Midlands Technical College

2024-2025 Academic Catalog

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School of Advanced Manufacturing and Skilled Trades

About the School of Advanced Manufacturing and Skilled Trades

The School of Advanced Manufacturing and Skilled Trades offers programs that are designed to prepare students for careers in areas such as:

- Automotive Technology – Service Technician, Generator Repair Technician, Shop Foreman, Service Advisor, Heavy Equipment Technician, Heavy Duty Vehicle Technician, or Automotive Technology Instructor for high school, college or industry
- Building Construction – Field Superintendent, Field Project Management, Contractor, or Specialty Subcontractor
- Commercial Graphics Communication – Graphic Design Technician, Digital Assembly Technician, Print Technician, or Graphics Sale Representative
- Heating, Ventilation, and Air Conditioning – Residential or Commercial HIVAC Service Technician, HVAC/R Installation Technician, Apartment Maintenance or Physical Plant Maintenance Technician, Appliance Repair Technician, or Commercial Refrigeration Technician
- Industrial Electricity/Electronics – Electrical Installer, Electrician, or Electrical Technician.
- Machine Tool – machinist, CNC Operator, Set Up Operator or Programmer, Quality Inspector, or Machine Tools Sales Representative
- Mechatronics – Automation Operator, Maintenance Technician, Assembly and Building Technician, or Mechatronics Design Technician
- Welding – Pipe Welder, Fabricator, or Structural Welder

A number of the programs within Advanced Manufacturing and Skilled Trades have developed flexible, short-term certificate programs designed for students who wish to specialize in one area of employment. These certificates also give those in the workforce opportunities to upgrade their skills on modern equipment. The introduction of computers into virtually every aspect of business and industry has increased the need for high-technology training opportunities.

Associate Degree Programs

- Automotive Technology
- Building Construction Technology
- Commercial Graphic Communications
- General Technology
- Heating, Ventilation, Air Conditioning and Refrigeration Technology
- Machine Tool Technology
- Mechatronics Technology
- Welding Technology

Certificate Programs

- Automotive (various)
- Basic Electrical Wiring
- Carpentry
- Heating/Ventilation/Air Conditioning/Refrigeration Mechanics
- Machining
- Mechatronics Technology I

- Renewable Energy Technician

Diploma Programs

- Air Conditioning/Refrigeration
- Industrial Electricity/Electronics
- Machine Tool

All courses are offered on campus; many are also offered in asynchronous online (O), virtual (synchronous online) (V), or hybrid modes (H).

School of Business

School of Business

About the School of Business

MTC's School of Business offers a variety of educational programs designed to prepare students for careers in business and industry. Upon program completion, students are prepared to pursue the following business goals and/or careers:

- Accounting – accountants, bookkeepers, auditors, tax preparers
- Administrative Office technology – office managers, executive assistants
- Business Administration – human resources assistant, purchasing agent, business analyst
- Management – sales, banking, transportation/logistics, entrepreneurship, operations, retail management, hospitality, healthcare
- Marketing – digital marketing, advertising, promotion, retail, merchandising, corporate communications, sales

School of Business Mission Statement

Our mission is to provide high-quality and affordable business education in accounting, office support services, marketing, and management that prepares students for successful careers in the dynamic and competitive marketplace. Our programs are designed to be accessible and transferable, allowing students to transition seamlessly into the workforce or continue their education.

Upon completion of an associate degree or certificate from the School of Business, students will be able to:

- Use critical and creative thinking to solve problems (BLO1)
- Apply clear and effective communication skills (BLO2)
- Demonstrate professional and ethical conduct (BLO3)
- Use information literacy for effective vocational and/or academic research (BLO4)
- Apply quantitative reasoning and/or scientific inquiry to solve practical problems (BLO5)

Associate Degree Programs

- Accounting
- Administrative Office Technology
- Business Administration
- Management
- Marketing
- Business Transfer

Certificate Programs

- Accounting
- Digital Marketing
- Entrepreneurship
- Medical Office Administration
- Office Support Specialist
- Supervision

Accounting Program

Accounting Mission Statement

Our mission is to provide students with a solid foundation in accounting principles, practices, and technologies that prepare them for successful careers in accounting and related fields. We aim to develop graduates proficient in bookkeeping, accounting software, and financial statement analysis on the way to becoming industry-certified. We are committed to fostering a culture of professionalism, integrity, and ethical behavior as students explore their interests, pursue their goals, and achieve their full potential as accounting professionals.

Upon competition of the accounting program, students will be able to:

- P.ACC.1: Analyze and evaluate financial transactions in accordance with Generally Accepted Accounting Principles (GAAP), demonstrating the application to real-world scenarios. (BLO 1, 3, 4, 5)
- P.ACC.2: Assess and interpret the impact of business operations within the regulatory environment, integrating ethical considerations to ensure compliance and mitigate risk. (BLO 1, 2, 3, 5)
- P.ACC.3: Utilize analytical techniques to interpret financial data and make informed recommendations to improve organizational performance and decision-making processes. (BLO 1, 2, 3, 4, 5)
- P.ACC.4: Demonstrate competency in accounting information systems and utilizing technology to enhance efficiency, accuracy, and security. (BLO 1, 3, 4, 5)

Administrative Office Technology Program

Administrative Office Technology Mission Statement

Our mission is to equip students with the skills and experience necessary to achieve top-level information processing/administrative positions. The program emphasizes keyboarding, software proficiency, communication, record keeping, professionalism, and collaboration essential for students to succeed as office professionals in various business and organizational settings.

*Upon completion of the **Medical Office Administration** certificate, students will be able to demonstrate:*

· P.AM.1: The ability to interpret and apply various insurance policies, procedures, and regulations using electronic health record systems to ensure accurate billing and coding, scheduling, and record maintenance. (BLO 1, 3, 4)

· P.AM.2: The ability to communicate effectively by working collaboratively with healthcare providers, insurance companies, and patients using written, verbal, nonverbal, and interpersonal communication skills. (BLO 1, 2, 3)

Business Administration Program

Business Administration Learning Outcomes

The AAS in Business Administration prepares graduates for entry-level positions requiring fundamental accounting, management, marketing, and ethical decision-making skills to support an organization's core mission.

Upon completion of the business administration program, students will be able to:

- P.BADM.1: Demonstrate foundational knowledge of core business concepts.

- P.BADM.2: Apply analytical tools and models to evaluate financial data and make informed decisions.
- P.BADM.3: Understand the fundamental concepts and theories of marketing and management.
- P.BADM.4: Utilize various communication channels and technologies to convey information clearly and professionally.
- P.BADM.5: Apply practical skills to real-world business challenges by modeling professionalism and ethical conduct.

Management Program

Management Mission Statement

Our mission is to equip students with the managerial skills to succeed in today's technology-driven and innovation-intensive workplace. Through a comprehensive management curriculum that integrates theory and practice, we aim to prepare our graduates to lead and transform organizations in diverse sectors. We are committed to providing hands-on learning experiences and career development opportunities that enable our students to excel in their chosen fields.

Upon completion of the management program, students will be able to:

- P.MGT.1: Compare and contrast management concepts, theories, and principles to apply best practices. (BLO 1, 2, 4)
- P.MGT.2: Demonstrate the ability to plan, organize, and control to meet the needs of businesses. (BLO 1, 2, 3, 4)
- P.MGT.3: Demonstrate the ability to examine and identify leadership in a variety of business settings (BLO 1, 2, 3, 4, 5)

Marketing Program

Marketing Mission Statement

Our mission is to prepare graduates with practical skills to engage in the daily activities of promoting value to customers. Our curriculum emphasizes an integrated approach to targeting appropriate market segments and applying proven principles in research, sales, customer research, advertising, and strategic communication. The program prepares students for diverse marketing roles, enabling them to contribute to the growth of businesses, organizations, and communities.

Upon completion of the marketing program, students will be able to:

· P.MKT.1: Demonstrate the ability to analyze integrated marketing strategies, utilize analytics and problem-solving techniques to enhance customer interactions, and build lasting relationships with diverse customer segments. (BLO 1, 5)

· P.MKT.2: Identify and utilize technological tools to optimize and design messaging for appropriate channels to maximize strategic planning and decision-making while considering diverse targets and purposes. (BLO 1, 2)

· P.MKT.3: Will apply research techniques to understand consumer buying behavior and analytics and recognize the impact of ethical implications and privacy concerns. (BLO 3, 4)

School of Education & Public Service

About the School of Education & Public Service

The School of Education and Public Service offers a variety of educational programs designed to prepare students for careers in education and public service arenas.

The public service arena is among the Midlands strongest growth areas in terms of available jobs.

Public Service programs and possible careers include:

- Criminal Justice – police officer, corrections officer, or forensics lab specialist;
- Early Childhood Development – (birth to age eight) teacher in child care or Head Start, teacher assistant in public schools or transfer to a four year college to become a certified teacher;
- Human Services – mental health, substance abuse, victim services, child welfare, or community agency/organization;
- American Sign Language – sign language skills to use in business, education, or the community;
- Paralegal Studies – work in law firms, courts, governments, corporate offices, insurance companies, real estate offices, mortgage companies, banks, and more;
- Education Transfer – begin at Midlands Technical College and take classes to transfer to four year teacher education programs

Students must earn a grade of "C" or better in all of the courses offered within the School of Education and Public Service for the grade to be counted toward graduation. Specifically, these include courses with the following prefixes: ASL, CRJ, ECD, EDU, HUS, LEG, and SAC.

Associate Degree Programs

- Associate of Arts – Education Transfer, Early Childhood/Elementary Education
- Associate of Arts – Education Transfer, Middle Level
- Associate in Applied Science – Criminal Justice Technology
- Associate in Applied Science – Early Care and Education
- Associate in Applied Science – Paralegal Studies
- Associate in Applied Science – Human Services

Certificate Programs

- Early Childhood Development
- Criminal Justice – Homeland Security
- Criminal Justice – Police Pre-Academy Training
- Paralegal Studies
- American Sign Language

Most courses are offered on campus; some are also offered in asynchronous online (O), virtual (synchronous online) (V), or hybrid modes (H). All HSM courses are only offered Online (O).

School of English & Humanities

About the School of English & Humanities

The School of English and Humanities offers Associate in Arts degrees for students who seek careers in fine arts, law, journalism, mass communication, digital media, technical and professional writing, cultural studies, research, or secondary education. Within the School, students can choose from concentrations in Art Studio, English, History, and Writing. The Departments of English and Humanities offer courses in art, English, foreign languages, history, music, philosophy, religion, speech, and theatre; in these courses students hone skills in expression, communication, and understanding, whether through understanding past or present cultures or expressing themselves through writing, digital communication, public speaking, or the creative arts. While some concentrations may offer students the opportunity to move directly into a career after completing their degree, students also may transfer to a four-year college or university. A two-year Associate in Arts concentration in the School of English and Humanities includes courses that many four-year colleges or universities require for completing a bachelor's degree.

All courses are offered on campus; many are also offered in asynchronous online (O), virtual (synchronous online) (V), or hybrid modes (H).

School of Health Care

About the School of Health Care

Midlands Technical College offers eight (8) associate degrees, two (2) diplomas and nine (9) certificate programs in the School of Health Care.

The college participates with Greenville Technical College in a cooperative arrangement to provide the first year general education courses for the Pre-Occupational Therapy Program; students complete their first year at MTC and transfer to Greenville Technical College to complete their clinical courses.

Programs within the School of Health Care have the mission of educating students to work in the fields of patient care, public health, research and policy. Graduates will enter health professions as integral members of the health care team. Educational enrichment, professional training, personal development and lifelong learning are primary concerns of the School of Health Care faculty and staff. Each program contains an academically sound curriculum of general academic education and technical health specialty education taught under the guidance of qualified health professionals in conjunction with local hospitals and health care facilities.

Programs Available

Associate Degree Programs

- Dental Hygiene
- Medical Laboratory Technology
- Nursing (ADN)
- Paramedic
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care
- Surgical Technology

Certificate Programs

- Advanced Cardiac and Vascular Interventional Radiology
- Cardiac Care Technician
- Community Pharmacy Technician
- Emergency Medical Technology (Paramedic)
- Medical Assisting
- Medical Office Administrative Assistant
- Nursing Assistant
- Nuclear Medicine Technology
- Phlebotomy

Diploma Programs

- Expanded Duty Dental Assisting

- Practical Nursing (PN)

Cooperative Programs

- Pre-Occupational Therapy Assistant

All courses are offered on campus; some are also offered in asynchronous online (O), virtual (synchronous online) (V), or hybrid modes (H).

School of Health Care

Admission Information

Admission Information

College-wide Admission Procedures

Applicants are required to follow regular college-wide admissions procedures, prior to being admitted to the School of Health Care programs and prior to becoming interview eligible. College admission and placement is determined through multiple measures including high school GPA, ACT/SAT scores or Accuplacer test scores. Applicants with prior college, especially those having completed degrees, should submit an official transcript as part of the admissions process.

School of Health Care Program Eligibility Requirements

In addition to the general requirements for college admission, each program within the School of Health Care has specific criteria for eligibility. The specific requirements for each program are outlined on the following pages. The criteria are on file in the Admissions Office and the offices of program directors. Admission to the individual program is based on indicators of success within each program. In addition to standardized test scores, the following factors may be considered for admissions into programs within the School of Health Care: previous work experience; college grades in sciences, mathematics and other specific courses; and previous college credentials. Certain programs require observations at area health organizations prior to admission. Many programs within the School of Health Care require an interview prior to final acceptance.

Students can become eligible to interview for a program within the School of Health Care by completing all pre-requisites courses, by attaining a degree which includes all pre-requisite courses or by pre-nursing certificate for the Nursing program; attaining a prior degree; or by LPN Licensure requirements. Each of these ways is discussed in the next sections.

Standardized tests that may be taken as part of the criteria for interview eligibility include:

- Test of Essential Academic Skills (TEAS-V, September 2014 – Present) or one of the previous exams
- Scholastic Aptitude Test (SAT)
- American College Test (ACT)

Students who are admitted to the School of Health Care through high school GPA and for whom other measures place them into curriculum level English, math and reading courses are encouraged to take the above standardized program eligibility tests as soon as possible to establish an interview eligibility date. The standardized program eligibility tests noted above must have been taken within the previous three years to be utilized for meeting interview eligibility criteria for programs within the School of Health Care. The interview eligibility section for each program will note the appropriate test and required scores.

In addition to achieving acceptable standardized test scores for interview eligibility, students must place into curriculum level English courses. Some programs also require certain pre-requisite courses to be completed and a specific grade earned.

The student's Midlands Technical College and transfer coursework within the past ten years is reviewed to determine that required standards are met. Students should read this catalog, review information on program websites, and consult an academic advisor to understand the specific entry requirements for Health Sciences programs.

Requirements for Students Taking Pre-Requisite Courses to Become Interview-Eligible for Health Sciences Programs

In order to use the pre-requisite courses to meet program interview eligibility criteria, the student must meet the specified academic performance standards set forth below:

- Must obtain the program grade point average (GPA) required by the designated program
- Must obtain a grade of "C" or better in each course

- Must NOT repeat any course in the curriculum more than once
- Must NOT repeat more than 2 courses

"Ws" awarded since Fall 2008 counts as an attempt or a repeat with the exception of Ws awarded in Spring, Summer, and Fall 2020 and Spring and Summer 2021. Due to COVID-19, "Ws" awarded during these semesters WILL NOT count as an attempt NOR count against students in future semesters.

Students meeting the established criteria for academic success in the pre-requisite courses must complete an application to become interview eligible for the designated program. Completion of the pre-requisite courses does not guarantee admission into the program.

Applicants may obtain program pre-requisites credits via documentation of having earned a prior credits. Students should be aware that the college's transcript evaluator will determine which general education courses are acceptable for transfer to MTC. The health science program directors will evaluate health science technology courses for transfer only after the student has gained admission to the college and after the college's transcript evaluator determines general education courses eligible for transfer. The student's transfer coursework within the past ten years is reviewed to determine that required standards are met (for example, limitations on repeated coursework). Note that acceptance of transferred math and science courses are determined according to the timeframes listed below.

Departmental Policy on Admission Deferrals

Each individual program establishes its own deferment policies. Students are accepted for a specific class. If a student is unable to matriculate for that class, some programs allow the student to defer one time. If the student is unable to matriculate at this deferred time, then the student must re-apply. Other programs do not permit one time deferrals and require all students who are not able to enter their originally designated class to be placed at the bottom of the interview list.

Readmission to the Program

Students who have an interruption of two semesters or less in the normal progression of their program of study, whether by failure or withdrawal, may apply to the program director for readmission. Space in these programs is very limited; therefore, students will be readmitted on a space-available basis and in accordance with readmission restrictions specific to each program. The student handbook of each program details specific readmission procedures, including restrictions on the number of readmissions allowed. If the student has been out of the program for three semesters or more, then the student must meet the current admissions criteria.

Nursing students out for 9 - 12 months will require a validation exam. Stop outs longer than 12 months, must re-apply and start the program over from the beginning. Additional information may be found in the Nursing student handbook or on the website.

Advanced Standing

Programs within the School of Health Care may accept comparable technology course work from other colleges. The Program Director or Department Chair will evaluate technology courses for transfer only after the student has gained admission to the college and has met eligibility requirements for the technology program. The college's transcript evaluator determines general education courses eligible for transfer. If there are questions about the differences of content or competency levels in technology courses, then the student may be requested to pass a validation exam administered either in writing, orally or clinically. The student must pass the validation exam in accordance with required program grading standards.

Programs within the School of Health Care may also offer students advanced placement for comparable coursework from MTC's Corporate and Continuing Education as well as for professional licensure or certification. Students with an active C.N.A. licensure, L.P.N. license, or Paramedic license may be eligible for advanced placement in the Nursing Assistant and Pre-Nursing Certificate, the Associate Degree Nursing or the Associate Degree Emergency Technology (Paramedic) programs. See the Nursing Assistant, Pre-Nursing, Associate Degree Nursing, or Emergency Medical Technology (Paramedic) webpages for details.

Course Acceptance Timeframes

All mathematics and science courses (to include AHS 102) must be completed with at least a "C" within 5 years of program entry. Other general education courses, completed with at least a "C" may be applied indefinitely for course credit within Health Care programs. All academic major course work must be completed within the four years preceding graduation.

Course Repeats

Students graduating from programs within the School of Health Care may not repeat non-technology courses more than once to earn the requisite "C" or above grade. The "course repeat policy" will be applied to all coursework attempted in the 5 years prior to the student's applying for program eligibility status, whether the course work was completed at MTC or at other colleges.

The number of technology courses (courses which have the specific program prefix) that may be repeated is determined by the technology program and published in the program section of the catalog.

Graduation Requirements

To graduate, students must meet all requirements of the specific curriculum and receive a grade of "C" or better (in accordance with the "repeat policy" above) in all courses within the academic major; i.e., courses which have the specific program prefix. Students must also receive a "C" or better in all science, mathematics and courses. Some program pre-requisites courses require that the student earn a "C" or better in all courses to progress to the clinical portion of the curriculum and/or for that certificate to be applied towards the parent degree. Students must also apply for graduation online.

Attendance

Programs within the School of Health Care may have an attendance policy to comply with accreditation requirements. Faculty in each program will inform students of the applicable attendance policy.

Additional Requirements

- High school or college credits in biology, chemistry and algebra are recommended.
- Emotional and physical ability ("Essential Functions" or "Technical Standards") to carry out normal activities of patient care are determined by physical examination. "Essential Functions/Technical Standards" may be found on each program's web page. Conditions that develop during the clinical or laboratory phases of training which prevent the student from carrying out the required activities may result in a delay in completion or temporary withdrawal from the program. In some cases, withdrawal may be permanent.
- All students are required to purchase liability insurance through the college each semester as part of their student fees. The minimum amount of coverage required is $300,000 each claim, $600,000 each incident. The approximate cost of this coverage is less than $5 per semester. Some clinical affiliates may require additional coverage or higher limits. Any additional insurance or coverage will be the responsibility of the student.
- In addition to insurance, students may be required to purchase and maintain certain equipment, learning modules, supplies and uniforms as part of the educational program. These requirements will vary depending on the student's program.
- Upon acceptance, students are provided a health form and immunization record that must be completed and submitted no earlier than 6 months before and no later than the beginning of the first semester in their major unless a specific extension is granted by the program director or department chair. Nursing requires back- ground check and drug test within 3 months of the start of the program. Students are not allowed to participate in clinical training until this requirement is met. All students must present satisfactory annual Tuberculosis Test results to remain in their program. Failure to complete these requirements may result in suspension or withdrawal from the program of study. Students must present evidence of adequate Hepatitis B antibody titer or begin the Hepatitis B vaccine protocol prior to program entry.
- At the time of program entry, all students must present current certification in Basic Life Support (BLS) for the Health Care Provider, which would include adult, infant and child cardiopulmonary resuscitation (CPR) and Automated External Defibrillation (AED) skill training. Certification must be maintained in accordance with departmental and clinical affiliate policy. Some programs also require First Aid Certification.
- Students entering the clinical portion of their program will be required to produce acceptable results from a background investigation that may include but is not limited to: criminal background check, including all places of residence since the age of 18; Sex Offenders Registry; Office of the Inspector General; FBI fingerprint record; and any other registry or records required by law. In addition to background checks, students will be required to produce acceptable results from drug screenings before their participation in any program within the School of Health Care. Clinical facilities may require additional background checks and additional drug screenings during the clinical rotations at the student's expense. Students must be eligible to rotate in all clinical locations utilized by the programs. Exclusion from any of the clinical locations based on a positive drug screen or criminal records check will prevent participation in clinical training. Information about possible exclusion criteria can be found on the program web page.

- As an integral part of the learning experiences, students need to understand procedures from both the patient's point of view as well as the clinician's point of view. Students will be expected to practice skills on other students as appropriate, and in turn participate as the "practice patient" during lab exercises.
- Eligibility for examination candidacy is determined by the individual state or national examination boards for each discipline. Eligibility for clinical rotation does not guarantee eligibility for licensing, certification or registry examinations.

Clinical Regulations

The clinical phase of instruction is an essential portion of all programs within the School of Health Care. During this phase, students may be involved in either direct or indirect patient care.

Students are responsible for their own transportation during rotations and to off-campus program-related activities, including clinical and laboratories.

When participating in a clinical experience at any affiliate health care facility, students are governed by the college policies and the affiliate facility's regulations and protocols. Affiliate policies may require students to submit to the same drug testing procedures and criminal background checks that apply to employees of the facility.

Students may be dismissed from clinical activities and/or the program if found in violation of clinical affiliation policies. CPR certification must be current for clinical rotations. All immunizations and health tests must be kept current.

Students are required to observe standard precautions in all labs and clinics where there is a risk of exposure to blood and body fluids. Students must wear their identification badge while in clinical facilities in accordance with the "Lewis Blackman Patient Act of 2005." subpage content

School of Interdisciplinary Studies

About the School of Interdisciplinary Studies

MTC's School of Interdisciplinary Studies serves students who need a uniquely customized educational path. As part of their MTC orientation, students consult with an academic and career advisor to identify the School and Pathway that best serves their educational and career goals. The vast majority of MTC students, including most students who want to transfer to a four-year college or university, will follow an established pathway within one of MTC's other schools.

Your advisor may recommend switching to the School of Interdisciplinary Studies to fit your needs if:

- **Your career goals span more than one discipline.** For example, if you are interested in a career as a science illustrator, you might pursue a program of study that includes concentration courses in both biology and art studio.
- **Your transfer major does not align well with MTC's other schools.** This is not common; most transfer majors at MTC easily fit within the other schools of study.
- **You transferred to MTC with a large amount of prior coursework from another college that does not align with one of the established pathways within the other schools.**

You will work with your Academic and Career Advisor and the Dean of the School of Interdisciplinary Studies to tailor either an **Associate in Arts** or **Associate in Science** degree to meet your specific academic and career needs.

The School of Interdisciplinary Studies also houses two certificates for specific groups of students:

- **The General Studies Certificate** is designed to provide dually enrolled high school students with a broad general education foundation to facilitate their transition into higher education institutions.
- **The Transfer Studies Certificate** is designed for participants in the residential Gamecock Gateway program in partnership with the University of South Carolina. Program participants are required to successfully complete the 30 transferable credit hours within this certificate with a minimum 2.25 transferable grade point average.

All courses are offered on campus; many are also offered in asynchronous online (O), virtual (synchronous online) (V), or hybrid modes (H).

School of Science, Information Technology, Engineering and Math (STEM)

School of Science, Information Technology, Engineering and Math (STEM)

The School of STEM offers students the opportunity to explore courses in Science, Information Technology, Engineering, and Mathematics leading to an associate in science degree with a concentration in a STEM discipline or an associate of applied sciences degree or certificate leading to a career in one of these areas.

Information Technology

Associate Degree Programs

- Computer Technology Applications Developer
- Computer Technology Web Developer
- Network Systems Management

Certificate Programs

- Application Programming
- Cybersecurity Information Assurance
- Database Development
- Networking Specialist
- Routing and Networking Configuration
- Web Design and Maintenance

Engineering

Associate Degree Programs

- Architecture
- Architectural Engineering Technology
- Civil Engineering Technology
- Electronics Engineering Technology
- Mechanical Engineering Technology
- Engineering 2+2 Transfer Program
    - Aerospace Engineering Concentration
    - Biomedical Engineering Concentration
    - Chemical Engineering Concentration
    - Civil Engineering Concentration
    - Computer Engineering Concentration
    - Electrical Engineering Concentration

- Mechanical Engineering Concentration

Certificate Programs

- Architectural Computer Graphics
- Architectural Design Technology
- Architectural System and Codes
- Chemical Process Technology
- Chemical Technology
- Computer-Aided Design
- Construction Engineering Technology
- Environmental Systems Technology
- Manufacturing Process Technology
- Mechanical Technology Fundamentals
- Structural Technology
- Surveying Fundamentals

Science

Associate Degree Program

- Biology Concentration
- Chemistry Concentration
- Physical Sciences Concentration
- Pre-Professional Sciences Concentration

Mathematics

Associate Degree Program

- Mathematics Concentration

All courses are offered on campus; many are also offered in asynchronous online (O), virtual (synchronous online) (V), or hybrid modes (H).

School of Social and Behavioral Sciences

School of Social and Behavioral Sciences

The faculty and staff of the School of Social and Behavioral Sciences are committed to educating, equipping and empowering today's learners. Our goal is to enrich lives by identifying and developing potential, preparing professionals for service, and promoting lifelong learning. Our courses and concentrations focus on understanding the human experience, improving the human condition, and developing critical skills applicable to a wide range of professions and careers.

Our school includes the disciplines of Anthropology, Economics, Geography, Political Science, Psychology and Sociology. Each discipline offers engaging and enriching learning experiences across a broad range of courses. Many of those courses integrate into and support the pathways offered by other schools at the college.

Those choosing an Associate in Arts degree with a concentration in one of the pathways offered in the School of Social and Behavioral Sciences are preparing for transfer to four-year institutions with majors in one of the social sciences and for vocations positively impacting lives locally, nationally and globally through professional practice, research, education, advocacy and policy development. Having a concentration in one of the social and behavioral sciences provides the foundational knowledge, skills and competencies that eventually lead to careers including:

- Anthropology – archeologist, museum curator, ethnographer, language specialist, urban planner, product developer, investigator, park ranger
- Geography – resource manager, policy developer, emergency manager, international aid worker, human rights advocate, regional planner
- Sociology – sociologist, intelligence analyst, law enforcement officer
- Political Science American Government – attorney, judge, nonprofit director, lobbyist, campaign manager, political analyst, consultant
- Political Science International Relations – ambassador, intelligence specialist, immigration specialist, foreign service worker, international attorney, United Nations worker
- Applied Psychology – clinical or counseling psychologist, counselor, mental health worker, market researcher, mediator, business consultant
- Biological Psychology – neuroscientist, health psychologist, psychiatric technician, psychosocial therapist, rehabilitation counselor, researcher
- Forensic Psychology – forensic psychologist, criminal investigator, profiler, expert witness, court consultant

All courses are offered on campus. Many are also offered in asynchronous online (O); some are also offered in virtual (synchronous online) (V), or hybrid modes (H).

2024-2025 College Calendar

(Note: The college calendar is subject to change)

Fall Semester, 2024	
August 19	Fall & Fall I Classes Begin
September 2	Labor Day Holiday College Closed
September 17	10 Week Classes Begin
October 9	Fall I Classes End
October 7-8	Student Holidays
October 15	Fall II Classes Begin
November 5	Election Day College Closed
November 27-29	Student Holidays
November 28-29	Thanksgiving Holidays College Closed
December 5	Fall, Fall II, & 10 Week Classes End
December 23, 2024-January 3, 2025	Holidays College Closed
Wintermester, 2024	
December 18	Wintermester Classes Begin
January 7	Wintermester Classes End

Spring Semester, 2025	
January 13	Spring & Spring I Classes Begin
January 20	Dr. Martin Luther King, Jr. Holiday College Closed
February 10	10 Week Classes Begin
March 3	Spring I Classes End
March 6	Spring II Classes Begin
March 10-14	Student Holidays
April 28	Spring & Spring 10 Week Classes End
April 30	Spring II Classes End
May 7	Graduation
Maymester, 2025	
May 9	Maymester Classes Begin
June 5	Maymester Classes End
Summer Semester, 2025	
May 19	Summer, Summer I Classes Begin
June 9	7 Week Classes Begin
June 20	Summer I Classes End
June 30	Summer II Classes Begin
July 4	Independence Day Holiday College Closed
July 25	Summer Classes End
July 29	Summer 7 Week Classes End
July 31	Summer II Classes End

Academic Calendar

Semester Overview

Fall 2024

Fall Full
14-week courses (traditional semester)

Fall I
7-week courses (1st half of Fall Full)

Fall II
7-week courses (2nd half of Fall Full)

Fall 10-Week
Starts in week 5 of the Fall Full

Wintermester

Spring 2025

Spring Full
14-week courses (traditional semester)

Spring I
7-week courses (1st half of Spring Full)

Spring II
7-weeks courses (2nd half of Spring Full)

Spring 10-Week
Starts in week 5 of the Spring Full

Maymester

Summer 2025

Summer Full
10-week courses

Summer I
5-week courses (1st half of Summer Full)

Summer II
5-week courses (2nd half of Summer Full)

Summer 7 Week
7-week courses starts in week 4 of Summer Full

Distance Learning

Distance learning technology brings together students and instructors who are not physically located in the same location. Midlands Technical College offers multiple approaches to distance learning. For any mode of instruction that occurs at a distance, it is expected that students have reliable high-speed internet access. All distance learning courses are conducted through the college's learning management system, D2L Brightspace.

One type of distance learning course is an online course. Online courses are asynchronous, which means they do not meet at set days and times throughout the week. However, students are expected to work independently, and assignments are due on specific dates throughout the semester.

