II - 4 Credit Hours (4-0-4)**
This course continues development in the basic language skills and the study of Hispanic cultures. ***Prerequisite:*** **SPA-101 with a grade of "C" or better.**

***SPA 201: INTERMEDIATE SPANISH I - 3 Credit Hours (3-0-3)**
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. ***Prerequisite:*** **SPA-102 with a grade of "C" or better.**

***SPA 202: INTERMEDIATE SPANISH II - 3 Credit Hours (3-0-3)**
This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose. ***Prerequisite:*** **SPA-202 with a grade of "C" or better.**

SPEECH

***SPC 205: PUBLIC SPEAKING—3 Credit Hours (3-0-3)**
This course is an introduction to principles of public speaking with application of speaking skills. ***Prerequisite:*** **ENG 101 with grade of "C" or better.**

COMMERCIAL TRANSPORTATION

TDR 101: INTRODUCTION TO TRUCK DRIVING - 5 Credit Hours (2-3-5)
This course is an introduction to truck driver training.

TDR 102: TRUCK DRIVER TRAINING - 4 Credit Hours (0-5-4)
This course covers the safe operation of a tractor-trailer on the open highway.

TDR 103: PREPARATION FOR CDL EXAM - 3 Credit Hours (3-0-3)
This course will prepare students for the South Carolina CDL examination, including rules, regulations, policies, and driver practice.

TDR 104: ELECTRONIC LOGGING - 1 Credit Hour (1-0-1)
This course is an introduction to the use of computer-based software to record hours of service as required by the Federal Motor Carrier Safety Administration (FMCSA) of the Department of Transportation (DOT).

TDR 105: THE BUSINESS OF TRUCK DRIVING - 3 Credit Hours (3-0-3)
This course is an introduction to the business aspects of truck driving as well as personal life skills, health effects, and customer service.

THEATRE

***THE 101: INTRODUCTION TO THEATRE—3 Credit Hours (3-0-3)**
This course includes the appreciation and analysis of theatrical literature, history, and production.

THE 105: FUNDAMENTALS OF ACTING—3 Credit Hours (3-0-3)
This course includes the study of dramatic performance techniques, including improvisations and interpretation of characters.

THE 205: INTERMEDIATE ACTING—3 Credit Hours (3-0-3)
This course is a continuation of the study of techniques of body and voice control, improvisations, interpretation of characters, and applied characterization, with special attention to textual analysis, verse drama, and specialized stage movement and exercises.

THE 225: THEATRE PRODUCTION—3 Credit Hours (3-0-3)
This course includes the study and application of all processes of a theatrical production from "page to stage," culminating in a production performance.

COMMERCIAL UNMANNED AIRCRAFT OPERATOR

UAS 101: UNMANNED AIRCRAFT SYSTEMS AND SAFETY – 3 Credit Hours (3-0-3)
This course introduces remote pilots to a management system and culture that is at the heart of the traditional aviation industry. Topics include the four pillars of a safety management system: safety policy, risk management, assurance, and safety promotion.

UAS 102: UNMANNED AIRCRAFT APPLICATIONS – 3 Credit Hours (2-2-3)
This course provides an understanding of how unmanned aircrafts are used to accomplish a variety of tasks in a complex environment and how remote pilots apply UAS technology for various purposes while respecting both the physical and regulatory limitations.

UAS 103: UNMANNED AIRCRAFT FOUNDATIONS – 3 Credit Hours (2-2-3)
This course provides an understanding of the capabilities and limitations of UAS technology, including the hardware and software inclusions. A holistic view of concerns facing UAS integration into the National Airspace are examined.

UAS 104: UNMANNED AIRCRAFT PERSONNEL – 3 Credit Hours (2-3-3)
This course provides an understanding of the limits and skills employed by professional remote pilots in trapping and mitigating errors, as well as analyzing human error and management skills used to detect and stop errors during the day-to-day execution of remote pilot tasks.

UAS 201: UNMANNED AIRCRAFT MAINT. INSPECTION & REPAIR 3 Credit Hours (2-2-3)
This course provides basic knowledge of drone inspection, including flight controls, power plant components, controller, rotor/ propeller safety checks, and component wear.

WELDING

WLD 107: WELDING CODES AND PRACTICES - 3 Credit Hours (3-0-3)
This course is an introduction to a variety of nationally known welding codes and welding procedure specifications (WPS).

WLD 111: ARC WELDING I - 4 Credit Hours (1-7-4)
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.

WLD 120: FLUX-CORED ARC WELDING I - 4 Credit Hours (1-7-4)
This course covers the equipment set-up and fundamental techniques for flux cored arc welding.

WLD 124: WELDING ALLOYS - 3 Credit Hours (1-4-3)
This course covers welding of difficult or unusual metals.

WLD 130: WELDING FUNDAMENTALS - 3 Credit Hours (2-2-3)
This course introduces students to the principles of cutting and welding, the identification of welding tools and equipment, and the process for setting up and repairing welding equipment. Safety procedures will be emphasized.

WLD 132: INERT GAS WELDING FERROUS - 4 Credit Hours (2-6-4)
This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.

WLD 142: MAINTENANCE WELDING – 3 Credit Hours (1-4-3)
This course covers gas and arc welding processes used in maintenance shops.

WLD 145: FIELD WELDING – 2 Credit Hours (0-5-2)
This course covers welding with portable welding machines in field use.

WLD 152: TUNGSTEN ARC WELDING - 4 Credit Hours (1-7-4)
This course covers gas tungsten arc welding of carbon steel filler metal and carbon steel metals with stainless steel filler metals.

WLD 154: PIPEFITTING AND WELDING - 4 Credit Hours (2-7-4)
This is a basic course in fitting and welding pipe joints, either ferrous or nonferrous, using standard processes.

WLD 160: FABRICATION WELDING - 3 Credit Hours (2-3-3)
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.

WLD 170: QUALIFICATION WELDING – 4 Credit Hours (2-7-4)
This course covers the procedures and practices used in taking welder qualification tests.

WLD 180: MIG WELDING – 4 Credit Hours (1-7-4)
This course covers welding of high strength steels using the Metal Inert Gas (MIG) Process.

WLD 201: WELDING METALLURGY - 2 Credit Hours (2-1-2)
This course covers the weldability of metals, weld failure, and the effects of heat on chemical, physical, and mechanical properties.

WLD 208: ADVANCED PIPE WELDING – 3 Credit Hours (1-5-3)
This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous materials.

WLD 222: ADVANCED FABRICATION WELDING - 4 Credit Hours (2-6-4)
This course covers the layout, construction, and assembly of metal projects using metal working and welding equipment.