Another type of distance learning course is a hybrid course. Hybrid courses have a mix of on-ground and online components. Typically hybrid classes replace some in-class instruction with online activities.

The final type of distance learning course is a virtual course. Virtual courses meet synchronously online via web conferencing software, which means they meet at set days and times during the week.

All students are required to complete a readiness course, titled Virtual Backpack: Starting Your Online Journey, prior to registering for their first online or virtual course. Each MTC student is automatically registered for this course in D2L Brightspace upon being admitted to the college, and the short Virtual Backpack course can be completed anytime.

For questions related to distance learning courses, please contact the Center for Teaching Excellence at CTE@midlandstech.edu.

Other Areas of Focus

Business Solutions (Corporate)

MTC's Business Solutions team works to connect business customers to the best corporate training and consulting resources available. Whether you are looking to enhance the skills of one employee or revamp your entire workforce, we can help you identify and implement the right solution to help you meet your organizational goals.

QuickJobs

QuickJobs programs can help prepare you for lucrative jobs, quickly. QuickJobs are career training programs developed for jobs where workers will be in high demand over the next decade. QuickJobs are designed to provide intensive and complete job training; prior experience in a field is not required. Most programs only take a few months to complete, and some can be finished in a matter of weeks. Learn more at MIDLANDSTECH.EDU/QuickJobs.

Training Programs

Midlands Technical College's Corporate and Continuing Education (or Training) programs promote and support individual, community, and economic development. Program offerings include online and on-ground certificates, short courses, conferences, and apprenticeships. You can advance your career, start a new one, or simply do something good for yourself.
Training programs can be completed quickly (in a matter of weeks or months), and no college application is needed. These programs are not eligible for federal financial aid, but they may qualify for other scholarships and grant funds.
The programs and courses described in the other sections of this catalog are MTC's Academic programs. Academic programs provide college credit, transfer to four-year colleges and universities, and are eligible for federal financial aid (FAFSA). Search for programs at MIDLANDSTECH.EDU/programs-and-courses, or call us at 803.732.0432 to get started.

General Policies

Campus Environment

Midlands Technical College intends to provide a campus environment conducive to learning and to the successful attainment of student goals. Respect for the rights of others, openness to new and different ideas, acceptance of individuals from diverse backgrounds and cultures, and belief in the worth and dignity of all people are encouraged. The Midlands Technical College Student Code reinforces this concept and outlines the rights and responsibilities of students.

Student Right to Know

Information about Midlands Technical College's graduation rate is available from the Office of Assessment, Research and Planning; is provided as a link on the college application; and is provided on the Midlands Technical College Student Achievement Data webpage at https://www.midlandstech.edu/about/consumer-information/student-right-know-graduation-retention-and-job-placement.

Information about Midlands Technical College's annual security report, institutional security policies and crime statistics are available from the Campus Security Office and are provided on the college's website at https://www.midlandstech.edu/sites/default/files/documents/annualsecurityreport.pdf The information is also annually mailed to individual students' college email addresses. Other types of compliance and consumer information may be found on the college website at WWW.MIDLANDSTECH.EDU/about/compliance-and-consumer-information.

Alcohol/Drugs Policy

Midlands Technical College seeks to provide a drug-free, healthy, 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.

Midlands Technical College prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, or other controlled substances or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policies, procedures, rules and legal statutes. Workplace means either on college premises or while conducting college business away from the college premises. Educational setting includes institutional premises, approved educational sites off campus, and any off-campus location during college-sponsored events and activities.

To prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, Midlands Technical College and the South Carolina Technical College System have implemented this policy to ensure a drug-free work and educational environment.

Midlands Technical College recognizes that chemical dependency through the use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The college supports and recommends employee and student rehabilitation and assistance programs, and it encourages employees and students to use such programs. Midlands Technical College also performs a biennial review of alcohol and drug policies, programs, incidents, and needs and uses this information in the development, adjustment and implementation of related policies, procedures and programs.

The college will implement drug-free awareness programs for employees and students. Such programs will annually ensure employees and students are aware that:

- Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury, poor health or even death. The health risks and effects of controlled substances and alcohol will be provided to students and employees.
- Alcohol and other drug abuse can significantly lower performance on the job and in the classroom, thus adversely affecting the college and the college's mission, as well as seriously affecting a student's educational and career goals.
- Employees must report any personal conviction under a criminal drug statute for conduct at the workplace to their human resource officer within five days. Management must report to granting agencies any employee conviction for conduct in the workplace within ten days of receiving notice.
- It is a condition of employment and enrollment that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures, statements, laws and guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/ student assistance or drug rehabilitation program as a condition of employment or enrollment. In addition, management is specifically required by law to take appropriate action within 30 days of receiving notice of any employee's conviction for conduct in the workplace.
- Use of employee assistance programs (EAP), student assistance programs (SAP) or drug/alcohol rehabilitation services is encouraged.

For information on substances that can cause chemical dependence and their side effects and health risks, please visit the Student Life Office on either campus or obtain information online at WWW.MIDLANDSTECH.EDU/about/compliance-and-consumer-information.

Parking

Students are required to register their vehicles and display a student parking permit on the driver's side rear window or bumper of their vehicles to park on campus property. Students may park only in white-lined spaces.

More specific information on traffic regulations is published online and in the Student Handbook.

Safety and Security

Midlands Technical College complies with guidelines of the Environmental Protection Agency (EPA) and the Federal Occupational Safety and Health Act (OSHA) to ensure a safe environment. When necessary, students and personnel are required to wear protective equipment to prevent injury. The cost of equipment is listed under the specific curriculum in this catalog, and can be obtained from the bookstore. In the event of a pandemic, personal protective equipment may be required.

For the safety and security of the campus environment, MTC uses video surveillance on all of its campuses. In addition, Midlands Technical College adheres to the guidelines of the Campus Security Act and the Campus SaVE Act. In addition, campus security and crime information is available on the college's website.

Smoking and Tobacco Use

In the interest of a healthier environment, the college prohibits smoking and tobacco use on its property.

Student Complaints

As members of the academic community, students are entitled to all rights and responsibilities accorded them by the laws of this community. The process by which students may file grievances concerning harassment, discrimination and other academic matters is outlined in the Midlands Technical College Student Handbook, which is available on the college's website at https://www.midlandstech.edu/student-handbook/appendix-iii-student-grievance.

Surveillance

Midlands Technical College uses video surveillance on all of its campuses for safety and security purposes

Disability Services

The college provides services to students with disabilities who have appropriate documentation to help them gain access to academic opportunities at the college. Reasonable academic accommodations are determined by reviewing each request individually. Disability Services is located within Counseling & Career Services on the Airport Campus, Airport Student Center, room 237, 803.822.3505, and on the Beltline Campus, Beltline Student Center, room 239, 803.738.7636, disability@midlandstech.edu.

English Fluency of Faculty Members

When a student files a formal written complaint with the department chair or dean regarding the English fluency of an instructor, the department chair will immediately alert the dean of the appropriate School, who shall refer the instructor within 10 instructional weekdays to the English Fluency Evaluation Committee for a proficiency evaluation.

An instructor who is judged proficient by the committee will continue teaching assignments without any further action. If, however, student complaints continue or the supervisor determines a continuing fluency or communication problem exists, appropriate actions can be initiated.

A permanent instructor judged deficient by the committee will be given one academic term to develop sufficient English fluency to be judged proficient by the committee. If during the term the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, disciplinary action may be taken, up to and including termination. An adjunct instructor judged deficient by the committee may be immediately terminated.

Student Conduct

The college reserves the right to maintain a safe and orderly educational environment in keeping with the policy on campus environment. When in the judgment of officials a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the well-being of the community. The purpose of the Student Code (complete policy and procedures are in the Student Handbook) is not to restrict student rights but to protect the rights of individuals in their academic pursuits. The MTC Student Code is available on the College's website at https://www.midlandstech.edu/student-handbook/appendix-i-student-code-mtc.

MTC Honor Code

Midlands Technical College is committed to developing lifelong learners by creating an educational community that prepares students for the work environment, further education, and responsible citizenship. As a student, I will uphold the following:

1. *Academic Responsibilities*

- *I will act honorably, responsibly, and with academic integrity and honesty.*
- *I will not commit acts of academic misconduct.*
- *I will be responsible for my own academic work and will neither give nor receive unauthorized or unacknowledged aid.*

2. *Personal Responsibilities*

●*I agree to support the mission and values of the college.*
● *I commit to being actively engaged in the educational process at MTC.*

3. Community Responsibilities

●*I will be empathetic in conversations with peers, instructors, and staff understanding that mutual respect is a right, not a privilege.*
●*I understand that our differences as members of the MTC community make us unique and I will engage in experiences that cultivate learning and the exchange of ideas.*
●*I will uphold a safe and inviting environment for the college community by respecting college property and the property of others.*
●*I will be considerate to all members and guests of the MTC community.*

Admissions Policies

Admission to the College

Admission Policy

All applicants must possess a high school diploma or its equivalent or must be at least 18- years-old to be considered for admission into curriculum programs and courses offered by the college. Graduates of South Carolina high schools who have received a "certificate," not a diploma, are strongly urged to return to their high school district to complete the diploma or GED. Certificate recipients who meet minimum scores on the college's placement exam will be admitted to the college. Eligible high school students who desire to enroll in one or more college courses concurrently with their high school classes may do so with the written authorization of their parent(s) and high school principal.

All applicants are required to participate in placement testing (assessment) prior to being accepted by the college unless exempted by criteria stated in college procedures on assessment, admission and placement. Specific requirements have been established for individual program entrance. For applicants who require additional preparation for college level work, the college offers courses to develop strong basic skills in the areas of English, mathematics, and reading.

Admission Procedures

The first step for persons seeking enrollment in curriculum courses is to submit an application for admission, including a $35 non-refundable application fee. The preferred method to apply is electronically at MIDLANDSTECH.EDU or at one our convenient Admissions Offices at either the Airport or Beltline campus. Paper applications 11 are available by request. Please contact the Admissions Office at 803.822.6714 or by emailing admissions@midlandstech.edu.

The next step is to verify legal presence in the United States. Midlands Technical College is in full compliance with the SC Illegal Immigration Reform Act (section 59-101- 430 of the South Carolina Code of Laws, As Amended).

It is the policy of MTC to review the lawful United States presence of each person currently enrolled or seeking admissions.

Students who are eligible and who complete the Free Application for Federal Student Aid (FAFSA) have their legal presence checked by the U.S. government.

Students who cannot complete the FAFSA, are ineligible for federal financial aid because of immigration status or have not had the FAFSA sent to MTC, should complete the MTC Verification of Lawful Presence form, using the instructions located on the form.

Citizens of the United States will only need to be verified once during their enrollment at MTC. Non-U.S. citizens will be verified each year, or when their United States Citizenship and Immigration Services documents expire, whichever comes first.

Transcript Requirements:

All applicants are asked to submit an official copy of their high school transcripts. These transcripts are used for financial aid, scholarships, academic advisement and other purposes. The transcript is required for admission purposes only if the applicant:

1. Is less than 18-years-old.
2. Is applying for a Health Sciences program.
3. Wants to be considered for a LIFE Scholarship or other types of financial programs that may require it.

4. Has been specifically requested to submit it to the Admissions Office.
5. Is an international student requesting an I-20.

Transcripts should be sent to the address below or via email to admissions@midlandstech.edu

Midlands Technical College
Admissions Office
Post Office Box 2408
Columbia, SC 29202

Applicants possessing a high school equivalency certificate (GED) or a diploma from an adult basic education program must provide the Admissions Office with documentation of successful GED completion.

Transfer students — applicants who have attended a regionally accredited college or university — must request that all colleges previously attended send official transcripts directly to the Midlands Technical College Admissions Office. These transcripts will be reviewed to determine if the placement testing requirement will be waived. These transcripts are also used to determine whether transfer students are eligible for LIFE Scholarships. Applicants requesting transfer credit consideration of post-secondary course(s) from foreign institutions must obtain, at the applicant's expense, a course-by-course evaluation of the foreign course work from a current National Association of Credential Evaluation Services (NACES) member evaluation service. 12 American Council on Education (ACE) guidelines may also be used to evaluate prior course work. Applicability and time limitations on transfer course work will be determined by the appropriate program's department chair or designee. Credit will be granted only once for a given course. The following criteria are used to determine acceptability of prior college coursework for advanced standing:

1. final grade for the course(s) must be a "C" or better;
2. course(s) must have been taken at a nationally-accredited institution; if from a non-nationally-accredited foreign post-secondary institution, the courses must have been recommended by a NACES-member external evaluation service;
3. course(s) must be applicable to the program in which the student plans to enroll in order for the course to be considered for graduation;
4. course(s) must be college-level; no course which is remedial/developmental in nature will be accepted.

To ensure the admission application will be processed in time for registration, applications, transcripts and placement test scores must be received in the Admissions Office at least three weeks prior to the published application deadline for the term in which the student plans to enroll. Advanced standing cannot be awarded until official transcripts are received and evaluated.

Admissions Policies

Special Admission Procedures

Readmission

Students who have previously attended Midlands Technical College and have not been enrolled for three consecutive terms, including summer, are considered readmit students. Readmitting students must apply for readmission to the college by submitting an admission application and meeting current criteria for admission to the curriculum program desired, including testing and course placement requirements.

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

Readmission for Students on Academic Suspension

Students suspended for academic reasons must reapply for admission and complete a Petition for Readmission Following Suspension form with a counselor in Counseling and Career Services. Students must meet with a counselor in Counseling and Career Services to complete paperwork for readmission by the following deadlines: July 1 for Fall Semester, November 1 for Spring Semester, and April 1 for Summer Semester. Additional testing may be required. More specific information concerning readmission of suspended students is available from Counseling and Career Services offices on the Airport and Beltline Campuses. Suspended students may not re-enroll until the suspension term is completed.

Health Care Programs

The Health Care programs have specific requirements that applicants must meet to be admitted to individual majors. Special admission requirements are outlined in the School of Health Care section of this catalog and also on the college website at https://www.midlandstech.edu/learn/academic-programs/Healthcare.

International Students

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

1. Be 18-years-old or present evidence of successful completion of a secondary level program. This evidence must be in the form of a transcript or other traditional document from the institution. The document(s) must be accompanied by a certified English translation, if not in English.
2. Score a minimum of 61 on the Internet version of the Test of English as a Foreign Language (TOEFL) or the equivalent, set by the MTC Office of Admissions. The TOEFL requirement may be waived if the student has satisfied requirements specified in an official agreement between Midlands Technical College and an approved English language program
3. Provide evidence of financial support.
4. Deposit two semesters' advance tuition in an escrow account.
5. Complete Placement Testing unless appropriate exemption criteria are met. See the "Placement Testing" section.

Additional information about international admissions can be obtained from the college's Admissions Office.

Physical Examination

A statement of good physical health is required for some programs. If a physical examination is required, the applicant will be notified.

Testing

Admission Testing

Applicants are admitted to Midlands Technical College based on successful previous college coursework, SAT scores, ACT scores, Multiple Measures Exemption Criteria, including high school GPA, or Midlands Technical College Placement Test reading score. Other admission tests and criteria may be required for admission to specific academic programs. These special requirements are outlined in the Academic Program section of the catalog.

Placement Testing

Applicants for curriculum programs must be tested for course placement unless exempted. Exemptions are granted if one of the following criteria is met:

1. the applicant has earned a grade of "C" or better in appropriate college-level English and mathematics courses taken at a regionally accredited college or university;
2. the applicant has earned advanced placement credit for English and mathematics on CLEP and/or AP exams that are recognized by the college;
3. the applicant has met one of Midlands Technical College's Multiple Measures placement exemption criteria. A complete list of exemption criteria

may be found on the Admissions website.
4. the applicant has taken the Midlands Technical College Placement Test within the previous three years;
5. the applicant plans to enter certain certificate programs that do not require placement testing;
6. the applicant has earned a two-year degree or higher from a regionally accredited college or university (this exemption may not apply to some academic programs); or
7. the applicant is not pursuing an academic award and desires to be admitted to take a specific course(s) under the Career Development status. The applicant must have met course prerequisites. English and mathematics courses, or courses with English and mathematics prerequisites, require demonstrated proficiency in English and mathematics skills and may require testing if acceptable prerequisite courses have not been completed. Students not pursuing degrees, diplomas or certificates are limited to 18 semester hours in Career Development status, unless this limit is waived by the academic department chair.

Students with documented disabilities may request special placement testing accommodations to ensure optimum performance on assessment. To arrange special placement testing, students should contact Counseling and Career Services.

The Midlands Technical College Placement Test consists of questions that address the applicant's career goals and commitment to program choice. The main emphasis of the placement test, however, focuses on helping students make sound educational decisions. Unless exempted, applicants are required to take a reading comprehension test and a basic mathematics and algebra skills test. Depending on the applicant's ability level as indicated by placement test scores, the applicant will be:

1. placed in entry-level courses in the chosen program of study;
2. placed in developmental courses;
3. placed concurrently in developmental courses and a program of study; or
4. referred to an outside agency for assistance.

Reading scores will determine whether applicants will be admitted into the college and into which courses they will be placed. The reading scores will determine placement into levels of English as well as eligibility for some other courses. Mathematics scores determine placement into sequential levels of developmental and curriculum mathematics courses. Applicants who do not meet minimum program entrance criteria in one or more of the basic skill areas will be required to satisfactorily complete the respective developmental course(s) before taking related courses in their chosen program.

Placement Testing for Foreign Languages

Students planning to enroll in foreign language courses should be asked specific questions by their advisor to determine if they must take a placement exam for the appropriate course level of enrollment. If the advisor determines that the student must take the placement exam, the student should then contact the Testing Office to schedule a foreign language placement exam. The student must enroll in the level determined by the placement exam.

Placement Testing for Financial Aid Eligibility

New students who do not have a high school diploma, or an equivalent such as a GED, and who did not complete secondary school in a homeschool setting are not eligible for Title IV funds. Such students can no longer become eligible by passing an approved "ability to benefit" test or by satisfactorily completing at least six credit hours or 225 clock hours of college work that is applicable to a degree or certificate offered by the student's postsecondary institution.

However, students who were enrolled in an eligible educational program of study prior to July 1, 2012 may continue to be eligible for Title IV assistance under either the Ability to Benefit Test or credit hour standards. Students meeting these criteria should contact the Office of Student Financial Services.

Academic Fresh Start

Students who withdraw or are suspended from Midlands Technical College frequently return to school at a later date to resume their education. Unfortunately, poor academic performance during their first period of enrollment often presents a major obstacle to returning students' overall success.

Individuals in this category who want an opportunity for a fresh undergraduate start at Midlands Technical College, without the penalty of their prior academic record, may apply for admission under Academic Fresh Start, subject to strict conditions set forth by the college. For information about this process, contact the Counseling and Career Services Office at 822-3505 (Airport Campus) or 738-7636 (Beltline Campus).

Admissions Policies

Advanced Standing

Midlands Technical College has established policies and procedures that may allow students to enter certain curriculum programs with advanced standing. In many cases, credit may be awarded through transfer of credit from other post-secondary institutions, AP exams, challenge examinations, the College Level Examination Program (CLEP), military experience or prior experiential learning. New students applying for advanced standing should submit documentation to the Admissions Office by the application deadline. Applicability and time limitations on transfer course work will be determined by the appropriate program's department chair or designee.

Academic Advising

Academic and Career Advisors assist students with their academic plans and provide information on college resources. Students are advised for courses appropriate to their program of study as determined by placement test results. New students with previous coursework from another college are expected to bring a copy of their college transcript(s) to the advisement appointment in addition to submitting official transcripts and score reports to MTC Admissions. Students may view individualized academic program information by logging into their MyMTC account.

New and current students should schedule an advising appointment through their MyMTC account (Advisement Appointment Scheduling). Academic and Career Advisors assist students in developing their academic plan, evaluating their academic progress and connecting with appropriate campus resources and services. This guidance will prepare students to assume primary responsibility for their own educational planning including course selection and registration.

Student responsibilities include, but are not limited to:

1. Using the college's online services and required MyMTC Email account.
2. Checking the student MyMTC Email account frequently for important updates.
3. Enrolling only in courses for which prerequisites have been met.
4. Planning ahead for multiple semesters – some courses are not offered every semester.
5. Knowing and completing all coursework and program requirements needed for graduation approval.
6. Knowing and complying with all applicable financial aid and/or scholarship requirements.
7. Remaining informed and up-to-date on the admission and program requirements of their desired transfer institution.

Registration for Classes

After acceptance to the college, new and readmitting students are notified by the Admissions Office to meet with an Academic and Career Advisor to discuss academic progress and select courses. Current students should schedule an advising appointment through their MyMTC accounts.

Once a student meets with their Academic and Career Advisor, they develop and receive a registration plan which outlines their program of study. The student is then "web enabled" (given permission to register themselves online for classes on their plan).

Typically, the student is web enabled through a designated period of time. Once this time elapses, the student must see their Academic and Career Advisor once more for registration permission.

Other students, especially students who are continuing at the college and meet certain requirements, are web enabled and do not have to see an advisor to receive permission to register. Students, however, must be certain to enroll in courses that meet requirements for their program of study as planned with their advisor.

All students must complete the Program Eligibility Requirement Agreement found on MyMTC before they can register online. Web enabled students still have the option to meet with an Academic and Career Advisor if they wish.

At times, students may be connected with the Records Office in order for a staff member to enroll them in courses.

To secure seats in selected classes, students must pay tuition and fees by the payment deadline stated in the college calendar. Students enrolling in Midlands Technical College for the first time must pay a one-time enrollment fee of $50. Students who have not paid tuition and fees or have not had their financial aid processed by the published deadline dates may have their schedules deleted and must reschedule courses during the Online/On-campus Late Registration period.

Online/On-Campus Late Registration is held before the beginning of each semester, before classes begin. Students are assessed a late fee and course availability is limited. This registration period is for extenuating circumstances only, so students should make every effort to be advised, to register, and to pay tuition and fees before the end of the regular registration period. Students must satisfy all financial obligations to the college in order to register for future semesters and to receive college transcripts.

Enrolled students may change their class schedules during the published schedule change dates. Students are responsible for work covered from the first day of class.

Registration for College Employees and Senior Citizens

Full-time college employees in permanent positions and senior citizens ages 60 or above may take course(s) on a space-available basis and receive a waiver of tuition for all or a portion of their tuition provided academic eligibility and lawful presence requirements are met. Midlands Technical College is in full compliance with the SC Illegal Immigration Reform Act (section 59-101-430 of the South Carolina Code of Laws, As Amended).

Admission, placement testing and other college requirements apply. First-time enrollment and student fees also apply to senior citizens. First-time enrollment fees are required for college employees. Course dates and times are published on the college's website. Information on registration processes may be obtained from the Student Information Center at (803) 738-8324.

Registration for Course Audits

Students wanting to audit a course may do so on a space available basis two days after late registration. Course tuition and applicable fees apply. Students do not receive grades for audited classes, nor can an audited class be transitioned into a for-credit class.

Orientation

Orientation is required of all new and readmitted students at Midlands Technical College. F1 visa students have a separate **mandatory** orientation to review and under- stand immigration and college policies that may impact their visa status. Orientation helps students answer the following five questions:

- Am I in the right MTC program for me and my career plans?
- How will I cover the cost of college, especially if I need financial aid?
- What does MTC expect from me?
- When do I need to make important decisions?
- When can I meet with an advisor and register for my courses?

This requirement also prepares students for their first academic advisement session. New first-time freshmen, new first-time transfers, and readmitted college students have a registration hold until the student has completed orientation and advisement with Academic and Career Advising. Several academic programs have additional **mandatory** orientation and advisement before the enrollment process can be completed. For more information, call Academic and Career Advising at 822-6755.

Academic Policies

Standards for Academic Progress

(Standards of progress for financial aid are posted online and under the section on Student Financial Services.)

To remain in good standing, students pursuing a degree, diploma or certificate who are enrolled in regular curriculum classes must maintain a cumulative grade point average (GPA) of at least 2.0.

Students who fail to earn a cumulative GPA of at least 2.0 will be placed on probation during the next term in which they enroll in the college. (Some programs require higher GPAs each term to remain in good standing.) Students on probation are advised to discuss their academic situation with their Academic and Career Advisor, seek additional supportive resources such as the Academic Success Centers and Counseling Services as needed, and take reduced course loads until performance improves. It is also recommended that the student enroll in a College Skills course unless the student has already successfully completed it.

Those who earn a cumulative GPA of at least 2.0 during that next term will be removed from probationary status.

Students on probationary status who do not earn the required GPA will be suspended from the college for the term following probation. Students on academic suspension are ineligible to enroll for college credit courses for one semester.

Students who achieve a GPA of at least 2.0 for the probationary term but whose cumulative GPA remains below 2.0 will remain on probation for one additional term. By the end of the second probationary term, students who achieve a GPA of at least 2.0 for the term but whose cumulative GPA remains below 2.0 will stay on probation for one additional term. By the end of the third probationary term, the cumulative GPA must reach at least 2.0 or the student will be suspended, unless the term GPA is 2.5 or higher.

Students on probation may not serve in college-wide elective offices or be appointed to any administrative or social committees during the probationary period.

Students enrolled in developmental or enrolled in both developmental and curriculum courses must meet standards of academic progress as defined below. Additional standards of progress are required of financial aid applicants based on the type of aid received. Please contact the Student Financial Services Office or refer to the Student Financial Aid website at MIDLANDSTECH.EDU for a copy of satisfactory academic progress standards for financial aid.

Developmental Courses Standards of Progress

Students enrolled in zero-level courses only must receive grades of A, B or C in at least half of their courses to remain in good standing. Once students begin taking a ‘0’ level course or a 100 level course, they may not retake the placement test. Students must successfully complete the course to move to the next level and be eligible to enroll in freshman level courses. A withdrawal counts as an enrollment.

Students who do not meet this requirement will be placed on probation during the next term in which they enroll in the college.

Students enrolled in zero-level courses only who are on probation and who do not earn grades of A, B or C in at least half of their courses will be suspended from the college the term following probation. Those who do earn grades of A, B or C in at least half of their courses will be removed from probationary status.

Students taking both zero-level and curriculum courses must earn a GPA of at least 2.0 as outlined above and pass at least half of their courses.

Students who do not meet both of these requirements will be placed on probation during the next term in which they enroll in the college. All probationary guidelines as outlined in the Standards for Academic Progress will apply.

Students on probation who do not earn a GPA of at least 2.0 or who do not earn grades of A, B or C in at least half of their developmental courses will be suspended from the college during the term following probation. Those who earn a GPA of at least 2.0 and earn grades of A, B or C in at least half of their developmental courses will be removed from probationary status.

Special advisement/counseling sessions will be available to students on probation.

Examination and Grading Policies

Examinations

Final exams, where appropriate, are given during the last week of regularly scheduled classes. Exams will occur the same day, time, and location as the regularly scheduled class on the date indicated by the instructor. Faculty members are expected to proctor their final exam to ensure academic integrity. Some classes may have capstone projects, essays, or presentations in lieu of a final exam.

Grading Policies

Students may go online at MIDLANDSTECH.EDU to view their grades through their MyMTC account. If an official paper copy is required, students may go to the Office of Student Records and make an official request. Students must present an unexpired federal, state, or MTC picture I.D. to receive grade information.

If an error is suspected in the reported grades, students must notify the faculty member involved within one calendar term after the term in which the grade was issued. Failure to initiate and complete processing within the specified time will disqualify students from further consideration of a grade change.

The Midlands Technical College grading system is as follows:

A – Superior – 4 quality points
B – Above Average – 3 quality points
C – Average – 2 quality points
D – Below Average – 1 quality point
F – Failure – computed in grade point average as zero (0) quality points
W – Withdrew
I – Incomplete – must be made up within one term
AU – Audit – no credit
E – Exempted from the Course
TR – Transfer – earns credit hours, generates no grade points
NC – No Credit – for students in designated courses

Grades for zero-level courses (e.g., ENG 032) are NOT calculated into students' overall GPAs. Continuing Education grades are also not calculated into students' overall GPAs.

Repeat Grade Policy

When a course is repeated, all grades will be entered on the student's permanent academic record. For 100- and 200-level courses, the higher of the two grades will be included in the grade point average.

Students are generally allowed two attempts of a course, a withdrawal grade of 'W" is counted as an attempt. Students who have exceed their two attempts will be prevented from registering for a third time and will be referred to the department for a review to determine if an exception will be made for the additional attempt. All subsequent attempts will be automatically stopped.

Certain departmental requirements may impose stricter requirements in limiting the number of times a course may be repeated.

Students who plan to transfer must realize the receiving college may recalculate grade point averages, including repeat grades, according to that college's policies.

Students receiving financial aid should know that all coursework attempted will be calculated in assessment of academic progress standards for student financial aid purposes.

Academic Policies

Attendance

Class Attendance

Students are expected to attend classes and to complete academic-related activities on a regular and punctual basis. Students are responsible for all material, assignments, exams, and announcements, whether they are present or absent. Students are expected to turn in all assignments by assigned deadlines, regardless of whether the student has been present and attending classes. Failure to attend class is not an excuse for late work.

Students in academic courses must be present for at least 85 percent of their scheduled classes and laboratory meetings. After exceeding the maximum number of absences for a term and failing to complete academic-related activities, students may be withdrawn from the class by the instructor.

With the approval of the Dean, individual programs may set attendance requirements for their courses that are more stringent than those stated above, including but not limited to penalties for missing portions of class due to tardy arrival, excessive breaks, and leaving early.

The specific requirements of a course will be published in course syllabi. Provided the student is passing the course, faculty of the college may grant exceptions to the class attendance policy on an individual basis when students face extenuating circumstances. Students must meet all academic requirements to receive a passing grade, regardless of any exceptions made to the attendance policy.

Note: Some programs and degrees may have specific attendance requirements for accreditation purposes that differ from the college-wide attendance policy. Students should consult the course syllabus for specific attendance requirements.

Enrollment Verification

If a student registers for a course and decides not to attend for any reason, the student must drop the course by the deadline via Self Service in MyMTC or by using a drop/add/withdrawal form from the Records Office. For questions about the drop process, please contact recordsoffice@midlandstech.edu.

If a student does not officially drop the course, the student will be responsible for course tuition and fees, which must be addressed through the College's Finance Office.

Academic Policies

Classification of Students

Classification of Students

Full-Time – A student scheduled for a minimum of 12-credit-hours or 360 clock hours.

Part-Time – A student scheduled for less than 12-credit-hours or less than 360 clock hours.

Freshman – A student who has earned up to 29.99-credit-hours.

Sophomore – A student who has earned 30 or more credit hours.

Academic Policies

Change of Academic Major

Change of Academic Major

Students who are considering changing to a different academic major are encouraged to speak first with their Academic and Career Advisor.

First Semester Students: who wish to change their major up through the Schedule Change Period of their first full semester, may change their major by working directly with the Office of Admissions to complete the Admission Update Form process. After the Schedule Change Period has expired, new students will follow the instructions below for continuing students.

Continuing Students: should log into their MyMTC account and in the "Orientation, Advising & Registration" section, select the "Change/Add a Major" link.

Students are only allowed to be actively working towards a maximum of two associate degrees. If a student has two associate degrees listed when the Change of Major is requested, they will need to drop one of the associate degrees listed to add another. Students are encouraged to drop any major (degree, diploma, or certificate) they no longer plan to pursue.

Exceptions to the Change of Major Process

1. International students with an F-1 status should meet with the International Student Admissions Coordinator. This advisor will check the student's eligibility for the new major, review other pertinent information and discuss implications the requested change may have with relation to the student's visa status. If a major change is deemed warranted, the student will be given instructions for completion. Approved requests will be changed in the college database and in the Student and Exchange Visitor Information System (SEVIS).
2. Nursing and Health Sciences students who have their final interview eligibility waived by the program director, who meet the required program admission criteria at the level required for interview eligibility, or who have an approved Interview Results Form submitted by the Health Sciences program coordinator of the program for which they are applying, will have their Change of Major/Minor automatically completed by the Admissions Coordinator for Health Sciences or Nursing and forwarded to the Student Records office.
3. Students seeking a specialized Associate of Applied Science in General Technology (AAS.GEN or AGT) degree should complete an AGT contract with their advisor. The advisor will forward the original copy of the contract to the Office of the Registrar, where the students' major will be officially changed.
4. Students seeking a customized associate degree through the School of Interdisciplinary Studies (AA.AA.IDS or AS.AS.IDS) will work with an academic and career advisor to submit a curriculum proposal to the Dean of IDS. If the proposal is approved, the Dean of IDS will initiate the process to change the student's major officially.

Students should be aware that program changes may significantly affect educational and career goals, and credits earned under one major may not necessarily apply to the new major. The cumulative GPA will reflect all courses taken.

Students who are receiving benefits under a student assistance program (student financial aid, veteran's benefits or international students) should contact the appropriate office to determine how this change will affect them since these programs have specific guidelines and restrictions concerning changes of academic major.

Academic Policies

Withdrawal from the College or College Courses

Withdrawal from the College or College Courses

Dropping Courses Through Schedule Change: Each semester, once classes begin, students have a period of time to make changes to their schedule. This timeframe is called the "Schedule Change Period." Students may **Drop** and **Add** courses during this period. Courses dropped through Schedule Change are not recorded on the student's transcript.

Once the period has expired, students can no longer Drop and Add for that semester.

Schedule Change Timeframes:

SEMESTER	CHANGE PERIOD
Full Fall and Spring Semesters	Through the 5th calendar day
Full Summer Semester	Through the 3rd calendar day
Fall I & II and Spring I & II	Through the 2nd calendar day
Wintermester and Maymester	Through the 1st day of instruction

Students must officially **drop** their courses by the last day of the published Schedule Change Period for each semester in order to obtain a refund and not be held responsible for coursework.

Withdrawing From Courses After The Schedule Change Period: Once the published Schedule Change Period for a semester has expired, students may no longer **drop** a course, but they can **withdraw** from the course. Withdrawn courses are recorded on the student's transcript. Withdrawn classes are also outside of the refund period and students are billed for the course. Payment is required if a student registers for a course and does not officially drop the course, even if the student does not participate or attend classes. Students are billed for all registered classes at the point of registration and the debt will be processed through the college's collection procedures if payment is not received.

Students needing to withdraw from a course should log into their MyMTC account. In the "Student Records" section select the "Withdrawal Form" read, complete, and submit the form. Students may also withdraw in person at any Office of Student Records location by completing a Drop/Add/Withdrawal form. The Drop/Add/Withdrawal form is available from the Office of Student Records. The date the Withdrawal Form is received in the Office of Student Records is the effective date for the form. **Web-enabled students dropping online during the published Schedule Change Period do not need to complete the Drop/Add form**.

After the published Schedule Change Period, all student withdrawals must be processed through the Office of Student Records. Withdrawn courses are assigned a grade of "W" on the student's transcript. Faculty will not withdraw students who do not participate or attend class. Students who stop participating or attending class will receive the grade they have earned at the end of the semester, unless they formally withdraw from the course.

Administrative withdrawal for disciplinary purposes or extenuating circumstances may be initiated by the Vice President for Student Development Services or the Vice President's designee. An Administrative Withdrawal will be considered for students who experience debilitating medical problems, death of immediate family members or other emergency situations (with supporting documentation) which may prevent the student's successful completion of a semester, or prevent the student from withdrawing during the withdrawal period for the semester.

International students in visa category F-1 must consult the International Admissions Coordinator before dropping or withdrawing from any classes.

It is important that students who anticipate withdrawing from a course or courses investigate the impact of this withdrawal with the appropriate college office. Changes in course loads can affect financial aid, veteran's benefits and other enrollment-related financial situations. In addition, courses in some academic programs are sequenced and scheduled at specific times during the year. Withdrawal from these courses often lengthens the time required for students to complete an academic program of study. Students are strongly encouraged to discuss the impact of the withdrawal on program time with their Academic and Career Advisor.

Requirements

Semester Credit Hour Requirements

Midlands Technical College offers courses on a semester calendar. All requirements in this catalog are based on semester credit hours. Students who attended Midlands Technical College prior to the summer 1992 term must check with their advisors to carefully match the previous quarter hour requirements with new semester hour requirements.

Graduation Requirements

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

General Requirements

Regardless of the level of award, all students must meet the following requirements:

1. Satisfactory completion of all general education requirements and all academic major requirements specified for the award.
2. Completion of all program and residency credit hours.
3. Completion of all academic course credit with a minimum of a cumulative 2.0 grade point average (GPA). In addition, certain programs may require higher GPAs in selected courses.
4. Fulfillment of all financial obligations to the college. A student may be graduated but will not receive their degree until all obligations have been met.
5. Completion of an application for graduation during the term the student plans to complete their academic requirements. The Graduation Application is available in Student Planning via MyMTC. The deadline for submission for each term is published in the college calendar. Student who do not submit an application for graduation will be administratively graduated by the college if the student has met all graduation requirements.

Associate Degree Requirements

1. General education courses are classes in specific categories that form the foundation of each degree program (major). Programs may use different courses to meet general education core requirements. However, all of these courses are designed to prepare associate degree recipients to demonstrate the following knowledge, skills, and expertise:
   Communication – Graduates should be able to generate and comprehend written, oral, and multi-media communication appropriate for a variety of audiences, purposes, and subjects.
   Analytical Reasoning, Problem-Solving, and Technology – Graduates should be able to understand and use mathematical principles, analytical reasoning, and technological applications to critically evaluate data, solve problems, and effectively communicate findings verbally and

graphically.
Scientific Reasoning – Graduates should understand and be able to use scientific methodology and principles.
Individual or Social Behavior – Graduates should understand factors which influence behavior. They should recognize the complex and dynamic nature of human actions and experience.
Information Literacy – Graduates should be able to recognize a need for information, access the information effectively and efficiently using various media, critically select and evaluate information and incorporate it into their knowledge base, and present information in an appropriate format for their audience and purpose.
Humanities – Graduates should understand the diversity of our cultural heritage and the effects of artistic or philosophical influences.
A minimum of 15-credit-hours must be taken in general education courses.
Integrated within all program curricula are other skills and philosophical approaches.
Like the General Education Core, these reflect educational values and goals of the college; we believe them to be essential to the lifelong personal and professional growth of students. These include:
Ethics – the understanding through study and example that ethics and ethical behavior are an essential part of the process of higher education and professionalism in the workplace.
Problem Solving & Critical Thinking – the ability to use logic, creativity, and reasoning to solve problems, to make decisions, and to evaluate their implications. Collaboration – the understanding of the rights and responsibilities of working with others through both study and participation in collective activities/projects.
Global Awareness – the ability to understand and respect diverse cultures for the sake of fostering harmonious relationships in our global community.
Ecological Literacy – the ability to understand and value the global ecosystem and to be aware of behaviors necessary for ecologically responsible global citizenship.
Professionalism – the ability to understand and perform to the standards of a given profession, including civility and work ethic.

2. Earn a minimum of 25 percent of the program course work in residence at Midlands Technical College.
3. Complete all other degree requirements.

Diploma Requirements

1. Complete at least eight semester hours in approved general education courses. These courses are specified by the program.
2. Earn a minimum of 25 percent of the program course work in residence at Midlands Technical College.

Complete all other diploma requirements.

Certificate Requirements

1. Each program contains specific requirements for graduation. Students should consult their certificate program advisor.
2. Earn a minimum of 25 percent of the program course work in residence at Midlands Technical College.

Honors

Honors Policy

Graduation Honors

Associate Degree with High Honors – This honor is awarded to associate degree recipients who have a cumulative grade point average of 3.8-4.0.

Associate Degree with Honors – This honor is awarded to associate degree recipients who have earned a cumulative grade point average of 3.5-3.79.

Certificate/Diploma with Honors – This honor is awarded only to certificate and diploma recipients who have earned a cumulative grade point average of 3.5 or above in at least two semesters of work at the college.

Academic Honors

To be eligible for Academic Honors, students must be pursuing a degree, diploma or certificate and receive no grades of “I” or “NC” during the term.

Grades for zero-level courses (MAT 032, ENG 032 and RDG 032) are not included in the calculation of GPA or the required credit hours for academic honors.

President's List – Each semester, students who earn a 4.0 grade point average in at least 12 credit hours (excluding zero-level courses) attempted at Midlands Technical College will be placed on the President's List for that term and given appropriate recognition.

Scholars' List – Each semester, students who earn a 3.5-3.99 grade point average in at least 12 credit hours (excluding zero-level courses) attempted will be placed on the Scholars' List for that term and given appropriate recognition.

Part-Time Student Honor Roll – Each semester, students who earn a 3.8 grade point average or above in at least three credit hours but no more than 11 credit hours (excluding zero-level courses) will be placed on the Part-Time Student Honor Roll and given appropriate recognition.

At the end of each term, the Student Records Office will identify students eligible for the President's List, the Scholar's List and the Part-Time Student Honor Roll.

Honor Societies

Midlands Technical College seeks to challenge all students to achieve their fullest potential and to provide continued extracurricular stimulation for those who are exceptional achievers.

Phi Theta Kappa is an international honor society for community college students. Students in associate degree programs who have earned at least 12 credit hours of college level work, who have cumulative GPAs of 3.5 or higher and who are nominated by their faculty will be eligible to join Phi Theta Kappa. Midlands Technical College sponsors the Alpha Eta Kappa chapter of Phi Theta Kappa.

MTC Ambassador Assembly is an honor/volunteer organization of outstanding students selected to represent MTC at college and community events. Members are selected on the basis of academic performance and extracurricular activities.

National Technical Honor Society - Midlands Technical College recognizes outstanding students enrolled in Career Programs majors through membership in the National Technical Honor Society (NTHS). After completing 12 semester hours in college-level coursework with a 3.0 GPA, students are eligible to seek faculty recommendations for induction into the NTHS.

Articulation and Transfer

Midlands Technical College is committed to working closely with public and private high schools to ensure students have the preparation they need to enter Midlands Technical College and to succeed in the programs of their choice. The college also works with other institutions of higher education to facilitate students' transfer of credits both into Midlands Technical College and from Midlands Technical College to other colleges.

Students wishing to transfer from Midlands Technical College to another college should contact that college for information about transferability of credits. Because the transfer of credits is always the decision of the receiving institution, Midlands Technical College cannot guarantee transfer of its courses, but articulation agreements are generally accurate guidelines for students.

Applicability and time limitations on transfer coursework will be determined at the receiving institution by the appropriate program's department chair or designee.

Students wishing to transfer to Midlands Technical College from another college should request that all previous colleges attended submit official transcripts to the Admissions Office. Midlands Technical College accepts electronic transcripts via Parchment, National Student Clearinghouse, as well as transcripts sent directly from a college or university to the Admissions email account at admissions@midlandstech. edu. These transcripts should be received at MTC no less than three (3) weeks prior to the published application deadline for a particular semester.

Although the Associate in Arts and the Associate in Science programs are the designated programs for students planning to transfer to other colleges and universities, there are articulation agreements through other majors including Criminal Justice, Early Care and Education, Human Services, Paralegal Studies, Engineering, and Nursing. Students should check with their program advisor about these agreements.

The REACH Act Requirement for Students Pursuing a 4- Year Degree

The South Carolina REACH Act (Reinforcing College Education on America's Constitutional Heritage) requires all students graduating with a baccalaureate degree to successfully complete a 3-credit-hour course (or its equivalent) that covers the founding documents of the United States. These documents include the United States Constitution, the Declaration of Independence, the Emancipation Proclamation, at least five Federalist Papers, and at least and one document that is foundational to the African American Freedom struggle.

Students may take HIS 201 (American History: Discovery to 1877) or PSC 201 (American Government) at MTC to meet this requirement prior to transfer, or they may choose to meet the requirement via coursework taken at their transfer destination.

Transfer: State Policies and Procedures

The Commission on Higher Education for the State of South Carolina is responsible for establishing policies and procedures for the transferability of courses at the undergraduate level between two- and four-year institutions. These policies and procedures are defined below. (For more information, see the Statewide Transfer and Articulation Center webpage at sctrac.org.)

Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina

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

Admissions, Criteria, Course Grades, GPAs, Validations

1. All four-year public institutions will issue annually in August a transfer guide or maintain such a guide online. Information published in transfer guides will cover at least the following items:
A - The institution's definition of a transfer student.
B - Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
C -Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
D - Information about course equivalencies and transfer agreements.
E - Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
F - Information about institutional procedures used to calculate student applicants' Grade Point Averages (GPA) for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or to the programmatic major.
G - Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
H - "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

South Carolina Transfer and Articulation Center (SC TRAC)

1. All two-and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website, SCTRAC. org. Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the "free elective" category) will be made available on SCTRAC.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on sctrac.org, will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on sctrac.org will be reviewed at least annually and updated as needed.

Statewide Articulation of 86 Courses (SC TRAC)

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

Statewide Transfer Blocks

1. The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities, and Social Sciences; Business; Engineering; and Science and Mathematics. Transfer Blocks for Teacher Education were updated in July 2010. Transfer Blocks for Nursing were updated in July 2012. The courses listed in each Transfer Block will be reviewed periodically by the Commission's Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.
2. For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.
3. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits. For a complete listing of all courses in each Transfer Block, see che.sc.gov.

Assurance of Transferability of Coursework Covered by the Transfer Policy

1. Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above. However, the transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made. In addition, any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
2. Any coursework covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Assurance of Quality

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

Transfer Officers

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

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

Statewide Publication and Distribution of Information on Transfer

1. The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on sctrac.org.
Furthermore, course catalogs for each public two-and four-year institution will contain a section entitled "Transfer: State Policies and Procedures." This section will:
A. Include the Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina.
B. Refer interested parties to sctrac.org as well as to the institutional Transfer Guide and institutional and Commision on Higher Education's website at che. sc.gov for further information regarding transfer.

Financial Information

Tuition and Fees

Midlands Technical College offers one of the most economical opportunities for postsecondary education in South Carolina. Tuition and fees are set by the Midlands Technical College Commission within guidelines established by the South Carolina State Board for Technical and Comprehensive Education. Tuition and fees are subject to change, by board action, without notice. Please reference the MTC webpage on "Tuition and Fees" for the current amounts.

Tuition

Tuition is set on a sliding scale based upon the student's legal residence as defined in the Code of Laws of South Carolina, guidelines promulgated by the South Carolina Commission on Higher Education and the Midlands Technical College Commission. Those students who live in Richland and Lexington counties pay the lowest fees because a portion of their tax dollars funds the college. Other students from South Carolina pay a lower fee than out-of state students because the college derives part of its support from state revenues. The college sets special tuition rates for military members and their dependents and for students from Fairfield County, depending on location and current county funding. Senior citizens may be eligible for tuition exemption provided they meet eligibility guidelines and courses are taken on a space-available basis.

Student Fees

An application fee is charged to all students applying to the college. An enrollment fee is charged to all first-time students enrolling in the college. A student fee is assessed each semester to each student. A late registration fee is assessed to students who register after the end of fee payment deadline for each designated term. **Fees are nonrefundable**. Additional program fees may apply based on student's program of study.

Those students who fail to pay their fees during regular registration periods and are processed after this period will be assessed a nonrefundable fee for late registration.

Payment of Tuition and Fees

Students are expected to meet all financial obligations when due. Accounts in excess of 90 days past due will be processed through the college's collection procedures. Should these collection efforts fail, the balance due will then be submitted to the SC Department of Revenue for the tax refund Setoff Debt and GEAR programs. Any collection cost and charges, along with all attorneys' fees necessary for the collection of any debt to the college, may be charged to and paid by the debtor. Students must satisfy all financial obligations to the college in order to register for future semesters.

Payment will be required if a student does not attend class(es) and does not officially withdraw. If payment is not received, students will be billed for classes and the debt will be processed through the college's collection procedures.

International Student Escrow Deposit

International students accepted for admission will be required to deposit a sum equal to two semesters' tuition and fees with the college's Finance Office in an escrow account before being issued an I-2OP.

International student course fees/tuition assessed at registration may be applied against the student's escrow account.

Refunds from the escrow accounts of international students will not be made without the advance approval of the International Admissions Coordinator or the Director of Admissions.

Should an international student transfer to another college under approved Immigration and Naturalization Service procedures or return to his/her home country with no intention of returning to the college, the balance of the escrow account may be refunded to the student upon written request by the student and approval by the International Student Services Manager or the Director of Admissions.

Method of Payment

Tuition and fees can be paid by cash, check, money order, MasterCard, VISA, Discover and American Express. A service fee will be applied to all card transactions used to pay tuition and fees. A $30 handling fee will be charged for dishonored checks. When a check is returned to the college the second time for insufficient funds, account closed, or stop payment, collection procedures will be implemented. Any or all of the above may result in the student being placed on a cash-only status, meaning checks will no longer be accepted as payment.

A student choosing to pay by any means other than cash must show positive identification.

Payments may be made online at MIDLANDSTECH.EDU through MyMTC, by mail, or in person at any Cashier's Office.

Students may use the tuition management plan offered through Nelnet. Details may be obtained by selecting the Nelnet payment plan options online at MIDLANDSTECH.EDU through MyMTC.

Sponsorships

An employer or other organization may have a sponsorship program to pay directly to Midlands Technical College a portion or all of student tuition, fees and/or books. To ensure that classes are not deleted, submission of proper documentation to the Accounts Receivable Department (Reed Hall, Airport Campus), or the nearest Cashier's Office must be made at least five business days before the end of fee payment for each semester/term. Bookstore charge allowance documentation should be communicated directly with the college bookstore.

Books

The cost of books varies among courses. The Bookstore staff will provide assistance in identifying the books needed and the price for those books. Textbook and price information can also be accessed on the college course search website: MIDLANDSTECH. EDU.

Additional Costs

There are additional costs for equipment for some programs such as tool kits for Automotive students, calculators for Engineering Technology students and uniforms and supplies for students in Nursing, Health Sciences and Industrial Technology programs. Information regarding additional costs for these programs and others may be requested through an Admissions Counselor, the appropriate academic department or the Bookstore. In most cases, these items are available in the bookstores. Some of these costs are described in the sections of this catalog associated with curriculum programs.

Financial Information

Refund Procedure

I. Institutional Refund Procedures

All students must officially drop classes in order to receive a full or partial refund. To officially withdraw, a student must complete a Drop/Add/ Withdrawal Form and submit it to the Student Records Office located on the Airport or Beltline campus. The Drop/Add/ Withdrawal Forms may be obtained at the Student Records Office on each campus.

Web-enabled students may officially drop courses via the web through the pub- lished schedule change period. After the published schedule change period, all student withdrawals must be processed through the Student Records Office. NOTE: International students on F-1 visas should contact the Student Records Office and the International Student Services Manager prior to dropping courses or withdrawing from classes.

Refunds take approximately three to four weeks to process. The amount of the refund will be based on the date the completed form is received by the Student Records Office, according to the Institutional Refund Schedule below. All fees are nonrefundable.

Withdrawal or Net Reduction of Credit Hours	**Percent of Refund**
1st - 5th instructional day of the term	100%
After 5th instructional day of the term	0%

Refunds for terms that vary in length from the semester term will be in proportion to the semester term refund schedule. Specific dates and percentages for each term are listed on the Midlands Technical College website.

II. Refund for Cancelled Courses

If the college cancels a course for any reason, enrolled students will automatically receive the appropriate refund, if due. No forms need to be completed by the student. Refunds may be expected after the end of the schedule change period.

III. Refund for Student-Initiated Course Change or Withdrawal

Students wishing to drop/add/withdraw from a course or from the college should obtain and complete a Drop/Add/Withdrawal form. Through the published Schedule Change period, course drops may also be completed online by students who have been webenabled. After this date, withdrawals must be processed through the Student Records Office. These forms are available from the Student Records Office. NOTE: International students on F-1 visas should contact the Student Records Office and the International Student Services Manager prior to dropping courses or withdrawing from classes.

Refunds due to a student as a result of dropping courses will be automatically calculated and mailed to the student's last known address or to the agency paying the fees within approximately three to four weeks from the date of the drop with the exceptions listed in part IV below.

IV. Federal Financial Aid Recipients

Students who do not attend class(es) will need to officially drop within the appropriate refund period. Students who receive federal financial aid will earn the entire award after 60 percent of the term has been completed.

Partial Withdrawals

A credit balance for tuition refunds to federal financial aid recipients will not be issued until the student completes 60 percent of the term. Students receiving federal financial aid who withdraw from a course before this time will not receive a refund for that course.

Complete Withdrawals

Any student who completely withdraws from all classes in a term prior to completing 60 percent of the term will owe a portion of tuition and fees to the college based on the length of time the student was enrolled. Immediate repayment may be required.

A student may also owe the federal government a portion of the federal funds disbursed. Immediate repayment may be required.

Student Financial Services

Mission

The staff of the Student Financial Services Office at Midlands Technical College is committed to providing high-quality service to students, the college and the community. Staff members are dedicated to assisting students with their educational financial needs and serving the community in which the college is located.

Financial Assistance at MTC

Financial assistance at MTC is designed to help students and their families bridge the gap between their own resources and the cost of obtaining a high-quality education. Financial assistance is provided by federal and state governments, the MTC Foundation and private scholarships. All correspondence from Student Financial Services will be sent to students through their official college email accounts. It is the responsibility of each student to check his or her email account regularly for important information impacting their financial aid awards.

Applying for Financial Assistance

The first step in applying for financial assistance is completing the Free Application for Federal Student Aid (FAFSA). Students should complete the FAFSA online at studentaid.gov. Additional information is available on the Student Financial Services website at MIDLANDSTECH.EDU/financial-aid-and-tuition. The FAFSA provides important information necessary to determine a student's eligibility status, award amount and the Student Aid Index (SAI). The amount of need-based financial aid a student can receive is the difference between the Cost of Attendance (COA) minus the SAI and any other source of aid such as scholarships.

Cost of Attendance (COA) - (SAI and other aid) = Financial Need

The cost of attendance for MTC can be found on the Student Financial Services website at MIDLANDSTECH.EDU/financial-aid-and-tuition/student-cost-estimates. The cost of attendance includes tuition, fees, books, supplies, living expenses, transportation and personal expenses as determined by the Office of Student Financial Services. Individual student costs depend on factors such as residency, enrollment status, housing arrangements and program of study.

Because some financial aid funds are limited, it is not always possible to meet a student's full financial need. Therefore, all students are encouraged to apply early each year to make sure they are awarded the best possible financial aid package they are eligible to receive. The priority processing deadline for completed applications for the fall semester is April 15 each year and November 15 for the spring semester. Check the Student Financial Services website for more information regarding priority processing deadlines. No financial aid award can be made until the college's financial aid application process is completed. A completed application is defined as one that has been received, reviewed, found free from errors and does not require additional verification information. When completing the FAFSA, students should use the MTC school code 003993. Applicants should save all records and other materials used in applying for aid, including income tax documents. These documents may be needed later if the applicant is selected for a process called "verification."

Financial Aid Awards

Once the file is complete, the applicant will be notified by email regarding his or her financial aid award status. Students may also check their award status online, at mymtc.MIDLANDSTECH.EDU. The award notification will list the type(s) and estimated amount(s) of assistance the student is eligible for based on enrollment information at the time of the award. All financial aid awards are subject to change if the information upon which they were based changes or federal or state regulations require a change. Awards will be based on the cost to attend MTC and the results of the FAFSA. Students should become familiar with the terms and conditions Information, which is available online at

https://www.midlandstech.edu/financial-aid-and-tuition/how-apply-financial-aid/financial-aid-terms-and-conditions. Students should check the Student Financial Services website frequently for important information such as application deadlines. They should also check mymtc.MIDLANDSTECH.EDU to review their award status and balance due prior to the fee payment deadline to ensure classes are not dropped for non-payment.

Title IV Repayment

If a student completely withdraws or is administratively withdrawn from all courses prior to completing 60 percent of the semester, the total federal aid disbursed (excluding Federal Work-Study earnings) will be subject to a return of Title IV funds calculation as specified in Section 484B of the Higher Education Act. Based on this calculation, the student may be required to repay to the institution and/or the Department of Education a portion of the funds received. Students completely withdrawing but who plan to attend a future shorter session within the same semester should notify the Office of Student Financial Services in writing. Failure to repay this debt will result in a loss of financial aid eligibility. Students with an unpaid debt to the institution will not be allowed to register until the debt has been satisfactorily resolved.

Financial Aid Disbursements

Aid listed on the award notice, with certain exceptions such as Federal Work-Study, will be credited to the student's account. Credit balance refunds will be issued for any remaining funds after tuition, fees, bookstore charges and any other authorized charges are deducted from the student's award. Students should check the Student Financial Services website for disbursement dates. Credit balance refunds will be issued to students at the student's selected refund preference. It is the student's responsibility to ensure mailing address accuracy with the Student Records Office and to make a refund selection preference at RefundSelection.com.

Student Financial Services

Financial Aid – Satisfactory Academic Progress

I. Introduction

All students receiving federal and state student financial aid must adhere to the college's Student Financial Services Office policy on standards of Satisfactory Academic Progress (SAP). The intent of this policy is to ensure that students who are receiving federal and/or state financial aid are making measurable progress toward completion of a degree or certificate program in a reasonable period of time.

II. Scope

This policy applies to those students applying for or receiving federal and/or state funds. To reasonably measure a student's satisfactory academic progress toward completion of the degree, certificate or diploma in which the student is enrolled. The student's total academic record will be evaluated. This includes all academic work attempted at MTC and any transfer hours from other schools attended that are accepted at MTC. As recipients of federal or state financial assistance, students have certain rights and responsibilities. Students' failure to fulfill their responsibilities to make satisfactory academic progress as described may result in the cancellation of their awards, and any funds already received may have to be repaid.

III. Monitoring Procedures

At the end of each semester, the Student Financial Services office will monitor satisfactory academic progress for all students receiving federal or state financial aid to ensure that they are making satisfactory progress toward program completion. The standards defining satisfactory progress are outlined below.

To meet satisfactory academic progress, students must successfully complete at least sixtyseven (67) percent of the credit hours they attempt and maintain a cumulative GPA of 2.0.

Warning Status: Students who do not satisfactorily complete at least sixty-seven (67) percent of attempted hours will be placed on warning status. Students who have not attained 67 percent satisfactory completion by the next semester of enrollment following the warning period will no longer be eligible for federal or state assistance.

Fresh Start: Be advised that federal regulations require that all courses attempted must be included in evaluating a student's satisfactory academic progress for financial aid purposes.

Course Withdrawals, Incompletes, Repetitions, Remedial or Developmental: Students who receive federal or state financial aid must be aware that repeated courses, noncredit remedial courses and grades of W, WF, I and NC will be considered in assessing progress toward completion.

Administrative or Medical Withdrawals: Students who receive federal or state financial aid must be aware that courses with administrative or medical withdrawals will be considered in assessing progress toward completion.

Developmental Studies and Remedial Coursework Standards of Progress: Financial aid recipients may take a maximum of 30 credit hours in Developmental Studies (DVS) and remedial course work.

Transfer Students: All transfer students will be evaluated to determine if they are making satisfactory academic progress prior to being packaged for financial assistance. The evaluation process is based on all hours attempted at MTC and all transfer hours accepted by MTC.

Change of Major(s): Students who change their majors are still responsible for maintaining satisfactory academic progress in accordance with the procedure as outlined. A review of satisfactory academic progress will be based on the student's current program of study at the end of each term enrolled. If the student has changed majors prior to the end of the semester, eligibility will be assessed against the new program of study.

A student changing from an associate program into a diploma or certificate program of study may lose federal and state eligibility immediately upon making the change if the attempted hours are equal to or in excess of 150 percent of the hours required for the certificate or diploma program.

IV. Standards

Length of Eligibility

The Office of Student Financial Services monitors the satisfactory academic progress of all students receiving federal and state aid. Financial aid recipients are eligible for assistance until they have attempted up to one and a half (150 percent) times the number of semester hours required for the program of study currently enrolled in.
Financial assistance will be limited to a maximum of 180 hours attempted.

Cumulative Grade Point Average

Students who fail to earn the required cumulative college GPA of 2.0 will be placed on warning during the next semester they enroll in the college. Students in all programs of study who are placed on probation will be reviewed at the end of the semester. Students who fail to attain a cumulative GPA of 2.0 or greater will lose federal and state aid eligibility. Developmental coursework grades will not be calculated in the cumulative GPA requirement.

V. Notification

Following a review, a student who has failed to meet satisfactory academic progress will be notified by email of the resulting ineligibility for federal or state funds. Future awards will be canceled upon becoming ineligible. To receive consideration for reinstatement of federal or state assistance, a student will need to submit a Satisfactory Academic Progress (SAP) Appeal form to the Office of Student Financial Services.

VI. Re-Establishing Eligibility for Financial Aid

Students will be reinstated for financial aid eligibility when they have successfully completed 67 percent of attempted hours, have a 2.0 cumulative grade point average, and are still under their maximum time frame period for degree completion as set forth in this policy.

VII. Appeal of Financial Aid Ineligibility

A . An ineligible student may appeal by submitting a Satisfactory Academic Progress Appeal form to the Student Financial Services Office indicating reasons why minimum academic standards were not achieved and what actions have been taken or what changes have occurred to resolve the problem. Each appeal will be considered on its own merit. Individual cases will not be considered as precedent. Examples of extenuating circumstances may include but are not limited to the following:

- Death in the student's immediate family that has been documented.
- Personal illness requiring a loss of the equivalent of more than five consecutive class days that can be supported by a letter from a physician.
- Serious illness in the student's immediate family that can be supported by a letter of documentation from the family member's attending physician.
- Change in job schedule/responsibilities required by the employer and documented by the employer.
- Circumstances regarding approval of Academic Fresh Start, if applicable.

B. The appeal of financial aid will be reviewed and a determination made. The student will be advised in writing of the decision by email to the student's official college email account.

C. I f the appeal is approved, the student will be assigned an academic improvement plan with which they must comply. Students must continue to meet the terms of this plan each semester until they have achieved a cumulative 2.0 GPA and a 67% completion rate. Students in violation of the 150% rule must continue to meet the terms of their academic Improvement plan to receive financial assistance at the college. Should the student fail to comply with their academic improve plan, the student's future awards will be cancelled.

D. Decisions on appeals are final and cannot be appealed at any other college or federal level.

Student Success Resources

Library

The Midlands Technical College Library is dedicated to supporting students, faculty, and staff with extensive research materials and services. The library's collection boasts over 452,000 print and electronic volumes, encompassing a wide array of disciplines such as business, medical, legal, scientific, technical, humanities, and reference publications. Additionally, the library subscribes to hundreds of journals and offers access to numerous full-text journals, magazines, and newspapers through its electronic databases.

The library's website provides convenient access to the catalog, databases, LibGuides, and other essential resources. Various amenities are available, including computer access, Wi-Fi, open study areas, and reservable study rooms. Librarians are available to provide both introductory and advanced library instruction, catering to the needs of both on-campus and online learners.

MTC students, faculty, and staff benefit from the Partnership Among South Carolina Academic Libraries (PASCAL), which grants access to shared resources and lending services across academic libraries throughout the state. For more information and to explore the library's resources, visit Midlands Technical College Library.

Academic Success Center

The Airport and Beltline campuses have Academic Success Centers open to all Midlands Technical College students. The centers include the following resources:

Computer Access

All students have access to computer resources for the purposes of academic computing. The availability of software packages is determined by the courses taught at the college and by those programs supported by the college. Available resources include various productivity and development software in both microcomputer and mainframe environments, email, the Internet, Microsoft Office products, and a wide variety of interactive educational software. Since available resources differ by campus, it is a good idea to call ahead to be sure the software needed is available at that location - Airport 822.3545, Beltline 738.7871, or Harbison 407.5005.

Tutoring Services

Tutoring is available to assist students in selected courses, usually general education courses or introductory courses in a program of study. Mathematics, writing, and reading are the major areas for tutoring, but tutoring may also be offered in other subject areas, such as Computer Technology (CPT). Students can also access free online tutoring in over 200 subject areas through Tutor.com, which they can access through their courses in D2L.

Additional Resources

In addition to computer access and tutoring, the Academic Success Center provides a variety of supplemental services to assist students in becoming independent learners, including classroom presentations and academic workshops. Students may also make an appointment with a professional staff member in the William Jerry Wood Life Skills Center to learn more about important soft skills, including developing effective communication, test-taking, and study skills. To schedule an appointment to discuss developing a personalized action plan, students may call the William Jerry Wood Life Skills Center Coordinator at 822.3443.

Bookstores

Bookstores are located on the Airport and Beltline campuses. The Bookstore can also be accessed on the Internet at www.midlandstech.bncollege.com. The bookstores offer book rental and digital course materials in addition to new and used textbooks for academic and continuing education courses. The bookstores sell reference books and a broad selection of school supplies including electronic items, art supplies, and computer, drafting, and graphics equipment. Medical supplies and kits, which are needed for all Nursing and Health Sciences programs, are available at the Airport Campus Bookstore. Also, the bookstores sell snack foods and beverages.

Food Service

Fast food service is available in MTC cafés located on the Airport and Beltline campuses. Vending machine service is also available in buildings throughout the college on all campuses.

Student Support

Counseling and Career Services

A staff of professional counselors is available to students to help them develop life and career goals. Career interest inventories are available in Counseling and Career Services to assist individuals in the career planning process. Personal issues and concerns can sometimes impede students' progress towards meeting their goals. Counselors are available to discuss these concerns and will make referrals to community providers when appropriate.

The counselors also assist students in such academically related areas as academic probation/suspension, change of academic major, and academic fresh start. Online workshops are available for students including topics on test taking, study skills, time management, stress reduction, values clarification, career planning and test-anxiety management. Interested individuals should make appointments in advance to see a counselor. For more information about the services offered by Counseling and Career Services, visit MIDLANDSTECH.EDU/student-resources/counseling-and-career-services.

Veterans Assistance

Midlands Technical College is approved for veterans education benefits and maintains a full-time Veterans Affairs (VA) Office on the Beltline and Airport campuses. All programs of study in the Midlands Technical College Academic Catalog are approved for VA benefits. Visit the MTC veterans education website for comprehensive information on applying for admission and your veterans education benefits.

Veterans Educational Benefits Programs

Montgomery GI Bill® – Active Duty Educational Assistance Program – Chapter 30

VA Veteran Readiness and Employment – Chapter 31

Post 9/11 GI Bill® – Chapter 33

Survivors' and Dependents' Educational Assistance – Chapter 35

Montgomery GI Bill® - Selected Reserve (MGIB-SR/Chapter 1606)

Payment of Benefits

To apply for veterans benefits, you must be accepted into an approved program of study. To obtain the appropriate VA application, contact the college's VA Office in Beltline Student Center, room 131 on the Beltline Campus, or in the Airport Student Center, room 259 on the Airport Campus. VA applications can be completed online.

The amount of assistance received is based on rate of attendance (i.e., full time, three-quarter time, half time) and the type of VA benefits for which the student is eligible. Direct deposit of educational checks is available for all VA educational programs.

VA students, except for those attending under VA Veteran Readiness and Employment – Chapter 31, are responsible for paying for their tuition, fees and books. VA students attending under the Post 9/11 GI Bill® – Chapter 33 may have full tuition or a portion of their tuition paid depending on the amount of service completed after September 10, 2001 (visit VA's website for the percentage of maximum payable amount). Students attending under Ch. 33 will also receive a book stipend that is paid directly to the student in the amount of $41.67 per credit hour, not to exceed $1000/ year. Keep in mind that you will receive a lesser amount if you have not been awarded at the 100% benefit level. New students or students re-entering after an interval of 30 days or longer may be eligible to request an advance payment to help meet college- related expenses. Advance payment applies only to students attending under Chapter 30, 35, and 1606.

The VA will not pay for auditing a class or for classes not required for graduation under the program of study. In addition, VA students must maintain satisfactory academic progress according to the standards established and enforced by the college. Failure to maintain satisfactory academic progress will result in termination of VA benefits.

Student Responsibilities

VA students must immediately notify the college's VA Office of any changes that may affect their pay status. Students who withdraw from a class or classes are subject to having the amount of their award recalculated by the Department of Veterans Affairs and may be required to repay any unauthorized amounts received.

If you have previously attended college, (regardless of the time frame) you must request official copies of your academic transcripts be sent to MTC's Admissions Office. It is your responsibility to request the transcripts and make sure the evaluation has been completed. If you have served on active duty, you will also need to request that your military transcript be sent to MTC for evaluation. You will be certified for only one semester pending evaluation of your transcripts. VA will not pay you to repeat any courses for which you receive transfer credit(s).

For more detailed information on the Veterans Educational Assistance Programs, contact the Department of Veterans Affairs Regional Processing Center at 1.888.442.4551 or visit the VA website. For enrollment information, contact the Beltline VA Office at 803.738.7615 or the Airport VA Office at 803.822.3519.

Veterans Success Center

Beltline Campus | LRC 103

MTC's Veterans Success Center is a space created specifically for student veterans. Stop by the center for resources to help you succeed in college; veteran-to-veteran support; and a quiet space with free coffee, computer access, and printing! For more information, contact VA Office at 803.738.7615.

Additionally, our VetSuccess on Campus Counselor is located within the Veterans Success Center. VetSuccess on Campus (VSOC) is a program through the Veterans Benefits Administration that places an experienced Vocational Rehabilitation Counselor on campus to provide assistance and support to veteran students and their eligible family members. This counselor serves as a "one-stop liaison" for veterans on campus. MTC is home to the only designated VetSuccess on Campus site in South Carolina.

CAREERS (College Activities Reap Educational Experiences Resulting in Success)

The CAREERS (College Activities Reap Educational Experiences Resulting in Success) Program is designed to help adults who lack job or educational experience but who demonstrate the ability and commitment to enter promising career fields. Funded by the USDOE (U.S. Department of Education) Strengthening Career and Technical Education for the 21st Century Act (Perkins V) grant, the CAREERS Program assists economically disadvantaged men and women in Career and Technical Education (CTE) credit programs. Special populations served by the grant include individuals with disabilities; individuals from economically disadvantaged families; including low-income youth and adults, individuals

preparing for nontraditional fields (e.g., females enrolled in engineering, males enrolled in nursing); single parents including pregnant women; out-of-workforce individuals; English learners; homeless individuals; youth are in, or have aged out of, the foster care system; and youth with a parent who is a member of the armed forces and is on active duty.

Benefits

- Financial assistance for books or childcare
- Exposure to career opportunities
- Enhanced personal, professional and academic development
- Individual support, counseling and guidance
- Networking

Eligibility

- Students must have completed a Free Application for Federal Student Aid (FAFSA) and be receiving financial assistance through MTC's Student Financial Services (SFS) Department. Financial need is used to determine eligibility.
- Students must be enrolled MTC Career and Technical Education (CTE) credit programs leading to an associate degree, diploma or certificate, and taking CTE courses. Exclusions include: Associate in Arts, Associate in Science, General Technology programs and most "Pre"-certificates.
- Students must have at least a cumulative 2.5 GPA.
- Additional criteria may apply.

To learn more about the CAREERS Program, contact 803.738.7863, email CAREERS@midlandstech.edu or visit the CAREERS page on MTC's website.

Student Support

Services to Students with Disabilities

Midlands Technical College works to make sure its programs, services, and activities are accessible to all otherwise qualified students, in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act as Amended (ADAAA). At Midlands Technical College, the Disability Services Office operates within the Counseling and Career Services Office. Disability Services offices are located on both the Airport and Beltline Campuses. Disability Services works with faculty and staff of the college to provide equal access to the college's educational programs, services, and courses on a case by case basis. Services include accommodations, auxiliary aids and services, assistive technology, academic and career planning, faculty/staff/student liaisons, and other supportive services for students.

It is a student's responsibility to self-disclose as a student with a disability and to request accommodations through Disability Services. Services are available to students who have disabilities including, but not limited to, visual and hearing impairments, learning disabilities, physical disabilities, chronic medical conditions, Attention Deficit/ Hyperactivity Disorder, head and spinal cord injuries, and psychological disabilities. A student's initial request for accommodations should occur prior to the beginning of a program or course, but can be requested at any time. Accommodations are not retroactive. The request for accommodations is an interactive process that occurs between the student and the staff of Disability Services.

To request accommodations, the student must:

1. Complete and submit the Disability Services Intake Form
2. Submit documentation of disability
3. Complete a Disability Services Initial Interview with a staff member. The interview is an opportunity for the student and staff to discuss the student's history, barriers, and how those barriers impact academics, and potential accommodations to eliminate those barriers.

The Disability Services Intake Form and Standard Documentation Form can be located on the Disability Services website (https://www.midlandstech.edu/student-resources/disabilityservices) or picked up in person at the Counseling and Career Services Offices on Airport or Beltline Campus. Additional documentation guidelines are available on the website as well. Documentation should be completed by a

qualified professional and reflect diagnosis, limitations related to disability, and suggested/history of accommodations. Once this process is complete, staff will either approve or deny accommodations. If approved, staff will review specific accommodations, explaining policies and procedures, discussing rights and responsibilities of the student and the college, and review the Faculty Notification Process.

If a student would like to appeal the decision made by the staff of Disability Services, he or she may do so by completing the standard Disability Services Appeals Process. For assistance, contact Disability Services on either Airport Campus (803.822.3505) or Beltline Campus (803.738.7636). Accommodation requests needed for placement testing should also be made through Disability Services and are coordinated with the Student Assessment Office once documentation has been received and reviewed.

Student Support

Student Support Services (Federal TRIO Program)

TRIO Student Support Services (SSS) is funded 100% by the US Department of Education. SSS is an academic resource for Midlands Technical College students enrolled in an associate degree and/or diploma/certificate programs. Services include academic advisement; academic mentoring; transfer planning; financial aid planning; dedicated student computer usage with no-cost printing for class materials; and other services designed to help participants achieve their academic and career goals. Students interested in learning if they qualify for this exceptional, academic grant program should complete an application. The application can be dropped off at either office or emailed to sss@midlandstech.edu. The earlier MTC students start the SSS application process, the earlier SSS can help students to complete their educational plan.

Eligible applicants must meet ***one*** of the following criteria:

- 1st generation college student (neither parent has a four-year degree) and/or
- Students with limited family income (typically Pell grant recipients qualify) and/or
- Individuals with a diagnosed disability registered with the MTC Counseling and Career Services

Office Locations

- Airport Campus - Airport Student Center, Room 201
- Beltline Campus - Wade Martin, Room 236

For more information, call (803) 822-3032 or visit the TRIO Student Support Services (SSS) webpage.

Upward Bound

The Upward Bound (UB) program assists low-income potential, first-generation college students in preparing for higher education by providing instruction in literature, composition, math, science and foreign language on college campuses. This instruction is offered on Saturdays and during the summer. The program provides services for target high schools in Fairfield and Lexington Counties.

For more information, please call 803.822.3384 or visit the UB website at https://www.midlandstech.edu/student-resources/student-support/upward-bound.

Educational Talent Search

Educational Talent Search (ETS) is a federally funded TRIO program of the US Department of Education designed to assist middle and high school students to reach their academic potential and to enroll in post-secondary education. Services include career counseling, college major selection, college admissions information, tutoring, college and university site visits, and financial aid application assistance. Most participants are enrolled at selected schools in Lexington and Fairfield counties.
The program assists individuals who meet federal income guidelines and those who are the first in their families to go to college. Participants receive assistance in applying to any college, university, or other qualified institution of post-secondary education; they need not attend Midlands Technical College. For more information, or to request an application for the Educational Talent Search program, please call 803.822.3628 or visit the ETS website at https://www.midlandstech.edu/student-resources/student-support/educational-talent-search.

Educational Opportunity Center

Educational Opportunity Center (EOC), a federally funded TRIO program of the U.S. Department of Education, provides counseling and information to qualified individuals who want to begin or continue their secondary/post-secondary education. EOC provides indepth financial aid information and assistance completing the Free Application for Federal Student Aid (FAFSA) and college applications.
Eligible participants must be 19 years of age or older, be a first-generation college student, and have a limited income as determined by the U.S. Department of Education. In addition, individuals under the age of 19 enrolled in an adult education or an alternative education program may be eligible to receive EOC services. EOC services are offered at local agencies in Fairfield and Lexington counties. For more information, please call (803) 822- 3749 or 1-800-922-8038 for those outside the calling area. Visit the EOC website at https://www.midlandstech.edu/student-resources/student-support/educational-opportunity-center.

Employment Services

Job Location and Development

The Job Location and Development (JLD) program assists students in locating part-time and summer employment. Attempts are made to provide program-related employment opportunities whenever possible. Jobs obtained through JLD allow students an opportunity to gain valuable work experience and future employment contacts. All students enrolled in the college, regardless of their financial needs, are eligible to participate. This program is designed to help students with educational expenses. A complete listing of jobs can be found on the college's website under Student Resources in the Student Employment Services section.

Employment Services for Students

The Student Employment Services (SES) department serves all students and alumni of Midlands Technical College. Numerous employment opportunities are listed on the SES website daily. In addition, many positions are easily accessible through job boards, company sites, and search engines. These resources and others can be found at https://www.midlandstech.edu/student-resources/student-employment-services.

The SES Staff is available to assist with student and alumni employability preparedness and career readiness. From resume critiques, interview practicing, and job search strategies and assistance, SES is here to provide the tools and resources necessary to be successful in today's job market.

Additional Resources include:

- Cooperative Education/Internship Opportunities
- Special Events (Career Days and Expos / Virtual Fairs / On-Campus Recruiting)
- Online and Virtual Workshops / In-Class Workshops / Videos and Podcasts
- Barriers to Employment
- Disability Issues / Veterans
- Social Media / News Flash (Website Alerts of Major Recruiting Events)

These services can assist students in their efforts to define employment objectives, explore labor-market trends and research employers to determine compatibility. Whether writing a cover letter, preparing for an interview, or negotiating a salary, these resources will be a valuable asset. For more information, students should contact Student Employment Services or check out the SES website at https://www.midlandstech.edu/student-resources/student-employment-services.

Cooperative Education

Cooperative Education is an integration of academic study and career-related work experience. It allows the student an opportunity to test career choices, gain work experience and even earn money as part of a college degree. Cooperative educational experiences are available in approved degree programs. Curriculum credit students must meet departmental criteria and enroll in a cooperative work experience course. For more information, students should contact Student Employment Services, or visit the Student Employment Services website at https://www.midlandstech.edu/student-resources/student-employment-services.

Internships

An internship is a partnership between the student and a local employer that benefits both parties. The student can gain real world experience in their field of study while utilizing classroom knowledge. The employer can supplement their workforce with good employees and evaluate potential full-time hires at the same time. All internships should be paid and provide meaningful work experiences. Local employers often list internships with the college. SES has developed many tools to assist students in their search for internships. These include internship search engines, listings of companies with internship programs and tips for success. For more information, contact Student Employment Services at https://www.midlandstech.edu/student-resources/student-employment-services.

Email

All Midlands Technical College students are assigned an email account upon application to the college. The student email account is the official form of notification regarding important college information such as registration notices, course cancellations, financial aid transactions, debt and financial Information, academic probation/suspension notices, student code and grievance notices, communications from faculty, and other important information. Students are responsible for checking their college email account on a daily basis and for maintaining the account. It is the responsibility of each student opting to have their email forwarded to an external account to verify this process is set up correctly to ensure all college emails are sent to the external account designated by the student.

Students who do not have a personal computer or Internet access at home may use computers in the Library or Academic Success Centers.

Student Life

Clubs and Organizations

There are many clubs and organizations active on campus. Through participation in these clubs and organizations, students may explore and extend their interests and further develop their skills and abilities by working with fellow students. Membership is open to all students who meet the qualifications of the respective club. This information is available in the Student Life office or online at: https://mymtc1.midlandstech.edu/StudentLife/Clubs/Pages/default.aspx. Information on procedures for chartering a new student organization is also available.

Honor and Leadership Organizations

Student honor and leadership organizations include the Midlands Technical College Ambassador Assembly, the Alpha Eta Kappa Chapter of Phi Theta Kappa International Honor Society (PTK),Psi Beta National Honor Society, and the National Society of Leadership and Success (NSLS). The Ambassador Assembly is an honor/volunteer organization of outstanding students selected to represent Midlands Technical College at college and community events. Phi Theta Kappa is the only internationally recognized honor society for the two-year college. Psi Beta National Honor Society is a national honor society for students majoring in Psychology. The National Society of Leadership and Success is a national leadership development organization chartered on two and four year college campuses. A defined leadership development program must be completed for induction in the Midlands Technical College NSLS chapter.

Cultural and Co-curricular Programming

A major goal of the Student Life Office is to augment students' academic experience through co-curricular programming. Lectures, seminars and workshops on a variety of subjects are offered as well as performances by local artists, films and special interest programs.

Identification Cards

In support of campus safety and security, all enrolled students are required to maintain a current MTC ID card and to show it upon request on MTC campuses. ID cards are required to access some college services. Student ID cards may also be used for off-campus benefits.

All MTC ID Cards are processed virtually. To receive an ID card, students must log in to MyMTC and visit the Student Life page: https://mymtc1.midlandstech.edu/StudentLife/Office/Pages/default.aspx. Students must upload proof of registration for the current or upcoming semester and proof of tuition payment to the electronic Student ID Card form on MyMTC. A copy of a government issued ID that

includes a photo and a headshot meeting the specified criteria listed on the MyMTC Student Life page will also need to be uploaded to the electronic Student ID Card form.

All ID Cards are mailed to the address provided on the electronic Student ID Card form. The initial ID card is free. Replacement cards are $5. The $5 fee should be paid at a MTC Cashier's office. The receipt for the replacement fee must be uploaded to the electronic Student ID Card form with the other required items.

ID Cards are not processed during Late Registration, Priority Drop/Add, Schedule Change or when academic credit classes are not in session.

Publications

The Student Life Office publications include an online Student Handbook and the Student Clubs and Organization Guidelines Manual. These publications can be found at: https://mymtc1.midlandstech.edu/StudentLife/Office/Pages/default.aspx.

Social and Sports Activities

The Student Life Office seeks to foster interaction among the entire student body, faculty and staff by offering social and recreational activities. This interaction can increase the opportunities for success in college.

Student Advisory Board

Students have the opportunity to participate in student government through the Student Advisory Board (SAB). This governing board provides students a voice in college governance, campus concerns and student affairs. The Student Advisory Board is also the umbrella structure for all MTC student clubs and organizations. Representatives of each student organization sit on the SAB as voting members. Any student may attend Advisory Board meetings and voice concerns as a nonvoting member. The Student Advisory Board charters new student organizations, sponsors community service projects and supports Student Life programming. The Student Advisory Board President attends the MTC Commission meetings and serves as an advisor on student issues to the Vice President for Student Development Services. The Student Advisory Board also appoints students to college standing and ad hoc committees.

All Midlands Technical College students are automatically members-at large of the SAB and are encouraged to participate. The executive officers are selected in the spring. Contact the Student Life Office on either the Beltline or Airport campus for further information.

Student Records Office

Personnel in the Student Records Office assist currently and previously enrolled students in the following ways:

Academic Honors

At the end of each term, Student Records will identify students eligible for the President's List, Scholars' List and Part-time Honor Roll.

Confidentiality of Records

The Student Records Office is the office authorized to release student information. This office adheres to the Family Educational Rights and Privacy Act (FERPA) regarding release of student information. Students who do not want directory information to be released should contact the Student Records Office and complete a form for non-release of directory information. See Release of Student Information.

Drop/Add/Withdrawal

Students must complete a Drop/Add/Withdrawal form to allow the Student Records Office to change class schedules or withdraw students from classes. Web-enabled students may make their own changes online during the published schedule change period for the term attending.

Enrollment Certifications

Students desiring to have their enrollment certified for previous loans, Department of Social Services requirements or other purposes can have this done at the Student Records Office.

GPA Recalculations for Repeated Courses

Students who repeat 100- or 200-level courses will have the lower grade removed automatically from GPA calculations if both courses have the same course prefix and number. If the repeated course was first taken under a different course prefix and/or course number, the GPA may be manually recalculated if the course is equivalent. In this case, the student must complete a repeat course request with the Student Records Office. Both courses and grades will remain on the transcript, but the original course grade will no longer be calculated into the GPA at Midlands Technical College. Students planning to transfer should be aware that other institutions may recalculate their GPAs using all courses completed.

Graduation

Students planning to graduate should log into their Self Service account to review their Graduation Overview and submit the graduation application according to the due dates listed in the college calendar.

MTC Transcripts

MTC transcripts are ordered online through Parchment. Transcripts list courses which were taken for college credit. Credits may be applied toward a degree, certificate, or diploma. These courses may be transferred to another post-secondary institution for evaluation towards program completion at that institution.

Requests for transcript of courses taken at other institutions must be directed to the issuing institution.

Courses transferred into MTC from other institutions do not appear on the official MTC transcript. However, students may view transferred courses on their unofficial transcripts via MTC Self Service.

Partial transcripts are not released.

Address Changes

Currently enrolled students may change their address online through their MyMTC Account. Address accuracy is essential for student receipt of registration information and other college information, including refund checks. Mail returned to the college may result in a registration hold being placed on the student's record until the corrected address information is received by the Student Records Office. Address changes do not constitute a change in residency. Requests for residency changes for tuition purposes are made through the Admissions Office.

Name Changes

Official name changes are made through the Office of Student Records. Students may access the name change form and information on required supporting documents by logging into MyMTC in the Student Records section. Forms are also available at any of the Office of Student Records campus locations.

Probation/ Warning/Suspension

The Student Records Office notifies students placed on academic probation, warning or suspension. These communications are sent at the end of each full semester, rather than at the end of each mini semester.

Routing a Previous College's Transcripts

The Admissions Office will route official previous college transcripts to the Student Records Office for official evaluation. Official transcripts are transcripts sent directly from one college to another. Electronic transcript formats are preferred but not required. Students are encouraged to request previous colleges to send official transcripts electronically whenever possible to expedite transcript evaluation. Unofficial transcripts are

used only for admission purposes and are not routed to the Student Records Office for evaluation. Approved and non-approved credit is available for viewing at the student's MyMTC account.

Verification of Grades/GPA

Students needing to verify grades/GPA for auto insurance, company reimbursement of tuition and other purposes should contact the Student Records Office.

Other Resources

Child-Care Referral

According to Midlands Technical College's policy, faculty, staff and students shall not bring children to class, lab work, or other designated programming facilities, nor leave children unattended on campus. In addition, children should not be brought to the Student Commons, the Library, the Academic Success Center or any sponsored events unless it is noted as an event designed for the entire family. This policy is designed to support a classroom and college environment conducive to learning and to avoid unsafe conditions for minors. The college assumes no responsibility for the supervision of faculty members', staff members' or students' children. Child care referral information is available online.

Health Services

As a nonresidential college, Midlands Technical College expects students will secure medical services through a private physician or medical facility. It is, however, the policy of the college to provide all students with accidental injury and accidental death and dismemberment insurance while participating in college-sponsored activities (see Student Insurance). In the event of any Police, Medical, or Fire emergency, students should call 911 immediately. The caller should provide their name, telephone number, location (Campus, room number, and/or area such as parking lot) and describe the emergency situation to the 911 operator. Medical claims related to a college activity and Student Accident (on-campus) Insurance Claims must be submitted to the Office of the Vice President for Student Development Services for processing.

Student Insurance

Student accident insurance covers all credit and non-credit students on the college's campuses while the college is in session and during activities sponsored and supervised by the college, including intramural athletics. Benefits provided under the accident insurance cover medical claims submitted within 30 days of the date of the accident. Medical claim forms are available in the Security Office and the office of the Vice President for Student Development Services. Claim forms should be submitted to the office of the Vice President for Student Development Services for processing. A completed claim form must be submitted within 90 days after covered loss occurs or as soon as reasonably possible.

Group student health insurance is not provided directly by Midlands Technical College. As a non-residential college, MTC expects students to secure medical services through a private physician or medical facility as needed. For more Health Insurance Information students can visit the HealthCare.gov website. Medical claim forms are available in the MTC Police Department Office and the Office of the Vice President for Student Development Services.

Welcome to Midlands Technical College!

Whether you are training for in-demand careers in two years or less, preparing for advanced degrees, or anything in between, you can get anywhere from here! No matter what success looks like – preparing you is at the heart of everything we do.

At MTC, we have small classes and knowledgeable, credentialed, and experienced faculty. We also have the tools and expertise to help you find the career that's right for your success.

Midlands Technical College has more than 150 academic and training programs presented through eight Schools of Study:

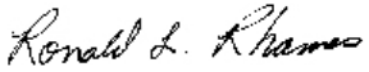
- School of Advanced Manufacturing and Skilled Trades
- School of Business

- School of Education and Public Service
- School of English and Humanities
- School of Health Care
- School of Interdisciplinary Studies
- School of Science, Information Technology, Engineering, and Math (STEM)
- School of Social and Behavioral Sciences

If you aren't sure what School of Study or program is right for you, MTC's advisors, faculty, and staff are ready to help you find what fits your needs.

As a graduate of Midlands Technical College and now as its President, I am proud to lead my alma mater. Our graduates are nurses, doctors, technicians, welders, business owners, lawyers, and leaders from all walks of life. I'm happy that you chose to benefit from our targeted educational programs, dedicated faculty and staff, and personalized services.

Again, we welcome you to Midlands Technical College. You really can get anywhere from here!
Sincerely,



Ronald L. Rhames, '78
President
Midlands Technical College

About MTC

Mission, Vision, Role and Scope, and Values

MTC MISSION STATEMENT

Midlands Technical College is a comprehensive, multi-campus, two-year public college serving the primary region of Richland, Lexington and Fairfield counties of South Carolina. College programs and services provide accessible, affordable, quality education that prepares a diverse student population to succeed in the job market, to transfer to senior colleges and universities, and to achieve their professional and personal goals. The college equitably provides higher education opportunities, strengthens businesses and enhances the economic and social vitality of the community.

MTC VISION STATEMENT

Midlands Technical College, as a premier higher education partner, creates innovative learning environments, promotes individual and business success, drives economic vitality, and enhances quality of life.

MTC STATEMENT OF ROLE AND SCOPE

The college implements its mission through a clearly defined set of programs, services and partnerships that include:

College-Level Credit Programs. The college serves approximately 17,000 credit students annually through courses leading to associate degrees, diplomas and/or certificates in Arts and Sciences, Business, Engineering Technology, Health Sciences, Industrial Technology, Information Systems Technology, Nursing and Public Service.

Corporate and Continuing Education Programs. The college provides professional and career training and development through open enrollment and customized courses with approximately 25,000 enrollments annually. The college serves individuals, businesses and the community. The college also offers self-supporting, noncredit activities for personal enrichment.

Student Development Programs and Services. The college offers programs and services to current and prospective students and alumni to increase their success and enhance their potential for personal, educational and professional growth. The college increases student access to higher education and careers through recruitment, developmental education, financial services, counseling and career services, and evaluation and support services.

College Administrative Support Services. The college, through an array of comprehensive administrative services, ensures an effective and fiscally sustainable institution.

Economic Development Programs. MTC proactively promotes business growth and regional prosperity. The college enhances the economic vitality and quality of life of the region by providing a sustainable workforce and opportunities for community engagement.

Business Collaboration and Partnerships. MTC initiates and expands business relationships through advisory board participation and business outreach activities. Business Solutions works with potential and existing business customers to identify needs and provide specific education and training for their potential and current employees.

STATEMENT OF VALUES

Midlands Technical College contributes to the community by helping individuals reach their full potential through affirmation of the following values:

Commitment to Students - Belief in providing a learner-centered environment offering quality instruction, resources and services and presenting challenging opportunities for the continued growth and development of its students. The college assists students in clarifying their lifelong goals, navigating career pathways, fostering entrepreneurship, developing interpersonal skills and maximizing their potential.

Commitment to Excellence in Education - Belief in offering the highest quality academic programs and support services through a variety of delivery methods that reflect the relevant education required for future success. The college builds a community of learners and prepares students for the work environment or further education.

Commitment to Quality Service - Belief in providing professional, respectful, responsive, flexible, approachable and courteous quality service to all constituents.

Commitment to Integrity - Belief in ethical behavior by all members of the college community. The college fosters and promotes integrity, honesty, fairness and mutual respect among faculty, staff, students and all others associated with the college.

Commitment to Economic Vitality and Quality of Life - Belief in preparing students for successful careers by providing a seamless curriculum bridging secondary education, higher education and lifelong learning. The college serves as a resource for community engagement and partners with business, education and government to enhance the growth and prosperity of the region.

Commitment to Access and Diversity - Belief in providing access to programs and services to students who comprise the cultural, economic and demographic diversity of the community.

Commitment to Faculty and Staff - Belief in the importance of attracting and retaining an excellent and diverse faculty and staff who collectively create a positive learning environment. The college provides professional development opportunities and demonstrates its commitment to the college community by providing resources to carry out the mission of the college.

Commitment to a Quality Campus Environment - Belief in the importance of creating an inviting and secure environment for the college community. The college values clear communications, open exchange of ideas, involvement in decision-making, and respect for all individuals.

Commitment to the Management and Diversification of Resources - Belief in the effective use of college resources to provide quality education and services for the students and community and in being accountable to constituents. The college seeks to diversify its financial support through the pursuit of new and innovative resources. Commitment to Innovation and Renewal - Belief in the spirit of creativity and discovery in all college endeavors. The college is open to innovation, adaptation and positive change for the benefit of all its constituencies.

College History

The present-day Midlands Technical College is the product of a rich and unique history. Never before had a public trade school, a public technical education center and a private junior college merged to form a comprehensive two-year technical/community college in South Carolina.

In 1947, the South Carolina Area Trade Schools (SCATS) Act established the South Carolina Area Trade School–Columbia Campus to provide skilled and educated workers to meet the expanding labor needs of the community. In 1969, the name was changed to Columbia Technical Education Center (TEC) and it became part of the State Committee for Technical Education, which was responsible for guiding the technical programs in the state. The site of the Columbia Technical Education Center is now the Airport Campus of Midlands Technical College.

Richland Technical Education Center (Richland TEC) was established in 1963 to address the need for specialized training for industrial growth, and the first students were enrolled in the fall of 1963. By 1969, the school's enrollment expanded to 1,200 students and Lexington County officials joined forces with Richland County to form the Richland-Lexington Counties Commission for Technical Education. With this partnership, the name

of the school was changed to Midlands Technical Education Center (TEC).

Approximately 15,500 students were enrolled in Midlands Technical Education Center between the years 1969-1974. Major programs of study were offered in industrial and engineering technologies, business and allied health. The site of the Midlands Technical Education Center is now the Beltline Campus of Midlands Technical College. Palmer College in Columbia, a private business college, joined with the State Board for Technical and Comprehensive Education in 1973. At that time, Palmer College annually enrolled 1,000 students in 16 associate degree and diploma programs. On March 21, 1973, the Columbia Technical Education Center, Midlands Technical Education Center and Palmer College in Columbia merged to form a single, multi-campus college. This new college operated as three separate entities governed by one local commission through June 1974. On July 1 of that year, the three separate institutions merged to form 37 Midlands Technical College under the guidance of the Richland-Lexington Counties Commission for Technical Education.

Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), Midlands Technical College provides a variety of educational opportunities that support its mission of human resource development in support of economic development.

More than 100 associate degree, diploma and certificate programs of study are offered. A strong college transfer program has evolved to allow students the opportunity to take the first two years of a baccalaureate degree and transfer to one of the state's four-year institutions. Midlands Technical College is currently the largest feeder college to Columbia College and the University of South Carolina.

Midlands Technical College provides corporate and continuing education opportunities and has more than 25,000 enrollments annually and is the largest provider of corporate and continuing education of any college in the state. Off-campus sites provide classes for many residents.

More than 80 percent of MTC graduates who do not continue their education after graduation are employed in jobs related to their field of study. State-of-the-art equipment, a well-qualified faculty and staff, and hands-on experience give Midlands Technical College's students the high-quality education and training they need to successfully compete in the marketplace.

MTC's students are all ages — the average fall enrollment being 25 years old — and there are more females (60%) than males. The college employs 617 full-time people (fall, 2017).

This 2021-2022 catalog attests to the Midlands Technical College tradition. The college's solid foundation in the past, together with the vision for excellence in the future, ensure citizens and students alike will be proud to call Midlands Technical College their college.

Campuses and Centers

Midlands Technical College is a multi-campus college serving Richland, Lexington and Fairfield county residents in South Carolina. The college operates six campuses: Airport Campus (West Columbia, in Lexington County), Batesburg-Leesville Campus (in Lexington County), Beltline Campus (Columbia, in Richland County), Harbison Campus (Irmo, in Lexington County), Northeast Campus (Columbia, in Richland County), and Fairfield Campus (Fairfield County). The college also operates the Fort Jackson Center located at the Army Continuing Education Center, Fort Jackson and the Lexington North Lake Center, located in the town of Lexington.

Off-Campus Locations

Courses for dual credit are offered on-site at many local high schools in the college's service area.

All off-campus instruction is delivered through the regular full-time faculty of the college and qualified part-time faculty. Students at off-campus locations have access to the same resources as students attending one of our MTC Campuses.

Airport Campus

Airport Campus

The Airport Campus is located on 65 acres on Lexington Drive in West Columbia. It was originally the training site for (Gen. Jimmy) "Doolittle's Raiders" during World War II. Later it housed the South Carolina Area Trade School—Columbia Campus and the Columbia Technical Education Center. The campus now consists of 420,000 square feet of classroom, workshop, library, laboratory and support space. A 45,000 square foot Student Center, which houses all of the student service functions plus the bookstore, cafeteria, and Student Commons, was completed in 1996. Construction was completed on a 34,000 square foot Advanced Manufacturing and Skilled Crafts Center adjacent to Springdale Hall in 2014. Batesburg-Leesville Campus In fall 2007, the college opened the BatesburgLeesville Campus in western Lexington County. The campus, located on

Midlands Technical College

College Street in Batesburg-Leesville, is home to an 8,025 square foot education facility that contains classrooms, faculty and staff offices 35 and student support space. Educational offerings at the campus include general education and career courses as well as corporate and continuing education programs.

Airport Campus Details

Home to more than 360,000 square feet of learning space, the Airport Campus is located on 65 acres in West Columbia.

PHONE: 803.738.8324
ADDRESS: 1260 Lexington Drive, West Columbia, SC 29170

Campuses and Centers

Batesburg-Leesville

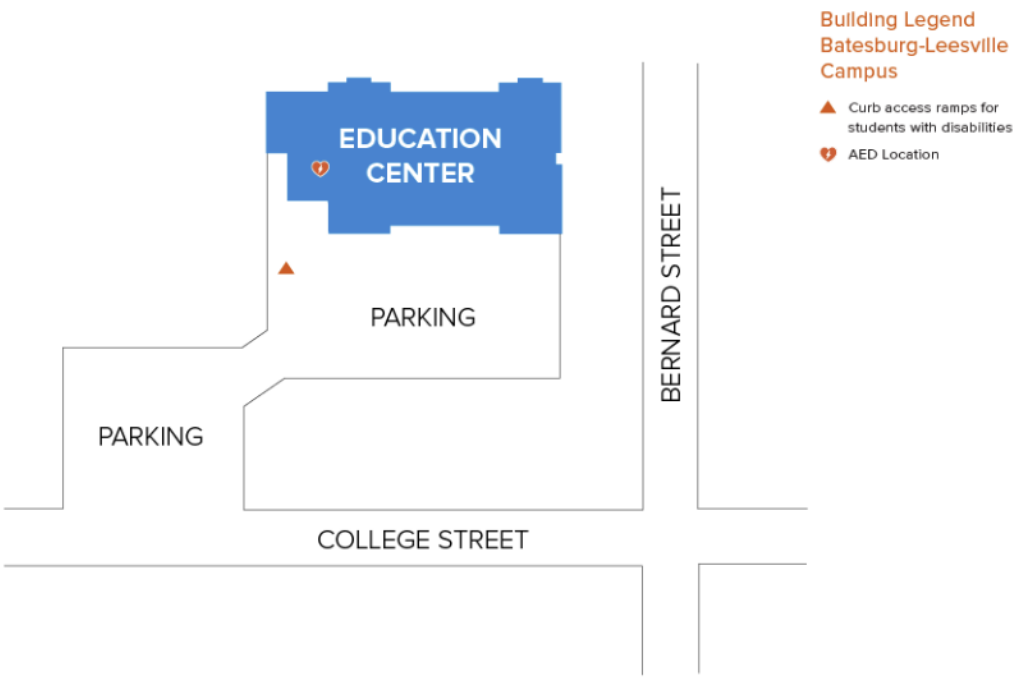
Batesburg-Leesville Campus

In fall 2007, the college opened the Batesburg-Leesville Campus in western Lexington County. The campus, located on College Street in Batesburg-Leesville, is home to an 8,025 square foot education facility that contains classrooms, faculty and staff offices 35 and student support space. Educational offerings at the campus include general education and career courses as well as corporate and continuing education programs.

Batesburg-Leesville Campus Details

The Batesburg-Leesville Campus is designed to bring top-notch education to residents of Batesburg-Leesville, Gilbert, and Pelion. (Hours: 8:00 AM - 5:00 PM on Tuesday, Thursday)

PHONE: 803.604.1601
ADDRESS: 423 College Street, Batesburg-Leesville, SC 29070



Campuses and Centers

Beltline Campus

Beltline Campus

The Beltline Campus, located at 316 South Beltline Boulevard in southeast Columbia, was originally established in 1963 as the Richland Technical Education Center. The campus includes 11 facilities with 364,062 square feet on 22 landscaped acres. The 25,000 square foot Student Center was completed in the fall of 1998 and a parking garage/automotive training facility of 117,000 square feet was completed in fall of 1999. In fall 2005, the Student Center was expanded, and a Precision Manufacturing facility was added. In 2017, the new Learning Resource Center was completed to house the Library, Academic Success Center, Life Skills Center, and general purpose classrooms.

Beltline Campus Details

Located in downtown Columbia, the Beltline Campus was the first campus of Midlands Technical College.

PHONE: 803.738.8324
ADDRESS: 316 S Beltline Blvd, Columbia, SC 29205

Campuses and Centers

Harbison Campus

Harbison Campus

Harbison Campus, located on College Street in Irmo, opened its doors to students in September 1980. The 19 wooded acres and six buildings, consisting of 30,300 square feet, were generously donated by the Harbison Development Corporation. The campus was originally the site of Harbison Junior College, which closed in 1958. Today the campus offers credit courses, short courses, seminars, workshops and conferences to upgrade job skills and enhance professional development. There are also a variety of corporate and continuing education programs for people who want to take courses for personal interest.

The Harbison Campus is also home to Harbison Theatre at Midlands Technical College. This technologically advanced performing arts venue, which opened in 2010, hosts professional touring productions from around the world, contributing to a quality of life in the Midlands that reflects the quality of education offered at the college. Rooted in the performing arts, Harbison Theatre at Midlands Technical College offers programs and productions that encourage reflection, examination and discovery; and that provide entertainment, education and opportunity to professionals, learners and community members in all stages of life. More information about Harbison Theatre may be found at HarbisonTheatre.org.

Harbison Campus Details

The Harbison Campus, located in Irmo, has been a higher education site since 1911.

PHONE: 803.738.8324
ADDRESS: 7300 College Street, Irmo, SC 29063

Campuses and Centers

Fairfield Campus

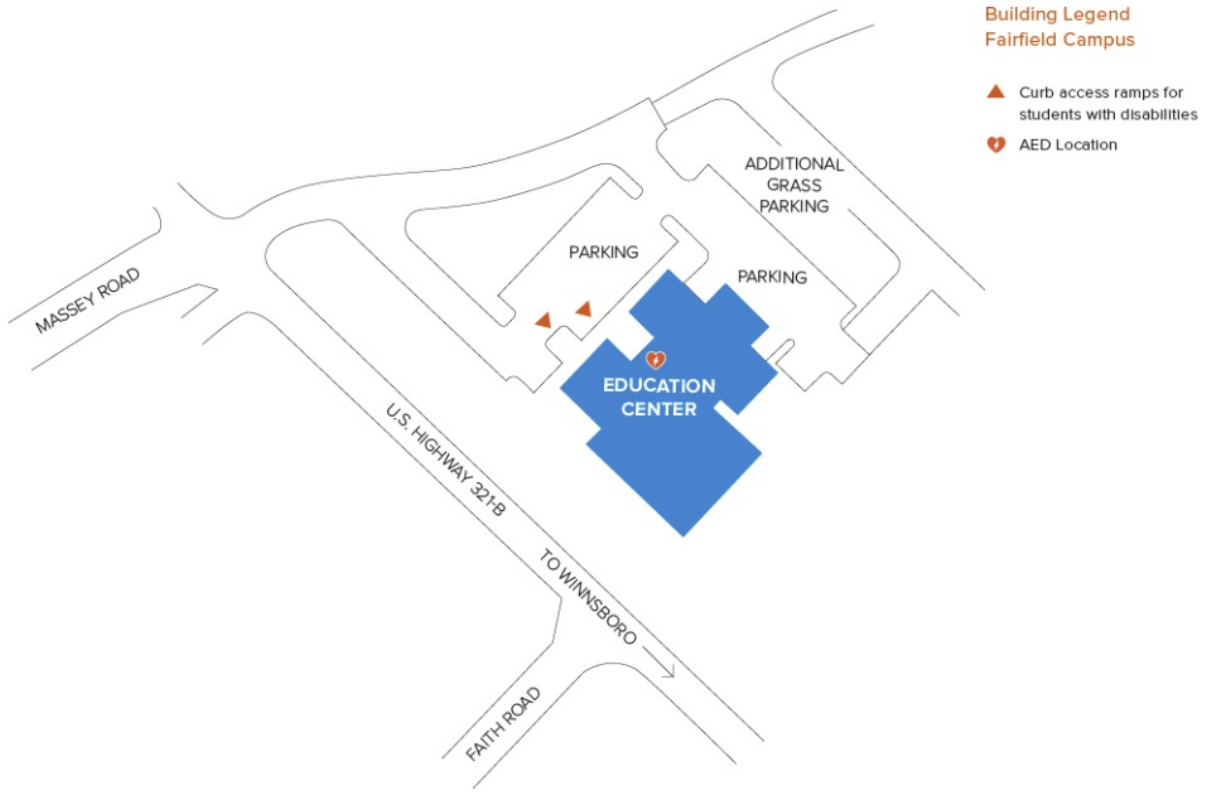
Fairfield Campus

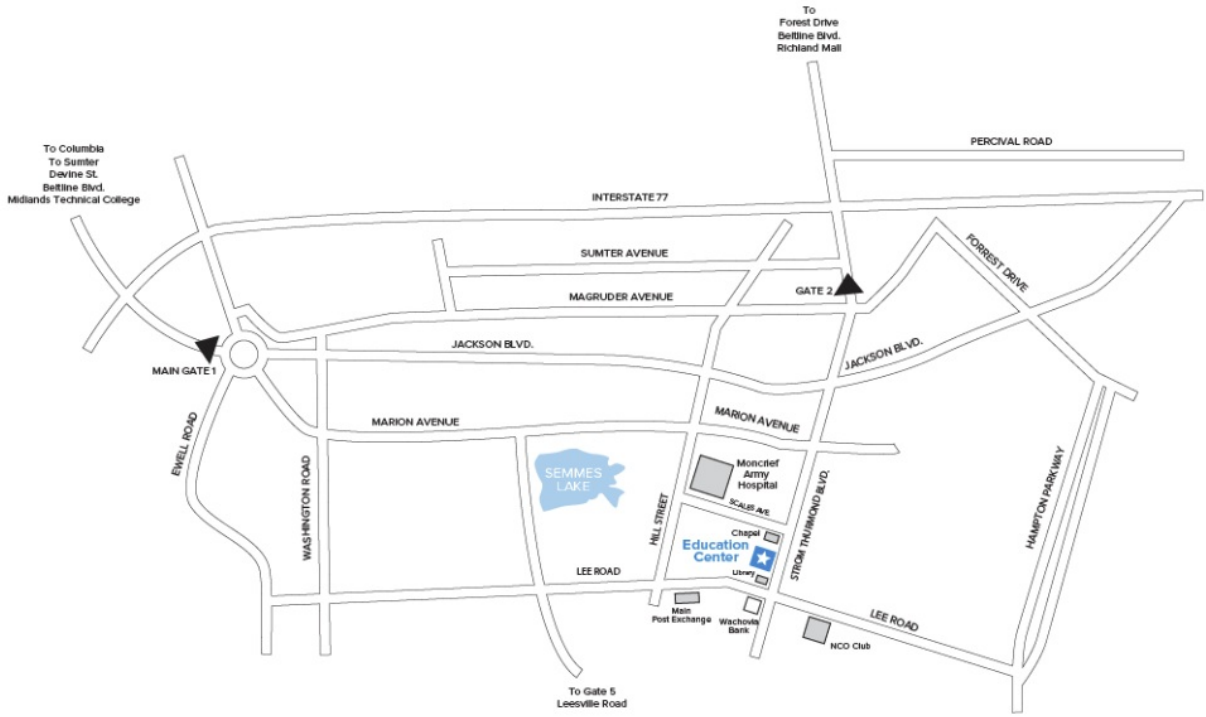
The Fairfield Campus, located at 1674 Hwy 321 North Business in Winnsboro, SC, is a 10,600 square foot facility with several classrooms and industrial bays. Programs offered at the site include MTC QuickJobs programs in areas such as health care, information technology, and industrial technologies. Also offered are general education courses and workforce readiness programs.

Fairfield Campus Details

Staffed by residents of the local community, the Fairfield Campus primarily serves Winnsboro, Blair, Jenkinsville, and Blythewood.

PHONE: 803.815.6650
ADDRESS: 1674 U.S. 321 Business, Winnsboro, SC 29180





Campuses and Centers

Northeast Campus

Northeast Campus

In 1989, Midlands Technical College recognized that current and projected trends in enrollment growth would require a significant expansion of facilities. Studies initiated that year resulted in the eventual purchase, in December 1991, of 150 acres in the northeast sector of Richland County to serve as a regional campus. The site is located adjacent to the Carolina Research Park at 151 Powell Road. The original Master Plan developed in 1992 utilized the entire 150 acre site to house 11 buildings comprised of 387,000 square feet. The college recognized that a more efficient layout of the Northeast Campus was possible. In 1999, the college developed a Master Plan that utilizes only 50 acres but still provides seven buildings with a total of at least 400,000 square feet. In 2003, the Northeast Campus was established with the construction of the 50,000 square foot Center of Excellence for Technology. The facility specializes 36 in information technology and advanced manufacturing training. In 2013, the campus expanded with the Engineering Technology and Sciences Building. This four story state-of-the-art classroom and lab facility houses programs that prepare students for careers in regional technology-based industries. The Northeast Campus is also home to the 150 acre Enterprise Campus at Midlands Technical College. This partnership between the college and the private sector provides an innovative space where work blends with education.

Northeast Campus Details

The Northeast Campus was built to address trends in enrollment growth and is located on 150 acres in northeast Columbia.

PHONE: 803.738.8324
ADDRESS: 151 Powell Road, Columbia, SC 29203

Campuses and Centers

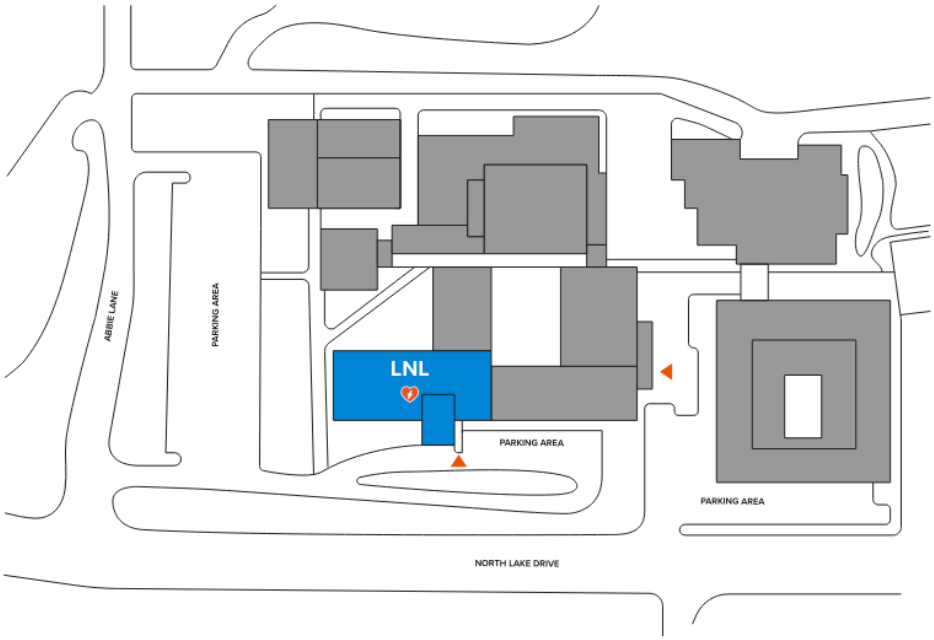
Lexington North Lake Center Details

Located in downtown Lexington, MTC's Lexington North Lake Center offers general education classes and full programs in areas like health care, computer technology, human services, and skilled trades.

PHONE: 803.790.7581

ADDRESS: 702 North Lake Drive, Lexington, SC 29072

702 N Lake Drive
Lexington, SC 29072



Building Legend
Lexington North Lake Center

LNL - Lexington North Lake Building

Curb access ramps for students with disabilities

AED Location

Governance & Leadership

MTC Commission

The governing board of Midlands Technical College is the Midlands Technical College Commission. These leading citizens are appointed by the governor, upon the recommendation of their respective legislative delegations, to serve as trustees for the college.

Members of the commission include: Sandra J. Jackson, Chair; L. Todd Sease; George P. Powers; Paula A. Hite; Katie M. Bolden; Ronald H. Burkett; Michael S. Farrell; Pamela S. Harrison; Margaret U. Holmes; Randall Jackson; John M. Knotts, Jr.; Robert C. Lentz; and Diane E. Sumpter.

Sandra J. Jackson - Chair

Katie M. Bolden

Ronald H. Burkett

Michael S. (Mike) Farrell

Pamela S. Harrison

Paula A. Hite

Margaret U. Holmes	Randall "Mack" Jackson	L. Todd Sease - Past Chair
John M. Knotts, Jr.	George P. “Garry” Powers	Diane E. Sumpter

MTC Foundation

The Midlands Technical College Foundation provides a structure for individuals, corporations, and other private sector interests to demonstrate support for the programs and services offered by Midlands Technical College.

The MTC Foundation is an active partner in advancing the college’s community development mission and seeks financial and other support for the college. In carrying out this role, the Foundation’s Board of Trustees ensures that excellence is achieved and maintained as private sector resources are a critical complement to limited public funding.

The Board of Trustees for the Foundation is composed of individuals who are leaders in the community’s business and civic affairs.

Midlands Technical College Foundation Board

James (Jim) L. Braun, Chair

Jeff Griffin ‘96, Vice Chair

Christian (Chris) Stormer, Treasurer

Cheryl Holland, Secretary

Dan Bruinsma

Stephanie L. DeFreese

David Dubberly

Kristi Eidson

John Griggs, III

Walter (Joe) Johnson ‘83

Angelle LaBorde

Willis Langley, III

Derek Raper

Vaughn Reynolds

Katherine Blanchard Whittle

Chris Zimmer

Trustees Emeriti

James (Jim) D. Reynolds

Thomas (Tom) E. Persons, Sr.

Ex-Officio

Sandra Jackson, Commission Chair

Greg Little, MTC President

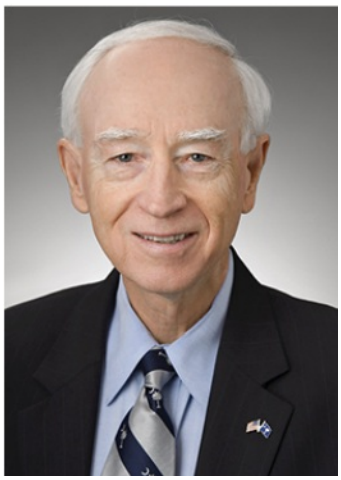
Nancy McKinney, AVP for Philanthropy/CEO, MTC Foundation

Debbie M. Walker, VP for Business Affairs

MTC Presidents Emeriti

Dr. James L. Hudgins
1986-1999
President Emeritus

Dr. Barry W. Russell
1999-2005
President Emeritus



Dr. Marshall (Sonny) White, Jr.
2006-2015
President Emeritus

Executive Council and President's Staff

Rhames, Ronald L. (1990), President; A.A., Midlands Technical College; B.S., Benedict College; M.S., Central Michigan University; D.B.A., Nova Southeastern University.
Bates, Starnell K. (1987), Vice President for Institutional Support; B.F.A., M.Ed., University of South Carolina.
Bennett, Patrick (2015). Executive Director for Access and Opportunity; B.S, Georgia Southern University; M.A., Southern Illinois University.
Bias, Joseph P. (2019), General Counsel, B.A., Wofford College; J.D. University of South Carolina School of Law.
Boatwright, Kimberly S. (1995), Executive Assistant to the President, University of South Carolina.
Goebeler, Stefanie L. (2014), Assistant Vice President for Marketing Communications; B.A., University of South Carolina; M.A., Columbia College.
Holloway, Mary H. (1982), Vice President for Student Development Services; A.S., Piedmont Technical College; B.S., Lander University; M.Ed., Clemson University; Ph.D., University of South Carolina; National Certified Counselor, Licensed Professional Counselor, Graduate Certificate in Higher Education Leadership, University of South Carolina.
Kirk, Barrie B. (1995), Provost; B.A., M.Ed., Ed.D., University of South Carolina.
McKinney, Nancy L. (2018), Associate Vice President for Philanthropy and CEO, Midlands Technical College Foundation; B.A., Iowa State University; MPA, Drake University.
Walker, Debbie M. (1997), Vice President for Business Affairs; B.S., University of South Carolina; MBA, Southern Wesleyan University; CGFO, Government Finance Officers Association of South Carolina/University of South Carolina.

College Accreditation

Midlands Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Midlands Technical College.

Program Approval and Accreditations

Specific programs are accredited and/or approved by the:

- Accreditation Council for Business Schools and Programs (ACBSP)
- Accreditation Commission for Education in Nursing (ACEN)
- American Bar Association (ABA) Standing Committee on Paralegals
- American Society of Health-System Pharmacists (ASHP)

- Accreditation Council for Pharmacy Education (ACPE)
- Commission on Dental Accreditation (CODA) of the American Dental Association – Dental Assisting Program and Dental Hygiene Program
- Commission on Accreditation in Physical Therapy Education (CAPTE)
- Commission on Accreditation for Respiratory Care (CoARC)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)– Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC/STSA)– Medical Assisting Education Review Board (MAERB)
- Council for Standards in Human Service Education (CSHSE)
- Engineering Technology Accreditation Commission of ABET
- Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)
- Joint Review Committee on Education in Radiologic Technology (JRCERT)
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
- National Automotive Technicians Education Foundation (NATEF)
- National Institute for Metalworking Skills (NIMS)
- National Association for the Education of Young Children (NAEYC)
- South Carolina Board of Nursing (SCBN)
- South Carolina Department of Health and Human Services (SCDHHS)– Nursing Assistant Program

South Carolina Technical College System

In addition to these accrediting bodies, Midlands Technical College is part of a system of technical colleges operated under the auspices of the State Board for Technical and Comprehensive Education. The State Board establishes policies that apply to the entire state system and approves all of the college's associate degree, diploma and certificate programs. All associate degree programs are reviewed and approved by the South Carolina Commission on Higher Education.

General Information

For general information, you may write, fax, email, or call: Midlands Technical College, Student and Campus Information Services, PO Box 2408, Columbia, SC 29202; Call 803.738.8324; Fax 803.738.7784; or Email askmtc@midlandstech.edu.

Mailing Address

Midlands Technical College
PO Box 2408 | Columbia, SC 29202

Street Addresses and Phone Numbers

Airport Campus | 803.738.8324 1260 Lexington Drive West Columbia, SC 29170	**Batesburg-Leesville Campus** | 803.604.1601 423 College Street Batesburg-Leesville, SC 29070
Beltline Campus | 803.738.8324 316 S. Beltline Boulevard Columbia, SC 29205	**Fairfield Campus** | 803.815.6650 1674 Highway 321 North Business Winnsboro, SC 29180
Harbison Campus | 803.738.8324 7300 College Street Irmo, SC 29063	**Northeast Campus** | 803.738.8324 151 Powell Road Columbia, SC 29203
Fort Jackson Center | 803.782.3213 Army Continuing Education Center Imboden Street Fort Jackson, SC 29207	**Lexington North Lake Center** | 803.790.7581 702 North Lake Drive Lexington, SC 29072

Statement of Nondiscrimination

Midlands Technical College does not discriminate in admissions, educational programs or employment on the basis of race, sex, sexual orientation, national origin, ethnic group, color, age, religion, disability, genetic information, gender, gender identity, military service, pregnancy, childbirth, or related medical conditions including but not limited to lactation, or any other category protected by applicable law. In compliance with all federal and state laws, including Section 35.107 of the Department of Justice regulations, the Age Discrimination Act of 1967, Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA), the South Carolina Pregnancy Accommodations Act of 2018 and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination. Student inquiries or complaints should be directed to Ms. Debbie M. Walker in her position as Chief Compliance Officer/Title IX Coordinator. She can be reached at Midlands Technical College, P.O. Box 2408, Columbia SC 29202, by telephone at 803.822.3261, or email at walkerd@midlandstech.edu. Faculty and staff inquiries or complaints should be directed to Nicole B. Edwards, Assistant Director of Human Resource Management /Equal Employment Opportunity (EEO) Officer, at 803.822.3050 or edwardsn@midlandstech.edu.

Policy and Procedural Exceptions

Exceptions to the policies and requirements in this catalog are rarely granted. Students are cautioned that the policies and procedures of Midlands Technical College clearly identify personnel who have authority to make exceptions to policy. Students seeking any deviation from requirements in this catalog should be certain they have received appropriate approval.

Academic Limitations

To ensure the highest quality education, Midlands Technical College sets certain limitations on its academic procedures. Please read the section below for current limitations.

Placement Test Scores

A student's scores on appropriate tests for placement in courses will be acceptable for three years from the date the test is taken.

Transfer Course Work Applied Toward Graduation

Applicability and time limitations on transfer course work will be determined by the appropriate program's department chair or designee.

Grade Changes

Normally, a student's grade in a course may not be changed later than one term following the award of the grade. The grade may be changed only by the course instructor or the department chair. Exceptions to these policies may be made only by the appropriate vice president.

Catalog Rights

Students admitted to the college are granted the right to complete programs as stated in the college's Academic Catalog at the time of initial matriculation to the program. As long as the student is eligible to re-enroll, the student maintains these catalog rights. The college reserves the right to change courses as long as the total number of credits required for completion of the program is not increased. A student who must reapply for admission comes into the college under the catalog in effect at the time of readmission.

Course Cancellation

Courses without adequate enrollment are subject to cancellation.

Photographing Employees, Students, and Related Activities

Midlands Technical College often photographs its students, faculty, and staff for college publications and public relations. Anyone who doesn't want his or her photograph used for these purposes should file a written request with the MTC Marketing Communications Office at marketing@midlandstech.edu.

Catalog Changes

MTC reserves the right to change, without notice, any statement in this catalog, including, but not limited to, statements concerning tuition, fees, charges, academic regulations and requirements, course cancellations, class size, instructors, curricula, calendars, credits, or any other college activity or program. Changes will become effective whenever the appropriate MTC authorities so determine. See MTC's website for current information.

Release of Student Information

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, prescribes the conditions under which information about students can be released. It is the policy of Midlands Technical College to follow those guidelines to protect the privacy of students. The following student rights are covered by the Act and afforded to all eligible students of the college:

1. The right to inspect and review information in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
3. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's informational records.
4. The right to secure a copy of the college's policy.
5. The right to file complaints with the US Department of Education concerning alleged failures by the college to comply with the provisions of the Act.

Each of these rights, with any limitations or exceptions, is explained in the college's policy statement, which may be received from the Registrar's Office.

The college may provide directory information in accordance with the provisions of the Act without written consent of an eligible student, unless that student requests in writing that such information not be disclosed. The following items are designated as directory information and may be released on any student for any purpose at the discretion of the college unless a written request for nondisclosure is on file: name, address, telephone listing, photograph and video, enrollment, dates of attendance, participation in officially recognized activities and sports, weight and height of members of sports teams, the most recent previous institution attended, major field of study, and degrees and awards received.

Students who wish to request nondisclosure of the above items may complete a Nondisclosure Form available from the Student Records Office.

All Programs

Associate in Arts

Program Overview

College/School
Interdisciplinary Studies

Program Title
Associate in Arts

Program Code
AA.AA

Degree
AA - Associate in Arts

Academic or Program Level
Undergraduate

Catalog Full Description
The Associate in Arts degree is the parent curriculum of many of our transfer concentrations in humanities and social science. The A.A. concentrations serve students who wish to take courses to transfer into a four-year college or university in such majors as business, humanities, social sciences or others that require more intensive course work in the humanities and/or social sciences than in mathematics and science. The two-year degree program is essentially equivalent to the first two years of the degree requirements for the chosen major at the student's four-year college or university. The student's desired transfer institution will be the ultimate authority on course transfer and degree applicability, and the student and advisor can further refine course choices in the degree planning process.

Transfer to Other Colleges

Entrance requirements for transfer students vary widely among colleges and universities. Transfer of credits is a privilege granted by the institution to which the student transfers, and all applicants and requests for transfer of credit are considered individually. Students must complete their courses at Midlands Technical College with grades acceptable to the college to which they request admission and transfer of credit. It is strongly recommended that early in a student's academic career at Midlands Technical College he or she discuss transferring to a four-year institution with the appropriate representatives of that institution.

While it is the responsibility of each student to plan a program of study to meet the requirements of the college to which the student expects to transfer, informed academic advisors are available to assist students in their course selections.

Requirements

Free Form Requirements

Major: Associate in Arts (61 credit hours)

Degree: Associate in Arts

A. General Education Course Requirements (28 credit hours)

1. COMMUNICATIONS (9 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVORIAL SCIENCES (12 CREDIT HOURS)		CREDIT HOURS
Fine Arts	credit hours must be selected from the following: ART 101, MUS 105, THE 101	3.0
Social/Behavioral Science	3 credit hours must be selected from the following: ANT 202, ECO 210, GEO 102, PSC 201, PSY 201, SOC 101	3.0
History	3 credit hours must be selected from the following: HIS 101, HIS 102, HIS 104, HIS 105, HIS 201, HIS 202	3.0
Additional Fine Arts, Literature, Humanities or SBS Elective	3 credit hours must be selected from the following: ANT 101, ANT 202, ANT 203, ART 101, ART 105, ART 107, ART 108, ART 111, ART 112, ART 121, ART 122, ART 211, ART 212, ART 292, ECO 201, ECO 210, ECO 211, ENG 165, ENG 203, ENG 205, ENG 206, ENG 207, ENG 208, ENG 209, ENG 210, ENG 211, ENG 212, ENG 214, ENG 218, ENG 222, ENG 228, ENG 230, ENG 234, ENG 236, ENG 238, ENG 260, ENG 263, FRE 101, FRE 102, FRE 122, GEO 101, GEO 102, GER 101, GER 102, GER 122, HIS 101, HIS 102, HIS 104, HIS 105, HIS 106, HIS 107, HIS 108, HIS 109, HIS 113, HIS 130, HIS 131, HIS 201, HIS 202, HIS 213, HIS 214, HIS 220, HIS 221, HIS 230, HIS 235, LNG 101, MUS 105, MUS 110, MUS 115, PHI 101, PHI 115, PSC 201, PSC 205, PSC 206, PSC 215, PSC 220, PSC 225 PSY 201, PSY 203, PSY 212, PSY 218, PSY 220, PSY 225, REL 101, REL 102, REL 103, REL 106, SOC 101, SOC 205, SOC 210, SOC 220, SPA 101, SPA 102, SPA 122, SPC 208, SPC 209, SPC 210, THE 101, THE 105, THE 125, THE 220, THE 221, THE 222, THE 253	3.0
Subtotal		**12.0**

3. ANALYTICAL REASONING/SCIENCE (6-7 CREDIT HOURS)		CREDIT HOURS
Analytical Reasoning	MAT 110, MAT 111, MAT 120, MAT 122, MAT 130, MAT 132, MAT 140, MAT 141, MAT 170, MAT 220, MAT 240, MAT 242, MAT 250, MAT 251, PHI 105, PHI 106	3.0
Science	AST 101, AST 102, BIO 101, BIO 102, BIO 112, BIO 201, BIO 202, BIO 205/BIO 206, BIO 210, BIO 211, BIO 225, CHM 105, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, GEO 205, PHY 201, PHY 202, PHY 221, PHY 222	4.0
Subtotal		**7.0**
Total General Education Credits		**28.0**

B. Concentration Course Requirements (15 credit hours)

		CREDIT HOURS
Fine Arts, Literature, Humanities or SBS	15 credit hours must be selected from the following: AET 202; ANT 101, ANT 202, ANT 203, ART 101, ART 105, ART 107, ART 108, ART 111, ART 112, ART 121, ART 122 ART 211, ART 212, ART 292, BUS 130, ECO 201, ECO 210, ECO 211, ENG 165, ENG 203, ENG 205, ENG 206, ENG 207, ENG 208, ENG 209, ENG 210, ENG 211, ENG 212, ENG 214, ENG 218, ENG 222, ENG 228, ENG 230, ENG 234, ENG 236, ENG 238, ENG 260, ENG 263, ENG 299, FRE 101, FRE 102, FRE 122, GEO 101, GEO 102, GER 101, GER 102, GER 122, HIS 101, HIS 102, HIS 104, HIS 105, HIS 106, HIS 107, HIS 108, HIS 109, HIS 113, HIS 130, HIS 131, HIS 201, HIS 202, HIS 213, HIS 214, HIS 220, HIS 221, HIS 230, HIS 235, LNG 101, MUS 105, MUS 110, MUS 115, PHI 101, PHI 115, PSC 201, PSC 205, PSC 206, PSC 215, PSC 220, PSC 225, PSY 201, PSY 203, PSY 212, PSY 218, PSY 220, PSY 225, REL 101, REL 102, REL 103, REL 106, SOC 101, SOC 205, SOC 210, SOC 220, SPA 101, SPA 102, SPA 122, SPC 208, SPC 209, SPC 210, THE 101, THE 105, THE 125, THE 220, THE 221, THE 222, THE 253	15.0
Total Concentration Credits:		**15.0**

C. College-Wide Electives (18 credit hours)

Electives depend on students' educational goals and may show wide variety. Students should consult their advisors for appropriate elective courses. Credits may be selected from curriculum courses numbered 101 and above, excluding MAT 101, MAT 102, and AOT 105.

	CREDIT HOURS
18 credit hours may be selected from curriculum courses numbered 101 and above, excluding MAT 101, MAT 102, and AOT 105.	18.0
Total College-Wide Elective Credits:	**18.0**
Total Program Credit Hours	**61.0**

Associate in Arts - Pol. Science - Amer. Government

Program Overview

College/School
Social and Behavioral Sciences

Program Title
Associate in Arts - Pol. Science - Amer. Government

Program Code
AA.AA.AGPS

Degree
AA - Associate in Arts

Academic or Program Level
Undergraduate

Catalog Full Description
Areas like worker rights, civil rights, poverty, national security, immigration, economic development, and environmental challenges are just some of the targets of study and practice in American Government. The Associate of Arts degree with a concentration in Political Science American Government provides a comprehensive foundation for understanding American government. The coursework prepares students so that they arrive at their transfer destinations with the skills and knowledge to succeed in upper level Political Science courses, future graduate studies, and a variety of rewarding careers with a national and global reach and impact.

Requirements

Free Form Requirements

Concentration: American Government (61 credit hours)

Degree: Associate in Arts

A. Required Distribution (28 credit hours)

1. COMMUNICATIONS (9 CREDIT HOURS)		**CREDIT HOURS**
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		**CREDIT HOURS**
MUS 105 OR ART 101 OR THE 101	Music Appreciation OR Art History and Appreciation OR Introduction to Theatre	3.0
SOC 101	Introduction to Sociology	3.0
HIS 102	Western Civilization Post 1689	3.0
HIS 202	American History: 1877 to Present	3.0
Subtotal		**12.0**

3. ANALYTICAL REASONING/SCIENCE (7 CREDIT HOURS)		CREDIT HOURS
MAT 120	Probability and Statistics	3.0
BIO 101	Biological Science I	4.0
Subtotal		**7.0**
Total General Education Credits:		**28.0**

B. Courses for Concentration (16 credit hours)

		CREDIT HOURS
PSC 201	American Government	3.0
PSC 205	Politics and Government	3.0
PSC 215	State and Local Government	3.0
PSC 225	Campaigns and Elections	3.0
SPA 101 OR ECO 210	Elementary Spanish I OR Macroeconomics	3.0-4.0
Total Humanities Credits:		**15.0-16.0**

C. College-Wide Electives (17 credit hours)

		CREDIT HOURS
COL 105	Freshman Seminar	3.0
PHI 105	Introduction to Logic	3.0
GEO 205	Physical Geography	4.0
SPA 102 OR HIS 201	Elementary Spanish II OR American History Discovery to 1877	4.0 (3.0)
SPA 122 OR ENG 203	Basic Proficiency in Spanish OR Survey of American Literature	3.0
PSY 201	General Psychology (if needed)	3.0
Total College-Wide Elective Credits:		**16.0-17.0**
Total Program Credit Hours:		**61.0-62.0**

Associate in Arts - Anthropology

Program Overview

College/School
Social and Behavioral Sciences

Program Title
Associate in Arts - Anthropology

Program Code
AA.AA.ANTH

Degree
AA - Associate in Arts

Academic or Program Level
Undergraduate

Catalog Full Description
Anthropologists assess, interpret and manage cultural resources. They investigate culture and study human evolution, variation and adaptation, along with developments of past human societies. Those choosing an Associate of Arts degree with a concentration in Anthropology begin by questioning and learning what it means to be human. They also build foundational knowledge in research, statistics, as well as cultural and biological aspects of human behavior. Anthropology students develop skills in critical thinking, problem solving and communication. The coursework prepares students with the skills and knowledge needed to succeed in upper level anthropology courses, future graduate studies, and a variety of rewarding and impactful careers in private and public arenas and in international settings.

Requirements

Free Form Requirements

Concentration: Anthropology (61 credit hours)

Degree: Associate in Arts

A. Required Distribution (28 credit hours)

1. COMMUNICATIONS (9 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		CREDIT HOURS
ART 101 OR MUS 105 OR THE 101	Art History and Appreciation OR Music Appreciation OR Introduction to Theatre	3.0
SOC 101	Introduction to Sociology	3.0
HIS 104 OR HIS 201	World History I OR American History Discovery to 1877	3.0
PSY 201	General Psychology	3.0
Subtotal		**12.0**

3. ANALYTICAL REASONING/SCIENCE (6-7 CREDIT HOURS)		CREDIT HOURS
MAT 120	Probability and Statistics	3.0
BIO 205/BIO 206	Ecology /Ecology Lab	4.0
Subtotal		**7.0**
Total General Education Credits:		**28.0**

B. Courses for Concentration (15 credit hours)

		CREDIT HOURS
ANT 101	General Anthropology	3.0
ANT 202	Cultural Anthropology	3.0
ANT 203	Physical Anthropology and Archeology	3.0
LNG 101	Introduction to Language	3.0
GEO 102	World Geography	3.0
Total Humanities Credits:		**15.0**

C. Additional Requirements or Electives (18 credit hours)

		CREDIT HOURS
COL 105	Freshman Seminar	3.0
PHI 101 OR MAT 110	Introduction to Philosophy OR College Algebra	3.0
PSC 201	American Government	3.0
PSY 203 OR MAT 130	Human Growth and Development OR Elementary Calculus	3.0
ECO 201	Economic Concepts	3.0
REL 101 OR REL 103	Introduction to Religion OR Comparative Religion	3.0
	Total College-Wide Elective Credits:	**18.0**
Total Program Credit Hours:		**61.0**

Associate in Arts - Applied Psychology

Program Overview

College/School
Social and Behavioral Sciences

Program Title
Associate in Arts - Applied Psychology

Program Code
AA.AA.APSY

Degree
AA - Associate in Arts

Academic or Program Level
Undergraduate

Catalog Full Description
Making a positive difference in people's lives involves applying knowledge of human needs and abilities to help others solve problems and live healthy, productive and fulfilling lives. Those choosing an Associate of Arts degree with a concentration in Applied Psychology develop the knowledge and skills necessary for taking a scientific approach to understanding human behavior and mental processes and to fostering healthy human development. They learn to identify, analyze and synthesize information needed to communicate and work cooperatively with others from a diverse range of perspectives, attitudes and skills. The coursework prepares students with the skills and knowledge needed to succeed in upper level psychology courses, future graduate studies, and a variety of rewarding and impactful careers in mental health, education, healthcare, human services, business and industry and government settings.

Requirements

Free Form Requirements

Concentration: Applied Psychology (61 credit hours)

Degree: Associate in Arts

A. Required Distribution (28 credit hours)

1. COMMUNICATIONS (9 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		CREDIT HOURS
ART 101 OR MUS 105 OR THE 101	Art History and Appreciation OR Music Appreciation OR Introduction to Theatre	3.0
PSY 201	General Psychology	3.0
HIS 201	American History: Discovery to 1877	3.0
PHI 115	Contemporary Moral Ethics	3.0
Subtotal		**12.0**

3. ANALYTICAL REASONING/SCIENCE (7 CREDIT HOURS)		CREDIT HOURS
MAT 110	College Algebra	3.0
BIO 101	Biological Sciences I	4.0
Subtotal		**7.0**
Total General Education Credits:		**28.0**

B. Courses for Concentration (15 credit hours)

		CREDIT HOURS
PSY 203	Human Growth and Development	3.0
PSY 212	Abnormal Psychology	3.0
PSY 218	Behavioral Modification	3.0
PSY 220	Psychology of Personality	3.0
PSY 225	Social Psychology	3.0
Total Humanities Credits:		**15.0**

C. Additional Requirements or Electives (18 credit hours)

		CREDIT HOURS
COL 105	Freshman Seminar	3.0
MAT 120	Probability and Statistics	3.0
SOC 101	Introduction to Sociology	3.0
HIS 101 OR HIS 102	Western Civilization Pre 1689 OR Western Civilization Post 1689	3.0
REL 101 OR REL 103	Introduction to Religion OR Comparative Religion	3.0
ANT 202	Cultural Anthropology	3..0
Total College-Wide Elective Credits:		**18.0**
Total Program Credit Hours:		**61.0**

Associate in Arts - Architecture

Program Overview

College/School

Science, Information Technology, Engineering and Math (STEM)

Program Title

Associate in Arts - Architecture

Program Code

AA.AA.ARCH

Degree

AA - Associate in Arts

Academic or Program Level

Undergraduate

Catalog Full Description

Architects design buildings and interiors, and they develop drawings and specifications for contractors to use in constructing these projects. Individuals in this profession typically work closely with clients, engineers, and contractors, balancing aesthetic and functional considerations with building code requirements and knowledge of construction techniques.

The Associate of Arts with a Concentration in Architecture degree is designed for students who plan to transfer to a Bachelor of Architecture Program at another institution. While this pathway was designed specifically for students who wish to pursue a four-year Architecture degree at Clemson University, the curriculum will prepare students to be successful at any institution that offers a bachelor's degree program in architecture. Students will learn the basics of design theory and will be introduced to the discipline of Architecture through courses on drafting and design, architectural history, and building materials. Additional courses in humanities, math and science, fine arts, and communication will lay a strong foundation for continued higher education.

Requirements

Free Form Requirements

Major: Associate in Arts (67 credit hours)

Degree: Associate in Arts with Concentration in Architecture

A. GENERAL EDUCATION COURSE REQUIREMENTS (28 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
ART 101	Art History and Appreciation	3.0
HIS 201	American History: Discovery to 1877	3.0
GEO 102 OR ECO 210	World Geography OR Macroeconomics	3.0
ENG 208 OR ENG 209	World Literature I OR World Literature II	3.0
MAT 140	Analytical Geometry and Calculus	4.0
PHY 201	Physics I	4.0
Subtotal		**29.0**

B. MAJOR COURSE REQUIREMENTS (17 CREDIT HOURS)		CREDIT HOURS
SPA 101 OR FRE 101	Elementary Spanish I OR Elementary French I	4.0
SPA 102 OR FRE 102	Elementary Spanish II OR Elementary French II	4.0
SPA 122 OR FRE 122	Basic Proficiency in Spanish OR Basic Proficiency in French	3.0
ART 107	History of Early Western Art	3.0
AET 202	History of Architecture	3.0
Subtotal		**17.0**

C. ADDITIONAL COURSE REQUIREMENTS (21 CREDIT HOURS)		CREDIT HOURS
AET 101	Building Systems I	3.0
AET 120	Architectural Graphics II	3.0
AET 122	Basic Design Theory	3.0
AET 123	Architectural Drafting	3.0
AET 230	Architect Graphics III	4.0
COL 101	College Orientation	1.0
EGR 194	Statics and Strength of Materials	4.0
Subtotal		**21.0**
Total Credit Hours		**67.0**

Associate in Arts - Art Studio

Program Overview

College/School

English and Humanities

Program Title
Associate in Arts - Art Studio

Program Code
AA.AA.ARST

Degree
AA - Associate in Arts

Academic or Program Level
Undergraduate

Catalog Full Description
The Art Studio Concentration in the Associate in Arts program is designed to teach students the history, skills, and creative processes of professional artists. Courses in design, drawing, and painting provide an interdisciplinary exploration of visual, commercial, and industrial arts. This foundation helps prepare students for careers in a wide range of fields including illustration, animation, graphic design, conservation, and education. Much of the coursework from MTC's Art Studio AA Concentration can be applied toward a bachelor's degree at a four-year college or university, so the Art Studio Concentration is a great choice for students who wish to continue their education.

Requirements

Free Form Requirements

Concentration: Art Studio (60 credit hours)

Degree: Associate in Arts

A. General Education Course Requirements (28 credit hours)

1. COMMUNICATIONS (9 CREDIT HOURS)		**CREDIT HOURS**
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		CREDIT HOURS
ART 101	Art History and Appreciation	3.0
ENG 222 OR ENG 207 OR ENG 214 OR ENG 218 OR ENG 228 OR ENG 238	Poetry OR Literature for Children OR Fiction OR Drama OR Studies in Film OR Creative Writing	3.0
HIS 101 OR HIS 102 OR HIS 104 OR HIS 105 OR HIS 201	Western Civilization to 1689 OR Western Civilization Post-1689 OR World History I OR World History II OR American History to 1877	3.0
PSY 201 OR SOC 101 OR GEO 102	General Psychology OR Introduction to Sociology OR World Geography	3.0
Subtotal		**12.0**

3. ANALYTICAL REASONING/SCIENCE (7 CREDIT HOURS)		CREDIT HOURS
MAT 110 OR MAT 120 OR PHI 105	College Algebra OR Probability and Statistics OR Introduction to Logic	3.0
BIO 112 OR BIO 205/206	Basic Anatomy and Physiology OR Ecology and Lab	4.0
Subtotal		**7.0**

B. Associate in Arts Electives (15 credit hours)

		CREDIT HOURS
ART 111	Basic Drawing I	3.0
ART 121	2D Design	3.0
ART 122	3D Design	3.0
ART 202 OR ART 211	Ceramics I OR Introduction to Painting	3.0
ARV 211	Digital Media Design	3.0
Subtotal		**15.0**

C. College-Wide Electives (18 credit hours)

		CREDIT HOURS
COL 105	Freshman Seminar	3.0
ART 107 OR ART 108	History of Early Western Art OR History of Western Art	3.0
ART 112	Basic Drawing II	3.0
FRE 101 OR SPA 101	Elementary French I OR Elementary Spanish I	4.0
FRE 102 OR SPA 102	Elementary French II OR Elementary Spanish II	4.0
Subtotal		**18.0**

Associate in Arts - Biological Psychology

Program Overview

College/School
Social and Behavioral Sciences

Program Title
Associate in Arts - Biological Psychology

Program Code
AA.AA.BIPSY

Degree
AA - Associate in Arts

Academic or Program Level
Undergraduate

Catalog Full Description
The rapidly expanding fields of neuroscience, health psychology, psychoneuroimmunology, medicine and human factors research offer a range of opportunities for those having a strong foundation in biological psychology. Students choosing an Associate of Arts degree with a concentration in Biological Psychology learn to apply knowledge of the biological basis of thoughts, feelings and behavior to understanding and addressing physical, psychological and social problems. They identify, analyze and synthesize information needed to improve human health and well-being and to develop technologies enhancing human behavior and capacity. The coursework prepares students with the skills and knowledge needed to succeed in upper level biological psychology courses, future graduate studies, and a variety of rewarding and impactful careers requiring a scientific approach to understanding and solving physical, psychological and social problems.

Requirements

Free Form Requirements

Concentration: Biological Psychology (60 credit hours)

Degree: Associate in Arts

A. Required Distribution (28 credit hours)

1. COMMUNICATIONS (9 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		CREDIT HOURS
MUS 105 OR ART 101 OR THE 101	Music Appreciation OR Art History and Appreciation OR Introduction to Theatre	3.0
PSY 201	General Psychology	3.0
HIS 201	American History: Discovery to 1877	3.0
PHI 115	Contemporary Moral Ethics	3.0
Subtotal		**12.0**

3. ANALYTICAL REASONING/SCIENCE (7 CREDIT HOURS)		CREDIT HOURS
MAT 110	College Algebra	3.0
BIO 101	Biological Sciences I	4.0
	Subtotal	**7.0**
Total General Education Credits:		**28.0**

B. Courses for Concentration (17 credit hours)

		CREDIT HOURS
BIO 102	Biological Sciences II	4.0
BIO 210	Anatomy and Physiology I	4.0
PSY 203	Human Growth and Development	3.0
PSY 212	Abnormal Psychology	3.0
PSY 218	Behavioral Modification	3.0
Total Humanities Credits:		**17.0**

C. Additional Requirements or Electives (15 credit hours)

		CREDIT HOURS
COL 105	Freshman Seminar	3.0
MAT 130	College Algebra	3.0
SOC 101	Introduction to Sociology	3.0
HIS 101 OR HIS 102	Western Civilization Pre 1689 OR Western Civilization Post 1689	3.0
MAT 120	Probability and Statistics	3.0
	Total College-Wide Elective Credits:	**15.0**
Total Program Credit Hours:		**60.0**

Associate in Arts - Business

Program Overview

College/School
Business

Program Title
Associate in Arts - Business

Program Code
AA.AA.BUSN

Degree
AA - Associate in Arts

Academic or Program Level
Undergraduate

Catalog Full Description
School of Business Mission Statement

Our mission is to provide high-quality and affordable business education in accounting, office support services, marketing, and management that prepares students for successful careers in the dynamic and competitive marketplace. Our programs are designed to be accessible and transferable, allowing students to transition seamlessly into the workforce or continue their education.

Students wanting to earn a bachelor's degree in a business-related field can pursue the Business concentration of the Associate in Arts degree program. This pathway is also a good choice for students seeking transfer to business-related bachelor's degrees at USC such as journalism, public relations, advertising, event planning, retailing, or sports management as well as those seeking transfer to business programs at other colleges and universities.

Requirements

Free Form Requirements

Major: Associate in Arts (63-64 credit hours)

Degree: Associate in Arts

A. General Education Course Requirements (28 credit hours)

1. COMMUNICATIONS (9 CREDIT HOURS)		**CREDIT HOURS**
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
Subtotal:		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVORIAL SCIENCES (12 CREDIT HOURS)		CREDIT HOURS
ART 101 OR MUS 105	Art History and Appreciation OR Music Appreciation	3.0
ENG 203 OR ENG 209	American Literature Survey OR World Literature II	3.0
PHI 115 OR PSC 201	Contemporary Moral Issues OR American Government	3.0
HIS 201 OR HIS 202	American History: Discovery to 1877 OR American History: 1877 to Present	3.0
Subtotal:		**12.0**

3. MATHEMATICS/NATURAL LAB SCIENCE (7 CREDIT HOURS)		CREDIT HOURS
MAT 110	College Algebra	3.0
BIO 101	Biological Science I	4.0
Subtotal:		**7.0**
Total General Education Credits:		**28.0**

B. Courses for Concentration

COMMUNICATION/HUMANITIES/FINE ARTS/SBS (12-13 CREDIT HOURS)		CREDIT HOURS
ECO 210	Macroeconomics	3.0
ECO 211	Microeconomics	3.0
PSY 201 OR SOC 101	General Psychology OR Intro to Sociology	3.0
	Foreign Language OR REL 103 if Foreign Language is not required	4.0 OR 3.0
Total Concentration Credits:		**12.0-13.0**

C. Additional Requirements/Electives (23 credit hours)

1. COLLEGE SUCCESS REQUIREMENTS (2 CREDIT HOURS)		CREDIT HOURS	
COL 101	College Orientation (taken first year)	1.0	
IDS 112	Employability Skills for Careers (taken second year)	1.0	
	Subtotal		2.0

2. COLLEGE-WIDE DIRECTED ELECTIVES (SELECT 18 CREDIT HOURS BASED ON YOUR INTENDED BACHELOR'S DEGREE — 21 CREDIT HOURS)		CREDIT HOURS
ACC 101	Accounting Principles I	3.0
ACC 102	Accounting Principles II	3.0
BUS 121	Business Law I	3.0
BUS 130	Business Communications	3.0
BUS 240	Business Statistics	3.0
CPT 170	Microcomputer Applications	3.0
HIS 102 OR HIS 106	World Civilization: Past 1689 OR Introduction to African History	3.0
Total College-Wide Elective Credits:		**23.0**
Total Program Credit Hours:		**63.0-64.0**

Associate in Arts - Early Childhood and Elem Education

Program Overview

College/School
Education and Public Service

Program Title
Associate in Arts - Early Childhood and Elem Education

Program Code
AA.AA.ECEED

Degree
AA - Associate in Arts

Academic or Program Level
Undergraduate

Catalog Full Description
Midlands Technical College provides two types of opportunities for students interested in entering the field of education. The Early Care & Education Associate degree qualifies students to enter the early childhood workforce. Education Transfer qualifies a student to complete teacher certification at a four-year institution.

Early Care & Education

Pathways specifically in Early Care & Education lead to careers working with children ages birth through eight years, including child care centers, Head Start and Early Head Start centers, family child care homes, licensed group homes, after-school programs, programs for children with special needs, summer camp programs, and parenting programs. Students who complete this degree can be hired as teacher assistants in public schools. These programs are not designed to lead to teacher certification. MTC does have articulation agreements with several four-year institutions for those who want to work towards teacher certification after taking Early Care & Education courses. Please see an Early Childhood Development (ECD) Advisor to discuss various program plans and articulation agreements at the following institutions:

- Columbia College
- South Carolina State University
- Newberry College
- University of South Carolina

To explore these pathways, please see the section entitled “Early Childhood Development” below.

Education Transfer

Pathways in Early Childhood & Elementary Education and Middle Level Education are designed to lead to teacher certification after transfer to colleges and universities with four-year education degrees.

Students seeking to transfer to a four-year college to become a certified teacher for Pre-Kindergarten through eighth grade should contact an Education Transfer advisor. Education transfer courses (EDU) are available at Midlands Technical College, along with plans for transferring to many in-state colleges and universities. Students planning on teaching at the high school level will major in their specific content area (Math, Science, History, English, etc.).

Articulation agreements for Education Transfer students include those with:

- Benedict College
- Claflin University
- Columbia College
- Columbia International University
- South Carolina State University
- UofSC Columbia (Including Palmetto College for Elementary Education)

To explore these pathways, please see the sections entitled “Early Childhood & Elementary Education Concentration” and “Middle Level Education Concentration” below.

Early Childhood Development

The Early Childhood Development (ECD) Program is designed for individuals entering the field of early childhood education as well as for those already employed in the field who want to improve their job skills. The ECD program includes interactive classroom experiences as well as off-site experiences in a variety of nationally accredited child care and early education environments.

This program is accredited by the National Association for the Education of Young Children (NAEYC).

Special Requirements

Students must earn a grade of “C” or better in all of the ECD courses offered for the grade to be counted toward graduation. All ECD students must take the placement test and complete (or test out of) ENG 100 and RDG 100 before enrolling in program courses, with the exception of ECD 101, Introduction to Early Childhood, and SAC 101, Best Practices in School-Age and Youth Care. Students enrolled in lab classes must complete a SLED background check, physical, and TB test before attending lab sites. Please see your advisor about lab site forms and requirements.

Requirements

Free Form Requirements

Early Childhood & Elementary Education Concentration (61-63 credit hours)

(Transfer to 4-year College for Teacher Certification)

Degree: Associate in Arts

A. General Education Course Requirements (28 credit hours)

1. COMMUNICATIONS (9 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		CREDIT HOURS
ART 101 OR MUS 105 OR THE 101	Art History and Appreciation OR Music Appreciation OR Introduction to Theatre	3.0
GEO 102	World Geography	3.0
HIS 202 OR HIS 201	American History 1877 to Present OR American History Discovery to 1877	3.0
HIS 106 OR HIS 108	Introduction to African History OR Introduction to East Asian Civilization	3.0
Subtotal		**12.0**

3. ANALYTICAL REASONING/SCIENCE (7 CREDIT HOURS)		CREDIT HOURS
MAT 110	College Algebra	3.0
BIO 101	Biological Sciences I	4.0
Subtotal		**7.0**

B. Associate in Arts Electives (17 credit hours)

ASSOCIATE IN ARTS ELECTIVES (17 CREDIT HOURS)		CREDIT HOURS
PHI 115	Contemporary Moral Issues	3.0
SPA 101 OR FRE 101 OR GER 101	Elementary Spanish I OR Elementary French I OR Elementary German I	4.0
SPA 102 OR FRE 102 OR GER 102	Elementary Spanish II OR Elementary French II OR Elementary German II	4.0
PSC 201	American Government	3.0
ENG 207	Literature for Children	3.0
Subtotal		**17.0**

C. College-Wide Electives (18 credit hours)

COLLEGE-WIDE ELECTIVES (18 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
EDU 201	Classroom Inquiry with Technology	3.0
EDU 230	Schools in Communities	4.0
EDU 241	Learners and Diversity	4.0
MAT 250	Elementary Mathematics	3.0
MAT 251	Elementary Mathematics II	3.0
Subtotal		**18.0**

Associate in Arts - English

Program Overview

College/School
English and Humanities

Program Title
Associate in Arts - English

Program Code
AA.AA.ENGL

Degree
AA - Associate in Arts

Academic or Program Level
Undergraduate

Catalog Full Description
The English Concentration in the Associate in Arts program prepares students to transfer to four-year colleges and universities for the further study of English or American Literature, Secondary Education, Library Science, Pre-Law, or other majors that require course work emphasizing critical thinking and reading, as well as analysis, research, and communication skills.

Requirements

Free Form Requirements

Concentration: English (61-62 credit hours)

Degree: Associate in Arts

A. General Education Course Requirements (28 credit hours)

1. COMMUNICATIONS (9 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		CREDIT HOURS
ART 101 OR THE 101 OR MUS 105	Art History and Appreciation OR Introduction to Theatre OR Music Appreciation	3.0
ANT 202 OR GEO 102	Cultural Anthropology OR World Geography	3.0
HIS 101 OR HIS 102	Western Civilization to 1689 OR Western Civilization Post-1689	3.0
HIS 202 OR HIS 201	American History: 1877 to Present OR American History: Discovery to 1877	3.0
Subtotal		**12.0**

3. ANALYTICAL REASONING/SCIENCE (7 CREDIT HOURS)		CREDIT HOURS
MAT 110 OR MAT 120 OR PHI 105	College Algebra OR Probability and Statistics OR Introduction to Logic	3.0
BIO 101 OR BIO 205/206 OR AST 101 OR AST 102	Biological Science I OR Ecology and Lab OR Solar System Astronomy OR Stellar Astronomy	4.0
Subtotal		**7.0**

B. Associate in Arts Electives (15 credit hours)

		CREDIT HOURS
ENG 203	American Literature Survey	3.0
ENG 205 OR ENG 206 OR ENG 208 OR ENG 209	English Literature I OR English Literature II OR World Literature I OR World Literature II	3.0
ENG 214	Fiction	3.0
ENG 238 OR ENG 260 OR ENG 263	Creative Writing OR Advanced Technical Communications OR Writing for Social Media	3.0
ENG 299	Special Topics in English	3.0
Subtotal		**15.0**

C. College-Wide Electives (18-19 credit hours)

		CREDIT HOURS
COL 105	Freshman Seminar	3.0
CPT 101 OR CPT 170	Introduction to Computer OR Microcomputer Applications	3.0
LNG 101 OR SPA 101 OR SPA 102 OR FRE 101 OR FRE 102 OR GER 101 OR GER 102	Introduction to Language OR Elementary Spanish I OR Elementary Spanish II OR Elementary French I OR Elementary French II OR Elementary German I OR Elementary German II	3.0-4.0
PHI 101 OR PHI 115	Introduction to Philosophy OR Contemporary Moral Issues	3.0
REL 103 OR GEO 102	Comparative Religion OR World Geography	3.0
PSY 201 OR SOC 101	PSY 201 General Psychology OR SOC 101 Introduction to Sociology	3.0
Subtotal		**18.0-19.0**

Associate in Arts -Forensic Psychology

Program Overview

College/School

Social and Behavioral Sciences

Program Title

Associate in Arts -Forensic Psychology

Program Code

AA.AA.FPSY

Degree

AA - Associate in Arts

Academic or Program Level

Undergraduate

Catalog Full Description

Ensuring public safety requires cross-disciplinary knowledge and a variety of skills applicable to careers in enforcement and investigations, as well as in judicial and correctional systems. Forensic psychologists have the training needed to assess, treat and advance research across all the systems involved in public safety. Those choosing an Associate of Arts degree with a concentration in Forensic Psychology experience coursework bringing together the biological, psychological and criminal justice principles needed to understand human behavior and motivation in the context of the legal system. They develop the knowledge and skills needed to apply psychological science to forensic evaluations, providing expertise and guidance in judicial systems and public safety organizations. The coursework prepares students with the skills and knowledge needed to succeed in upper level forensic psychology courses, future graduate studies, and a variety of critical careers in the public safety sector, judicial and correctional systems, psychiatric facilities, private practice and the military.

Requirements

Free Form Requirements

Concentration: Forensic Psychology (61 credit hours)

Degree: Associate in Arts

A. Required Distribution (28 credit hours)

1. COMMUNICATIONS (9 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		CREDIT HOURS
MUS 105 OR ART 101 OR THE 101	Music Appreciation OR Art History and Appreciation OR Introduction to Theatre	3.0
PSY 201	General Psychology	3.0
HIS 101 OR HIS 102	Western Civilization Pre 1689 OR Western Civilization Post 1689	3.0
PHI 115	Contemporary Moral Ethics	3.0
Subtotal		**12.0**

3. ANALYTICAL REASONING/SCIENCE (7 CREDIT HOURS)		CREDIT HOURS
MAT 120	Probability and Statistics	3.0
BIO 101	Biological Science I	4.0
Subtotal		**7.0**
Total General Education Credits:		**28.0**

B. Courses for Concentration (15 credit hours)

		CREDIT HOURS
PSC 201	American Government	3.0
PSY 203	Human Growth and Development	3.0
PSY 212	Abnormal Psychology	3.0
PSY 225	Social Psychology	3.0
SOC 205	Social Problems	3.0
Total Humanities Credits:		**15.0**

C. Additional Requirements or Electives (18 credit hours)

		CREDIT HOURS
COL 105	Freshman Seminar	3.0
REL 102	Introduction to Biblical Study	3.0
CRJ 101	Introduction to Criminal Justice	3.0
CRJ 115	Criminal Law I	3.0
CRJ 125	Criminology	3.0
CRJ 220	The Judicial Process	3.0
	Total College-Wide Elective Credits:	**18.0**
Total Program Credit Hours:		**61.0**

Associate in Arts - Geography

Program Overview

College/School
Social and Behavioral Sciences

Program Title
Associate in Arts - Geography

Program Code
AA.AA.GEOG

Degree
AA - Associate in Arts

Academic or Program Level
Undergraduate

Catalog Full Description
Geographers think globally. They research, decipher and interpret natural and human-built landscapes. Students choosing an Associate of Arts degree with a concentration in Geography learn about Earth's physical environment and the diversity of human societies spread across our planet. They will expand their global knowledge, visit environmentally and culturally significant places, develop map interpretation skills and learn map-making techniques. The coursework prepares students with the skills and knowledge needed to succeed in upper level geography courses, future graduate studies, and a variety of rewarding and impactful careers in fields as diverse as: natural and cultural resource management, disaster and emergency management, policy making, international aid and human rights, and urban and regional planning, as well as regional and multinational business.

Requirements

Free Form Requirements

Concentration: Geography (60 credit hours)

Degree: Associate in Arts

A. Required Distribution (28 credit hours)

1. COMMUNICATIONS (9 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVORIAL SCIENCES (12 CREDIT HOURS)		CREDIT HOURS
ART 101 OR MUS 105 OR THE 101	Art History and Appreciation OR Music Appreciation OR Introduction to Theatre	3.0
ANT 202	Cultural Anthropology	3.0
HIS 201	American History Discovery to 1877	3.0
ENG 203 OR ENG 205 OR ENG 206 OR ENG 208 OR ENG 209 OR ENG 210 OR ENG 211 OR ENG 212 OR SPA 102 OR SPA 122	American Literature OR English Literature I OR English Literature II OR World Literature I OR World Literature II OR Asian Literature OR African Literature OR Latin American Literature OR Elementary Spanish II OR Basic Spanish Proficiency	3.0
Subtotal:		**12.0**

3. ANALYTICAL REASONING/SCIENCE (6 CREDIT HOURS)

3. ANALYTICAL REASONING/SCIENCE (6 CREDIT HOURS)		CREDIT HOURS
MAT 120	Probability and Statistics	3.0
BIO 205 (with BIO 206 listed below)	Ecology	3.0
Subtotal		**6.0**
Total General Education Credits:		**27.0**

B. Courses for Concentration (16 credit hours)

		CREDIT HOURS
GEO 101 OR GEO 201	Introduction to Geography OR Geography of North America	3.0
GEO 102	World Geography	3.0
GEO 205	Physical Geography	4.0
HIS 105 OR HIS 104	World History II OR World History I	3.0
PSC 201 OR PHI 115	American Government OR Contemporary Moral Issues	3.0
Total Humanities Credits:		**16.0**

C. Additional Requirements or Electives (17 credit hours)

		CREDIT HOURS
COL 105	Freshman Seminar	3.0
BIO 206 (taken with BIO 205 above)	Ecology Lab	1.0
PHI 105 OR MAT 110	Introduction to Logic OR College Algebra	3.0
ANT 203 OR MAT 130	Cultural Anthropology OR Elementary Calculus	3.0
SPA 101 OR SPA 102	Elementary Spanish I OR Elementary Spanish II	4.0
SOC 101 OR PSC 220	Introduction to Sociology OR International Relations	3.0
(if needed for credit hours due to foreign language exemption) BIO 101 OR AST 101	Biological Science I OR Solar System Astronomy	(4.0)
	Total Additional Requirements or Elective Credits:	**17.0**
Total Program Credit Hours:		**60.0**

Associate in Arts - History

Program Overview

College/School

English and Humanities

Program Title

Associate in Arts - History

Program Code

AA.AA.HIST

Degree

AA - Associate in Arts

Academic or Program Level
Undergraduate

Catalog Full Description
The History Concentration in the Associate in Arts program prepares students to transfer to a four-year college or university in majors such as History, Education, Journalism, Pre-Law, or others that require more intensive course work in the humanities and/or social sciences. Studying the past can offer students the research, communication, and analytical skills needed for a career in law, government, research, or teaching. Whether in the classroom or the courtroom, a degree in history gives students the critical thinking skills and cultural awareness required to excel in a professional career.

Requirements

Free Form Requirements

Concentration: History (60 credit hours)

Degree: Associate in Arts

A. General Education Course Requirements (28 credit hours)

1. COMMUNICATIONS (9 CREDIT HOURS)		**CREDIT HOURS**
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		**CREDIT HOURS**
ART 101 OR MUS 105 OR THE 101	Art History and Appreciation OR Music Appreciation OR Introduction to Theatre	3.0
GEO 101 OR GEO 102 OR GEO 201	Introduction to Geography OR World Geography OR Geography of North America	3.0
HIS 101 OR HIS 102 OR HIS 104 OR HIS 105	Western Civilization to 1689 OR Western Civilization Post-1689 OR World History I OR World History II	3.0
PSY 201	General Psychology	3.0
Subtotal		**12.0**

3. ANALYTICAL REASONING/SCIENCE (7 CREDIT HOURS)		CREDIT HOURS
MAT 110 OR MAT 120 OR PHI 105	College Algebra OR Probability and Statistics OR Introduction to Logic	3.0
BIO 101 OR BIO 205/206	Biological Sciences I OR Ecology and Ecology Lab	4.0
Subtotal		**7.0**

B. Associate in Arts Electives (15 credit hours)

		CREDIT HOURS
HIS 201 OR HIS 202	American History: Discovery to 1877 OR American History: 1877 to Present	
HIS 106 OR HIS 107 OR HIS 108 OR HIS 109	Introduction to African History OR Introduction to the Middle East OR Introduction to East Asian Civilization OR Introduction to Latin American Civilization	3.0
HIS 113 OR HIS 130 OR HIS 131	Native American History OR African-American History to 1877 OR African-American History 1877 to Present	3.0
HIS 230 OR HIS 220 OR HIS 221	The American Civil War OR American Studies I OR American Studies II	3.0
HIS 235 OR HIS 220 OR HIS 221	American Military History OR American Studies I OR American Studies II	3.0
Subtotal		**15.0**

C. College-Wide Electives (17 credit hours)

		CREDIT HOURS
COL 105	Freshman Seminar	3.0
SPA 101 OR FRE 101 OR GEO 205*	SPA 101 Elementary Spanish I OR FRE 101 Elementary French I OR Physical Geography *For students who place out of foreign language 101 courses	4.0
SPA 102 OR FRE 102	Elementary Spanish II OR Elementary French II	4.0
ANT 202 OR SPA 122	Cultural Anthropology OR Spanish Basic Proficiency	3.0
PSC 201 OR ECO 201	PSC 201 American Government OR ECO 201 Economics Concepts	3.0

Associate in Arts - Interdisciplinary Studies

Program Overview

College/School
Interdisciplinary Studies

Program Title
Associate in Arts - Interdisciplinary Studies

Program Code
AA.AA.IDS

Degree
AA - Associate in Arts

Academic or Program Level
Undergraduate

Catalog Full Description
The Associate in Arts degree is the parent curriculum of many of our transfer concentrations in humanities and social science. The A.A. concentrations serve students who wish to take courses to transfer into a four-year college or university in such majors as business, humanities, social sciences or others that require more intensive course work in the humanities and/or social sciences than in mathematics and science. The two-year degree program is essentially equivalent to the first two years of the degree requirements for the chosen major at the student's four-year college or university. The student's desired transfer institution will be the ultimate authority on course transfer and degree applicability, and the student and advisor can further refine course choices in the degree planning process.

Transfer to Other Colleges

Entrance requirements for transfer students vary widely among colleges and universities. Transfer of credits is a privilege granted by the institution to which the student transfers, and all applicants and requests for transfer of credit are considered individually. Students must complete their courses at Midlands Technical College with grades acceptable to the college to which they request admission and transfer of credit. It is strongly recommended that early in a student's academic career at Midlands Technical College he or she discuss transferring to a four-year institution with the appropriate representatives of that institution.

While it is the responsibility of each student to plan a program of study to meet the requirements of the college to which the student expects to transfer, informed academic advisors are available to assist students in their course selections.

Requirements

Free Form Requirements

Major: Associate in Arts (61 credit hours)

Degree: Associate in Arts

A. General Education Course Requirements (28 credit hours)

1. COMMUNICATIONS (9 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVORIAL SCIENCES (12 CREDIT HOURS)		CREDIT HOURS
Fine Arts	credit hours must be selected from the following: ART 101, MUS 105, THE 101	3.0
Social/Behavioral Science	3 credit hours must be selected from the following: ANT 202, ECO 210, GEO 102, PSC 201, PSY 201, SOC 101	3.0
History	3 credit hours must be selected from the following: HIS 101, HIS 102, HIS 104, HIS 105, HIS 201, HIS 202	3.0
Additional Fine Arts, Literature, Humanities or SBS Elective	3 credit hours must be selected from the following: ANT 101, ANT 202, ANT 203, ART 101, ART 105, ART 107, ART 108, ART 111, ART 112, ART 121, ART 122, ART 211, ART 212, ART 292, ECO 201, ECO 210, ECO 211, ENG 165, ENG 203, ENG 205, ENG 206, ENG 207, ENG 208, ENG 209, ENG 210, ENG 211, ENG 212, ENG 214, ENG 218, ENG 222, ENG 228, ENG 230, ENG 234, ENG 236, ENG 238, ENG 260, ENG 263, FRE 101, FRE 102, FRE 122, GEO 101, GEO 102, GER 101, GER 102, GER 122, HIS 101, HIS 102, HIS 104, HIS 105, HIS 106, HIS 107, HIS 108, HIS 109, HIS 113, HIS 130, HIS 131, HIS 201, HIS 202, HIS 213, HIS 214, HIS 220, HIS 221, HIS 230, HIS 235, LNG 101, MUS 105, MUS 110, MUS 115, PHI 101, PHI 115, PSC 201, PSC 205, PSC 206, PSC 215, PSC 220, PSC 225 PSY 201, PSY 203, PSY 212, PSY 218, PSY 220, PSY 225, REL 101, REL 102, REL 103, REL 106, SOC 101, SOC 205, SOC 210, SOC 220, SPA 101, SPA 102, SPA 122, SPC 208, SPC 209, SPC 210, THE 101, THE 105, THE 125, THE 220, THE 221, THE 222, THE 253	3.0
Subtotal		**12.0**

3. ANALYTICAL REASONING/SCIENCE (6-7 CREDIT HOURS)		CREDIT HOURS
Analytical Reasoning	MAT 110, MAT 111, MAT 120, MAT 122, MAT 130, MAT 132, MAT 140, MAT 141, MAT 170, MAT 220, MAT 240, MAT 242, MAT 250, MAT 251, PHI 105, PHI 106	3.0
Science	AST 101, AST 102, BIO 101, BIO 102, BIO 112, BIO 201, BIO 202, BIO 205/BIO 206, BIO 210, BIO 211, BIO 225, CHM 105, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, GEO 205, PHY 201, PHY 202, PHY 221, PHY 222	4.0
Subtotal		**7.0**
Total General Education Credits		**28.0**

B. Concentration Course Requirements (15 credit hours)

		CREDIT HOURS
Fine Arts, Literature, Humanities or SBS	15 credit hours must be selected from the following: AET 202; ANT 101, ANT 202, ANT 203, ART 101, ART 105, ART 107, ART 108, ART 111, ART 112, ART 121, ART 122 ART 211, ART 212, ART 292, BUS 130, ECO 201, ECO 210, ECO 211, ENG 165, ENG 203, ENG 205, ENG 206, ENG 207, ENG 208, ENG 209, ENG 210, ENG 211, ENG 212, ENG 214, ENG 218, ENG 222, ENG 228, ENG 230, ENG 234, ENG 236, ENG 238, ENG 260, ENG 263, ENG 299, FRE 101, FRE 102, FRE 122, GEO 101, GEO 102, GER 101, GER 102, GER 122, HIS 101, HIS 102, HIS 104, HIS 105, HIS 106, HIS 107, HIS 108, HIS 109, HIS 113, HIS 130, HIS 131, HIS 201, HIS 202, HIS 213, HIS 214, HIS 220, HIS 221, HIS 230, HIS 235, LNG 101, MUS 105, MUS 110, MUS 115, PHI 101, PHI 115, PSC 201, PSC 205, PSC 206, PSC 215, PSC 220, PSC 225, PSY 201, PSY 203, PSY 212, PSY 218, PSY 220, PSY 225, REL 101, REL 102, REL 103, REL 106, SOC 101, SOC 205, SOC 210, SOC 220, SPA 101, SPA 102, SPA 122, SPC 208, SPC 209, SPC 210, THE 101, THE 105, THE 125, THE 220, THE 221, THE 222, THE 253	15.0
Total Concentration Credits:		**15.0**

C. College-Wide Electives (18 credit hours)

Electives depend on students' educational goals and may show wide variety. Students should consult their advisors for appropriate elective courses. Credits may be selected from curriculum courses numbered 101 and above, excluding MAT 101, MAT 102, and AOT 105.

	CREDIT HOURS
18 credit hours may be selected from curriculum courses numbered 101 and above, excluding MAT 101, MAT 102, and AOT 105.	18.0
Total College-Wide Elective Credits:	**18.0**
Total Program Credit Hours	**61.0**

Associate in Arts - Pol. Science - International Relations

Program Overview

College/School
Social and Behavioral Sciences

Program Title
Associate in Arts - Pol. Science - International Relations

Program Code
AA.AA.IRPSC

Degree
AA - Associate in Arts

Academic or Program Level
Undergraduate

Catalog Full Description
Globalization, human rights, poverty, security, economic development, and environmental challenges are some of the targets of study and practice in international relations. The Associate of Arts degree with a concentration in Political Science International Relations provides a comprehensive foundation for understanding International Relations. The coursework prepares students so that they arrive at their transfer destinations with the skills and knowledge to succeed in upper level political science courses, future graduate studies, and a variety of rewarding careers having a global reach and broad impact.

Requirements

Free Form Requirements

Concentration: International Relations (61 credit hours)

Degree: Associate in Arts

A. Required Distribution (28-29 credit hours)

1. COMMUNICATIONS (9 CREDIT HOURS)		**CREDIT HOURS**
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (13 CREDIT HOURS)		**CREDIT HOURS**
MUS 105 OR ART 101 OR THE 101	Music Appreciation OR Art History and Appreciation OR Introduction to Theatre	3.0
HIS 102	Western Civilization Post 1689	3.0
HIS 201 OR HIS 202	American History: Discovery to 1877 OR American History: 1877 to Present	3.0
SPA 101 OR ECO 210	Elementary Spanish I OR Macroeconomics	3.0-4.0
Subtotal		**12.0-13.0**

3. ANALYTICAL REASONING/SCIENCE (7 CREDIT HOURS)		CREDIT HOURS
MAT 120	Probability and Statistics	3.0
BIO 101	Biological Science I	4.0
Subtotal		**7.0**
Total General Education Credits:		**28.0-29.0**

B. Courses for Concentration (15 credit hours)

		CREDIT HOURS
PSC 201	American Government	3.0
PSC 205	Politics and Government	3.0
PSC 206	Politics of the Middle East	3.0
PSC 220	Introduction to International Relations	3.0
GEO 102	World Geography	3.0
Total Humanities Credits:		**15.0**

C. Additional Requirements or Electives (17 credit hours)

		CREDIT HOURS
COL 105	Freshman Seminar	3.0
PHI 105	Introduction to Logic	3.0
GEO 205	Physical Geography	4.0
SPA 102 OR ENG 209	Elementary Spanish II OR World Literature II	3.0-4.0
SPA 122 OR HIS 108	Basic Proficiency in Spanish OR Introduction to East Asian Civilization	3.0
ANT 202	Cultural Anthropology (if needed)	3.0
	Total Additional Requirements or Elective Credits:	**17.0-19.0**
Total Program Credit Hours:		**61.0-62.0**

Associate in Arts - Middle School Education

Program Overview

College/School
Education and Public Service

Program Title
Associate in Arts - Middle School Education

Program Code
AA.AA.MSED

Degree
AA - Associate in Arts

Academic or Program Level
Undergraduate

Catalog Full Description

Midlands Technical College

Midlands Technical College provides two types of opportunities for students interested in entering the field of education. The Early Care & Education Associate degree qualifies students to enter the early childhood workforce. Education Transfer qualifies a student to complete teacher certification at a four-year institution.

Early Care & Education

Pathways specifically in Early Care & Education lead to careers working with children ages birth through eight years, including child care centers, Head Start and Early Head Start centers, family child care homes, licensed group homes, after-school programs, programs for children with special needs, summer camp programs, and parenting programs. Students who complete this degree can be hired as teacher assistants in public schools. These programs are not designed to lead to teacher certification. MTC does have articulation agreements with several four-year institutions for those who want to work towards teacher certification after taking Early Care & Education courses. Please see an Early Childhood Development (ECD) Advisor to discuss various program plans and articulation agreements at the following institutions:

- Columbia College
- South Carolina State University
- Newberry College
- University of South Carolina

To explore these pathways, please see the section entitled “Early Childhood Development” below.

Education Transfer

Pathways in Early Childhood & Elementary Education and Middle Level Education are designed to lead to teacher certification after transfer to colleges and universities with four-year education degrees.

Students seeking to transfer to a four-year college to become a certified teacher for Pre-Kindergarten through eighth grade should contact an Education Transfer advisor. Education transfer courses (EDU) are available at Midlands Technical College, along with plans for transferring to many in-state colleges and universities. Students planning on teaching at the high school level will major in their specific content area (Math, Science, History, English, etc.).

Articulation agreements for Education Transfer students include those with:

- Benedict College
- Claflin University
- Columbia College
- Columbia International University
- South Carolina State University
- UofSC Columbia (Including Palmetto College for Elementary Education)

To explore these pathways, please see the sections entitled “Early Childhood & Elementary Education Concentration” and “Middle Level Education Concentration” below.

Early Childhood Development

The Early Childhood Development (ECD) Program is designed for individuals entering the field of early childhood education as well as for those already employed in the field who want to improve their job skills. The ECD program includes interactive classroom experiences as well as off-site experiences in a variety of nationally accredited child care and early education environments.

This program is accredited by the National Association for the Education of Young Children (NAEYC).

Special Requirements

Students must earn a grade of "C" or better in all of the ECD courses offered for the grade to be counted toward graduation. All ECD students must take the placement test and complete (or test out of) ENG 100 and RDG 100 before enrolling in program courses, with the exception of ECD 101, Introduction to Early Childhood, and SAC 101, Best Practices in School-Age and Youth Care. Students enrolled in lab classes must complete a SLED background check, physical, and TB test before attending lab sites. Please see your advisor about lab site forms and requirements.

Requirements

Free Form Requirements

Middle-Level Education Concentration (62-64 credit hours)

(Transfer to 4-year College for Teacher Certification)

Degree: Associate in Arts

A. General Education Course Requirements (28 credit hours)

1. COMMUNICATIONS (9 CREDIT HOURS)		**CREDIT HOURS**
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		**CREDIT HOURS**
ART 101 OR MUS 105 OR THE 101	Art History and Appreciation OR Music Appreciation OR Introduction to Theatre	3.0
GEO 102	World Geography	3.0
HIS 202 OR HIS 201	American History 1877 to Present OR American History Discovery to 1877	3.0
HIS 101 OR HIS 102	Western Civilization to 1689 OR Western Civilization Post 1689;	3.0
Subtotal		**12.0**

3. ANALYTICAL REASONING/SCIENCE (7 CREDIT HOURS)		**CREDIT HOURS**
MAT 110	College Algebra	3.0
BIO 101	Biological Sciences I	4.0
Subtotal		**7.0**

B. Associate in Arts Electives (15-17 credit hours)

ASSOCIATE IN ARTS ELECTIVES (15 - 17 CREDIT HOURS)		CREDIT HOURS
PHI 115	Contemporary Moral Issues	3.0
ENG 208 OR HIS 105 OR SPA 101	World Literature I OR World History I OR Elementary Spanish I	3.0 - 4.0
ENG 207 OR ENG 209 OR SPA 102 OR PSC 201 OR ENG 203 OR ENG 205	Literature for Children OR World Literature II OR Elementary Spanish II OR American Government OR American Literature OR English Literature I	3.0 - 4.0
HIS 104	World History I	3.0
PSC 201 OR HIS 106 OR ENG 207 OR FRE 101 OR GER 101 OR REL 103	American Government OR Introduction to African History OR Literature for Children OR Elementary French I O OR Elementary German I OR Comparative Religion	3.0 - 4.0
Subtotal		**15.0 - 17.0**

C. College-Wide Electives (19 credit hours)

COLLEGE-WIDE ELECTIVES (19 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
EDU 201	Classroom Inquiry with Technology	3.0
EDU 230	Schools in Communities	4.0
EDU 241	Learners and Diversity	4.0
MAT 120	Probability and Statistics	3.0
AST 101 OR GEO 205	Solar System Astronomy OR Physical Geography	4.0
Subtotal		**19.0**

Associate in Arts - Sociology

Program Overview

College/School

Social and Behavioral Sciences

Program Title

Associate in Arts - Sociology

Program Code

AA.AA.SOCI

Degree
AA - Associate in Arts

Academic or Program Level
Undergraduate

Catalog Full Description
Social health and well-being requires an understanding of how groups, organizations, networks, institutions and cultures organize and influence us. Sociologists study the construction and maintenance of societies to address social phenomena and social problems, including poverty, racism, sexism, crime, terrorism and war. Those choosing an Associate of Arts degree with a concentration in Sociology develop a sophisticated understanding of the complex social world we live in, as well as the kind of analytical and problem-solving skills needed to address today's pressing social issues and problems. The coursework prepares students with the skills and knowledge needed to succeed in upper level sociology courses, future graduate studies, and a variety of rewarding and impactful careers across diverse fields including social services, law enforcement, education, government, business and journalism.

Requirements

Free Form Requirements

Concentration: Sociology (62 credit hours)

Degree: Associate in Arts

A. Required Distribution (28 credit hours)

1. COMMUNICATIONS (9 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		CREDIT HOURS
ART 101 OR MUS 105 OR THE 101	Art History and Appreciation OR Music Appreciation OR Introduction to Theatre	3.0
SOC 101	Introduction to Sociology	3.0
HIS 201	American History Discovery to 1877	3.0
HIS 102 OR HIS 104	Western Civilization Post 1689 OR World History I	3.0
Subtotal		**12.0**

3. ANALYTICAL REASONING/SCIENCE (7 CREDIT HOURS)		CREDIT HOURS
MAT 120	Probability and Statistics	3.0
BIO 205/BIO 206	Ecology/Ecology Lab	4.0
Subtotal		**7.0**
Total General Education Credits:		**28.0**

B. Courses for Concentration (15 credit hours)

		CREDIT HOURS
ANT 202	Cultural Anthropology	3.0
PSC 205	Politics and Government	3.0
SOC 205	Social Problems	3.0
SOC 210	Juvenile Delinquency	3.0
SOC 220	Sociology of the Family	3.0
Total Humanities Credits:		**15.0**

C. Additional Requirements or Electives (19 credit hours)

		CREDIT HOURS
COL 105	Freshman Seminar	3.0
PHI 105	Introduction to Logic	3.0
GEO 205	Physical Geography	4.0
HIS 108 OR HIS 109 OR HIS 113 OR HIS 131	Introduction to East Asian Civilization OR Introduction to Latin Am History and Civ OR Native American History OR African-American History 1877 to Present	3.0
PSY 201	General Psychology	3.0
REL 101	Introduction to Religion	3.0
	Total College-Wide Elective Credits:	**19.0**
Total Program Credit Hours:		**62.0**

Associate in Arts - Writing

Program Overview

College/School
English and Humanities

Program Title
Associate in Arts - Writing

Program Code
AA.AA.WRIT

Degree
AA - Associate in Arts

Academic or Program Level
Undergraduate

Catalog Full Description
The Writing Concentration in the Associate in Arts program prepares students to transfer to four-year colleges or universities for majors such as Creative Writing, Rhetoric, Publishing, Technical and Professional Communications, Social and Digital Media, Journalism, and other majors with an emphasis on writing, communications, and media.

Requirements

Free Form Requirements

Concentration: Writing (61-63 credit hours)

Degree: Associate in Arts

A. General Education Course Requirements (28 credit hours)

1. COMMUNICATIONS (9 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205	Public Speaking	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		CREDIT HOURS
THE 101 OR ART 101 OR MUS 105	Introduction to Theatre OR Art History and Appreciation OR Music Appreciation	3.0
PSC 201 OR GEO 102	American Government OR World Geography	3.0
PSY 201 OR SOC 101	General Psychology OR Introduction to Sociology	3.0
HIS 202 OR HIS 201	American History: 1877 to Present OR American History: Discovery to 1877	3.0
Subtotal		**12.0**

3. ANALYTICAL REASONING/SCIENCE (7 CREDIT HOURS)		CREDIT HOURS
MAT 110 OR MAT 120 OR PHI 105	College Algebra OR Probability and Statistics OR Introduction to Logic	3.0
BIO 101 OR BIO 205/206 OR AST 101 OR AST 102 OR GEO 205	Biological Science I OR Ecology and Lab OR Solar System Astronomy OR Stellar Astronomy OR Physical Geography	4.0
Subtotal		**7.0**

B. Associate in Arts Electives (15 credit hours)

		CREDIT HOURS
ENG 203 OR ENG 205 OR ENG 206 OR ENG 208 OR ENG 209	American Literature Survey OR English Literature I OR English Literature II OR World Literature I OR World Literature II	3.0
ENG 238	Creative Writing	3.0
ENG 260	Advanced Technical Communications	3.0
ENG 263	Writing for Social Media	3.0
ENG 299	Special Topics in English	3.0
Subtotal		**15.0**

C. College-Wide Electives (18-20 credit hours)

		CREDIT HOURS
COL 105	Freshman Seminar	3.0
CPT 170 OR CPT 101	Microcomputer Applications OR Introduction to Computers	3.0
LNG 101 OR SPA 101 OR SPA 102 OR FRE 101 OR FRE 102 OR GER 101 OR GER 102	Introduction to Language OR Elementary Spanish I OR Elementary Spanish II OR Elementary French I OR Elementary French II OR Elementary German I OR Elementary German II	3.0-4.0
PHI 115 OR PHI 101	Contemporary Moral Ethics OR PHI 101 Introduction to Philosophy	3.0
HIS 102 OR HIS 101	Western Civilization Post-1689 OR OR Western Civilization to 1689	3.0
ENG 175 OR SPA 101 OR SPA 102 OR FRE 101 OR FRE 102 OR GER 101 OR GER 102	Proofreading and Editing OR Elementary Spanish I OR Elementary Spanish II OR Elementary French I OR Elementary French II OR Elementary German I OR Elementary German II	3.0-4.0
Subtotal		**18.0-20.0**

Associate in Applied Sci - Accounting

Program Overview

College/School
Business

Program Title
Associate in Applied Sci - Accounting

Program Code
AAS.ACC

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Accounting Mission Statement

Our mission is to provide students with a solid foundation in accounting principles, practices, and technologies that prepare them for successful careers in accounting and related fields. We aim to develop graduates proficient in bookkeeping, accounting software, and financial statement analysis on the way to becoming industry-certified. We are committed to fostering a culture of professionalism, integrity, and ethical behavior as students explore their interests, pursue their goals, and achieve their full potential as accounting professionals.

Accounting is a versatile and lucrative career path that offers diverse opportunities across various industries. Accountants prepare, analyze, and interpret accounting records and financial statements, providing essential information to their companies. Accountants play a crucial role in ensuring financial records are accurate, taxes are paid, and businesses operate efficiently.

An Associate in Applied Science in Accounting is a solid entry point into the accounting profession. Graduates will gain a strong foundation in accounting principles, analytical skills, and popular software, including QuickBooks and Excel, equipping them to enter the workforce with confidence. Completing this associate's degree can open doors to entry-level positions, laying the groundwork for a successful career in accounting.

The accounting program is accredited by the Accreditation Council for Business Schools and Programs.

Requirements

Free Form Requirements

Major: Accounting (62 Credit Hours)

Degree: Associate in Applied Science

Students must earn a grade of "C" or better in all of the courses that have the following prefixes: ACC, AOT, ARV, BAF, BUS, CPT, MGT, and MKT.

A. GENERAL EDUCATION COURSE REQUIREMENTS (15 CREDIT HOURS)		CREDIT HOURS
ECO 210	Macroeconomics	3.0
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
MAT 120	Probability and Statistics	3.0
PHI 115 OR HIS 202 OR THE 101	Contemporary Moral Issues OR American History: 1877 to Present OR Introduction to Theatre	3.0
Subtotal:		**15.0**
B. STUDENT SUCCESS COURSES (2 CREDIT HOURS)		**CREDIT HOURS**
COL 101	College Orientation (taken first year)	1.0
IDS 112	Employability Skills for Careers	1.0
Subtotal:		**2.0**

C. BUSINESS CORE REQUIREMENTS (18 CREDIT HOURS)		CREDIT HOURS
ACC 101	Accounting Principles I	3.0
ACC 102	Accounting Principles II	3.0
BUS 101	Introduction to Business	3.0
BUS 121	Business Law I	3.0
BUS 130	Business Communications	3.0
CPT 170	Microcomputer Applications	3.0
Subtotal:		**18.0**

C. PROGRAM CORE REQUREMENTS (18 CREDIT HOURS)		CREDIT HOURS
ACC 124	Individual Tax Procedures	3.0
ACC 201	Intermediate Accounting I	3.0
ACC 202	Intermediate Accounting II	3.0
ACC 240	Computerized Accounting	3.0
ACC 245	Accounting Applications	3.0
ACC 246	Integrated Accounting Software	3.0
Subtotal:		**18.0**

D. ACCOUNTING ELECTIVES (SELECT 3 OF THE FOLLOWING — 9 CREDIT HOURS)		CREDIT HOURS
ACC 150	Payroll Accounting	3.0
ACC 224	Business Taxation	3.0
ACC 230	Cost Accounting	3.0
ACC 260	Auditing	3.0
ACC 265	Not-for-Profit Accounting	3.0
ACC 275	Selected Topics in Accounting	3.0
ACC 291	Certified Bookkeeper Review	3.0
BAF 201	Corporate Finance	3.0
BUS 275	Accounting Internship	3.0
Subtotal:		**9.0**
Total Credit Hours:		**62.0**

Associate in Applied Sci - Architectural Engr. Tech.

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Associate in Applied Sci - Architectural Engr. Tech.

Program Code
AAS.AET

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Architectural engineering technicians assist architects, engineers and contractors. A wide variety of jobs are available for graduates, including positions as drafters, design technicians, BIM managers, estimators, and surveyors. In this five-semester program, students study a broad range of topics related to the design and construction of buildings, including courses in drafting, design methodology, building materials and systems, building codes, cost estimating, and project management.

Curricula and prerequisites are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss course selections with an Engineering Advisor before each registration cycle.

This program is accredited by the Engineering Technology Accreditation Commission of ABET, http://www.abet.org.

Requirements

Free Form Requirements
Special Requirements

Students are required to purchase an engineering pocket calculator and a set of drawing instruments. The cost for these instruments will vary from year to year.

Graduation Requirements

In addition to college graduation requirements, students must earn a cumulative 2.0 grade point average (GPA) or better in all courses offered by the Engineering Technologies Department to be eligible for graduation.

Major: Architectural Engineering Technology (68 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (19 CREDIT HOURS)		CREDIT HOURS
AET 202	History of Architecture	3.0
ENG 160	Technical Communications	3.0
ENG 165	Professional Communications	3.0
MAT 110	College Algebra	3.0
PHY 201	Physics I	4.0
GEO 102 OR ECO 210	World Geography OR Macroeconomics	3.0
Subtotal		**19.0**

B. MAJOR COURSE REQUIREMENTS (16 CREDIT HOURS)		CREDIT HOURS
AET 101	Building Systems I	3.0
CET 105	Surveying I	3.0
EGR 120	Engineering Computer Applications	3.0
EGR 194	Statics and Strength of Materials	4.0
EGT 151	Introduction to CAD	3.0
Subtotal		**16.0**

C. ADDITIONAL COURSE REQUIREMENTS (33 CREDIT HOURS)		CREDIT HOURS
AET 105	Construction Documents (V)	3.0
AET 120	Architectural Graphics II (H)	3.0
AET 123	Architectural Drafting	3.0
AET 201	Building Systems II	3.0
AET 221	Architectural Computer Graphics II	4.0
AET 230	Architect Graphics III	4.0
CET 220	Concrete and Steel Design	3.0
CET 235	Construction Methods and Cost Estimating*	3.0
COL 101	College Orientation	1.0
MAT 111	College Trigonometry	3.0
AET 235 OR AET 103 OR CWE 113	Architectural Three-D Rendering OR International Building and Residential Codes OR Cooperative Work Experience I	3.0
Subtotal		**33.0**
Total Credit Hours		**68.0**

Associate in Applied Sci - Administrative Office Tech.

Program Overview

College/School
Business

Program Title
Associate in Applied Sci - Administrative Office Tech.

Program Code
AAS.AOT

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Administrative Office Technology Mission Statement

Our mission is to equip students with the skills and experience necessary to achieve top-level information processing/administrative positions. The program emphasizes keyboarding, software proficiency, communication, record keeping, professionalism, and collaboration essential for students to succeed as office professionals in various business and organizational settings.

With new technological advances in the office environment, the office professional must fill many roles. The office professional works alongside the executive in decision making, research and public relations while using current office technology. The Administrative Office Technology (AOT) program is designed to provide students with the skills and experience necessary to achieve top-level information processing/administrative positions. In addition to offering traditional office skills training, the program offers specialized courses in medical employment areas. The AOT program includes the use of the micro-computer and in-depth training on the most popular office software packages, such as Microsoft Word, Access, Excel, Publisher and PowerPoint.

Requirements

Free Form Requirements

Special Requirements

Basic keyboarding is a skill necessary for successful course completion in the AOT program; therefore, AOT 105-Keyboarding is a prerequisite course for some AOT courses. Students are required to take AOT 105-Keyboarding or score 25 net words per minute (nwpm) on the keyboarding placement test.

Students must earn a grade of "C" or better in all of the courses that have the following prefixes: ACC, AOT, ARV, BAF, BUS, CPT, MGT, and MKT.

Students must meet all program exit competencies to graduate from this program.

Major: Administrative Office Technology (61 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (16 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation (taken first year)	1.0
ENG 101	English Composition I	3.0
ENG 165	Professional Communications II	3.0
MAT 155	Contemporary Mathematics	3.0
PHI 115 OR THE 101	Contemporary Moral Issues OR Introduction to Theatre	3.0
PSY 201	General Psychology	3.0
Subtotal:		**16.0**

B. MAJOR COURSE REQUIREMENTS (42 CREDIT HOURS)		CREDIT HOURS
AOT 110	Document Formatting	3.0
AOT 133	Professional Development	3.0
AOT 134	Office Communications	3.0
AOT 143	Office Systems and Procedures	3.0
AOT 161	Information Management	3.0
AOT 210	Document Production	3.0
AOT 234	Administrative Office Communications	3.0
AOT 255	Senior Practicum	3.0
AOT 265	Office Desktop Publishing	3.0
CPT 170	Microcomputer Applications	3.0
CPT 172	Microcomputer Data Base	3.0
CPT 174	Microcomputer Spreadsheets	3.0
CPT 179	Microcomputer Word Processing	3.0
CPT 279	Advanced Microcomputer Word Processing	3.0
Subtotal:		**42.0**

C. ADDITIONAL COURSE REQUIREMENTS (3 CREDIT HOURS)		CREDIT HOURS
ACC 111	Accounting Concepts	3.0
Subtotal:		**3.0**
Total Credit Hours:		**61.0**

Associate in Applied Sci - Automotive Technology

Program Overview

College/School

Advanced Manufacturing and Skilled Trades

Program Title

Associate in Applied Sci - Automotive Technology

Program Code

AAS.AUT3

Degree

AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Automotive technicians make up the largest service and repair group in the country, and the increasing application of computerized systems in cars and trucks has created a great demand for highly trained professionals.

The Automotive Technology program at Midlands Technical College is designed to provide theory and hands-on training to prepare students to be well-rounded entry-level automotive technicians. Specialization areas emphasize diagnostic and engine performance service, engine overhaul, manual and automatic transmission reconditioning and repair, heat and air conditioning, and all phases of chassis service. Graduates of the Automotive Technology program work in dealerships, independent garages and other related businesses as technicians, parts personnel, services writers and field representatives for manufacturers.

Six separate certificate programs have been developed based on eight ASE (Automotive Service Excellence) categories — engine repair; drive train repair; heating and air conditioning repair; electrical systems repair; brake, suspension and steering repair; and engine performance — to prepare students for the ASE certification exam.

Graduates of this program earn an Associate Degree in Automotive Technology. The six (6) individual certificate programs are also available.

The Automotive Technology Program is Master Certified by the National Institute for Automotive Service Excellence (A.S.E.). This organization certifies technicians in eight specialty areas in automotive technology and is nationally recognized by the automotive industry as the foremost organization for professional certification.

Requirements

Free Form Requirements
All Automotive Technology courses must be passed with a "C" or better to receive credit towards a degree or certificate.

Special Requirements

Students are required to purchase their own safety equipment and tools. A tool list for each course is available upon request.

Newly entering students are required to attend mandatory orientation prior to beginning AUT courses.

Major: Automotive Technology (76 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (15 CREDIT HOURS)		CREDIT HOURS
ENG 160	Technical Communications	3.0
MAT 155	Contemporary Mathematics	3.0
PSY 201	General Psychology	3.0
HIS 202	American History: 1877 to Present	3.0
CPT 101	Introduction to Computers	3.0
Subtotal		**15.0**

Major courses meeting other college general education core requirements are starred (*) below.

B. MAJOR COURSE REQUIREMENTS (21 CREDIT HOURS)		CREDIT HOURS
AUT 105	Beginning Engine Repair	4.0
AUT 112	Braking Systems	4.0
AUT 115	Manual Drive Train/Axle	3.0
AUT 131	Electrical Systems	3.0
AUT 221	Suspension and Steering Diagnosis	3.0
AUT 241	Automotive Air Conditioning	4.0
Subtotal		**21.0**

C. OTHER HOURS REQUIRED FOR GRADUATION (40 CREDIT HOURS)		CREDIT HOURS
AUT 106	Intermediate Engine Repair	4.0
AUT 116	Manual Transmission and Axle	4.0
AUT 132	Automotive Electricity	4.0
AUT 133	Electrical Fundamentals	3.0
AUT 141	Introduction to Heating and Air Conditioning	4.0
AUT 145	Engine Performance	3.0
AUT 151	Automotive Transmission/Transaxle	3.0
AUT 153	Automatic Transmission Diagnosis	3.0
AUT 222	Four-Wheel Alignment	2.0
AUT 245	Advanced Engine Performance	5.0
AUT 262	Advanced Auto Diagnosis and Repair	4.0
COL 101	College Orientation	1.0
Subtotal		**40.0**
TOTAL CREDIT HOURS		**76.0**

Associate in Applied Sci - Business Admin - Entrepreneurship

Program Overview

College/School
Business

Program Title
Associate in Applied Sci - Business Admin - Entrepreneurship

Program Code
AAS.BADM.ENT

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
School of Business Mission Statement

Our mission is to provide high-quality and affordable business education in accounting, office support services, marketing, and management that prepares students for successful careers in the dynamic and competitive marketplace. Our programs are designed to be accessible and transferable, allowing students to transition seamlessly into the workforce or continue their education.

An associate degree in Business Administration gives you a wide range of skills that make you a valuable employee in many fields, including insurance, construction management, and state agencies. The entrepreneurship program equips students with the mindset and skills to identify business opportunities and turn ideas into innovative and successful ventures. Through hands-on learning, case studies, and guidance from industry experts, students develop an entrepreneurial toolkit encompassing ideation, market research, business planning, funding strategies, and launch execution.

Graduates of the entrepreneurship program will be able to:

- Cultivate innovative business ideas and solutions to meet market needs and overcome common business challenges.
- Implement fundamental concepts in small business marketing, finance, accounting, and management.
- Assess the ethical and social implications of business decisions on stakeholders and the broader community.
- Develop comprehensive business models with market assessment, competitive analysis, and financial projections.

Requirements

Free Form Requirements

Major: Business Administration-Entrepreneurship Concentration (62 credit hours)

Degree: Associate in Applied Science

Students must earn a grade of "C" or better in all of the courses that have the following prefixes: ACC, AOT, ARV, BAF, BUS, CPT, MGT, and MKT.

A. GENERAL EDUCATION COURSE REQUIREMENTS (15 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
MAT 120	Probability & Statistics	3.0
PHI 115 OR ART 101 OR MUS 105 OR THE 101	Contemporary Moral Issues OR Art History and Appreciation OR Music Appreciation OR Introduction to Theatre	3.0
ECO 211 OR ECO 210 OR PSC 201	Microeconomics OR Macroeconomics OR American Government	3.0
Subtotal:		**15.0**

B. COLLEGE SUCCESS REQUIREMENT (1 CREDIT HOUR)		CREDIT HOURS
COL 101	College Orientation (taken first year)	1.0
Subtotal:		**1.0**

C. MAJOR BUSINESS COURSE REQUIREMENTS (25 CREDIT HOURS)		CREDIT HOURS
ACC 101	Accounting Principles I	3.0
ACC 102	Accounting Principles II	3.0
BUS 101	Introduction to Business	3.0
BUS 121	Business Law I	3.0
BUS 130	Business Communications	3.0
CPT 101 OR CPT 170	Introduction to Computers OR Microcomputer Applications	3.0
MGT 101	Principles of Management	3.0
MKT 101	Marketing	3.0
ACC 242	Small Business Software	1.0
Subtotal:		**25.0**

D. DEPARTMENT ELECTIVES— (18 CREDIT HOURS)		CREDIT HOURS
BUS 115	Introduction to Entrepreneurship	3.0
BUS 116	Business Opportunity Analysis	3.0
BUS 131	Entrepreneurial Leadership	3.0
MGT 120	Small Business Administration	3.0
MGT 201	Human Resource Management	3.0
MGT 245	Promotional Strategies	3.0
MKT 120	Sales Principles	3.0
Subtotal:		**21.0**
Total Credit Hours:		**62.0**

Associate in Applied Sci - Business Admin - General

Program Overview

College/School
Business

Program Title
Associate in Applied Sci - Business Admin - General

Program Code
AAS.BADM.GEN

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
School of Business Mission Statement

Our mission is to provide high-quality and affordable business education in accounting, office support services, marketing, and management that prepares students for successful careers in the dynamic and competitive marketplace. Our programs are designed to be accessible and transferable, allowing students to transition seamlessly into the workforce or continue their education.

An Associate of Applied Science degree in Business Administration can offer several benefits and opportunities for students who do not intend to transfer to a four-year institution. The coursework in this program is focused on the knowledge and skills that companies need for their day-to-day operations. It prepares graduates for entry-level positions requiring fundamental accounting, management, marketing, and ethical decision-making skills to support an organization's core mission.

Graduates of the business administration program will be able to:

- Demonstrate foundational knowledge of core business concepts.
- Apply analytical tools and models to evaluate financial data and make informed decisions.
- Understand the fundamental concepts and theories of marketing and management.
- Utilize various communication channels and technologies to convey information clearly and professionally.
- Apply practical skills to real-world business challenges by modeling professionalism and ethical conduct.

Requirements

Free Form Requirements

Major: Business Administration-General Concentration (62 credit hours)

Degree: Associate in Applied Science

Students must earn a grade of "C" or better in all of the courses that have the following prefixes: ACC, AOT, ARV, BAF, BUS, CPT, MGT, and MKT.

A. GENERAL EDUCATION COURSE REQUIREMENTS (15 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
MAT 120	Probability & Statistics	3.0
PHI 115 OR ART 101 OR MUS 105 OR THE 101	Contemporary Moral Issues OR Art History and Appreciation OR Music Appreciation OR Introduction to Theatre	3.0
PSC 201	American Government	3.0
Subtotal:		**15.0**

B. COLLEGE SUCCESS REQUIREMENTS (2 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation (taken first year)	1.0
IDS 112	Employability Skills for Careers (taken second year)	1.0
Subtotal:		**2.0**

C. MAJOR BUSINESS COURSE REQUIREMENTS (24 CREDIT HOURS)		CREDIT HOURS
ACC 101	Accounting Principles I	3.0
ACC 102	Accounting Principles II	3.0
BUS 101	Introduction to Business	3.0
BUS 121	Business Law I	3.0
BUS 130	Business Communications	3.0
CPT 101 OR CPT 170	Introduction to Computers OR Microcomputer Applications	3.0
MGT 101	Principles of Management	3.0
MKT 101	Marketing	3.0
Subtotal:		**24.0**

D. DEPARTMENT ELECTIVES— 15 CREDIT HOURS)		CREDIT HOURS
BAF 101	Personal Finance	3.0
ECO 211 OR ECO 210	Microeconomics or Macroeconomics	3.0
MGT 201	Human Resource Management	3.0
MKT 120	Sales Principles	3.0
SPC 205	Public Speaking	3.0
Subtotal:		**15.0**

E. APPROVED BUSINESS ELECTIVES (COMPLETE 2 COURSES FROM THE FOLLOWING SUBJECT AREAS WITH GRADE OF C OR BETTER — 6 CREDIT HOURS)		CREDIT HOURS
ACC; AOT; ARV; BAF; CPT; MGT; MKT		
Subtotal:		**6.0**
Total Credit Hours:		**62.0**

Associate in Applied Sci - Bus Admin - Sales and Retail Mgmt

Program Overview

College/School

Business

Program Title

Associate in Applied Sci - Bus Admin - Sales and Retail Mgmt

Program Code

AAS.BADM.SRM

Degree

AAS - Associate in Applied Science

Academic or Program Level

Undergraduate

Catalog Full Description

School of Business Mission Statement

Our mission is to provide high-quality and affordable business education in accounting, office support services, marketing, and management

that prepares students for successful careers in the dynamic and competitive marketplace. Our programs are designed to be accessible and transferable, allowing students to transition seamlessly into the workforce or continue their education.

An associate degree in Business Administration gives you a wide range of skills that make you a valuable employee in many fields, including insurance, construction management, and state agencies. With a concentration in sales and retail management, you'll gain specialized skills for thriving in the fast-paced retail industry. This degree prepares you for roles such as sales manager, retail supervisor, and customer service coordinator. You'll learn strategies for boosting sales, managing retail operations, and leading sales teams, making you an even more versatile and attractive candidate to employers.

Graduates of the *business administration* program will be able to:

- Demonstrate foundational knowledge of core business concepts.
- Apply analytical tools and models to evaluate financial data and make informed decisions.
- Understand the fundamental concepts and theories of marketing and management.
- Utilize various communication channels and technologies to convey information clearly and professionally.
- Apply practical skills to real-world business challenges by modeling professionalism and ethical conduct.

Requirements

Free Form Requirements

Major: Business Administration-Sales and Retail Concentration (62 credit hours)

Degree: Associate in Applied Science

Students must earn a grade of "C" or better in all of the courses that have the following prefixes: ACC, AOT, ARV, BAF, BUS, CPT, MGT, and MKT.

A. GENERAL EDUCATION COURSE REQUIREMENTS (15 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
MAT 120	Probability & Statistics	3.0
THE 101 OR MUS 105 OR ART 101 OR PHI 115	Theatre Appreciation OR Music Appreciation OR Art Appreciation OR Contemporary Moral Issues	3.0
PSC 201	American Government	3.0
Subtotal:		**15.0**

B. COLLEGE SUCCESS REQUIREMENT (2 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation (taken first year)	1.0
IDS 112	Employability Skills for Careers	1.0
Subtotal:		**2.0**

C. MAJOR BUSINESS COURSE REQUIREMENTS (24 CREDIT HOURS)		CREDIT HOURS
ACC 101	Accounting Principles I	3.0
ACC 102	Accounting Principles II	3.0
BUS 101	Introduction to Business	3.0
BUS 121	Business Law I	3.0
BUS 130	Business Communications	3.0
CPT 101 OR CPT 170	Introduction to Computers OR Microcomputer Applications	3.0
MGT 101	Principles of Management	3.0
MKT 101	Marketing	3.0
Subtotal:		**24.0**

D. DEPARTMENT ELECTIVES— 21 CREDIT HOURS)		CREDIT HOURS	
BUS 275	Business Internship	3.0	
HIS 201 OR HIS 202 OR HIS 101 OR HIS 102	American History: Discovery to 1877 or American History: 1877 to Present or Western Civilization to 1689 or Western Civilization Post-1689	3.0	
MGT 201	Human Resource Management	3.0	
SPC 205 OR MGT 250	Public Speaking OR Situational Supervision	3.0	
MKT 110	Retailing	3.0	
MKT 120	Sales Principles	3.0	
MKT 135	Customer Service	3.0	
Subtotal:		**21.0**	
Total Credit Hours:		**62.0**	

Associate in Applied Sci - Building Construction Tech.

Program Overview

College/School

Advanced Manufacturing and Skilled Trades

Program Title

Associate in Applied Sci - Building Construction Tech.

Program Code

AAS.BCT3

Degree

AAS - Associate in Applied Science

Academic or Program Level

Undergraduate

Catalog Full Description

Building Construction Technology is designed to train the next generation of homebuilders, superintendents, job site personnel, building inspectors and contractors for the construction industry of South Carolina. Training is based on a set of detailed skills standards from the

nation's leaders in the construction industry. Students are encouraged to become a professional in the construction industry. Students will construct a 1664 square foot house from start to finish. This house is built on school grounds and is used as a life size training aid that encompasses all aspects of a construction project. Students learn to build with a "zero-defect" construction philosophy. This means that a commitment to flawless workmanship and unparalleled quality is at the heart of all training activities. Students will experience training in print reading, layout, frame assembly, door and window installation, estimating, scheduling, and other job site duties. Required cooperative education experiences provide students opportunities to hone their management skills, stay in touch with new technologies and trends, and interact with potential employers.

Requirements

Free Form Requirements

All Building Construction Technology courses must be passed with a "C" or better to receive credit towards a degree or certificate.

Major: Building Construction Technology (62 credit hours)

Degree: Associate In Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (16 CREDIT HOURS)		CREDIT HOURS
ENG 160	Technical Communications	3.0
SPC 209 OR SPC 205	Interpersonal Communications OR Public Speaking	3.0
HIS 202	American History: 1877 to Present	3.0
PSC 215	State & Local Government	3.0
MAT 170	Algebra, Geometry & Trigonometry I	3.0
COL 101	College Orientation	1.0
Subtotal		**16.0**

B. MAJOR COURSE REQUIREMENTS (36 CREDIT HOURS)		CREDIT HOURS
BCT 101	Introduction to Building Construction	5.0
BCT 102	Fundamentals of Building Construction	4.0
BCT 104	Site Layout and Preparation	2.0
BCT 111	Blueprint Reading and Specifications	3.0
BCT 142	Fundamentals of Construction Safety	4.0
BCT 131	Estimating and Quantity Takeoff	2.0
BCT 132	Introduction to Commercial Estimating	2.0
BCT 209	Construction Project Management	3.0
BCT 212	Construction Methods and Design	3.0
BCT 221	Construction Building Codes	3.0
BCT 223	Residential Mechanical Systems	3.0
WLD 102	Introduction to Welding	2.0
Subtotal		**36.0**

C. ADDITIONAL COURSE REQUIREMENTS (10 CREDIT HOURS)		CREDIT HOURS
CWE 111	Cooperative Work Experience I	5.0
BUS 101	Introduction to Business	4.0
BUS 121	Business Law I	2.0
MKT 101	Marketing	3.0
Subtotal		**10.0**
TOTAL CREDIT HOURS		**62.0**

Associate in Applied Sci - Civil Engineering Technology

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Associate in Applied Sci - Civil Engineering Technology

Program Code
AAS.CET3

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Civil Engineering Technology graduates play a major role in the design and construction of airports, bridges, highways, pipelines, and water and sewage systems. They can become professionally licensed land surveyors, steel detailers, construction superintendents, civil engineering technologists and technicians, engineering design assistants, cost estimators and public works technicians. To perform this work, civil engineering technicians must possess knowledge and skills in such technical areas as surveying, construction materials and cost estimating, structures, hydraulics, project management and the use of computers.

Curricula and prerequisites are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss course selections with an Engineering Advisor before each registration cycle.

This program is accredited by the Engineering Technology Accreditation Commission of ABET, http://www.abet.org.

Requirements

Free Form Requirements

Major: Civil Engineering Technology (67 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (19 CREDIT HOURS)		CREDIT HOURS
AET 202	History of Architecture	3.0
ENG 160	Technical Communications	3.0
ENG 165	Professional Communications	3.0
MAT 110	College Algebra	3.0
PHY 201	Physics I	4.0
GEO 102 OR ECO 210 OR ECO 211	World Geography OR Macroeconomics OR Microeconomics	3.0
Subtotal		**19.0**

B. MAJOR COURSE REQUIREMENTS (19 CREDIT HOURS)		CREDIT HOURS
CET 105	Surveying I	3.0
CET 120	Construction Materials	3.0
EGR 104	Engineering Technology Fundamentals	3.0
EGR 120	Engineering Computer Applications	3.0
EGR 194	Statics and Strength of Materials	4.0
EGT 151	Introduction to CAD	3.0
Subtotal		**19.0**

C. ADDITIONAL COURSE REQUIREMENTS (34 CREDIT HOURS)		CREDIT HOURS
AET 105	Construction Documents	3.0
CET 205	Surveying II	4.0
CET 216	Soil Mechanics	3.0
CET 218	Hydraulics	3.0
CET 220	Concrete and Steel Design	3.0
CET 235	Construction Methods and Cost Estimating	3.0
CET 246 OR CET 251 OR CWE 113	Environmental Systems Technology OR Highway Design OR Cooperative Work Experience I	3.0
COL 101	College Orientation	1.0
EGT 257	Advanced Civil CAD	3.0
MAT 111	College Trigonometry	3.0
Subtotal		**29.0**
Total Credit Hours		**67.0**

Associate in Applied Sci - Commercial Graphics

Program Overview

College/School

Advanced Manufacturing and Skilled Trades

Program Title
Associate in Applied Sci - Commercial Graphics

Program Code
AAS.CGC3

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
The Commercial Graphics Communications program is intended to prepare students for gainful employment in the large variety of graphic communications industries, including screen printing, offset lithographic production, and vehicle wrapping. The program includes hands-on technical instruction using the Adobe Creative Suite to create images for digital imaging, traditional printing production methods, screen-printing, and wide format production. Graduates will gain the skills necessary for employment as a graphics technician, in the printing industry as a production technician or in a variety of related industries, depending on their chosen career goal.

Requirements

Free Form Requirements
Commercial Graphics courses must be passed with a "C" or better to receive credit towards a degree.

Major: Commercial Graphics (61 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (16 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
ENG 160	Technical Communications	3.0
HIS 202	American History: 1877 to Present	3.0
MAT 155	Contemporary Math	3.0
PSY 201	General Psychology	3.0
SPC 205	Public Speaking	3.0
Subtotal		**16.0**

B. MAJOR COURSE REQUIREMENTS (16 CREDIT HOURS)		CREDIT HOURS
CGC 101	Introduction to Graphic Techniques	3.0
CGC 111	Imaging for the Graphics Industry I	3.0
CGC 120	Graphic Processes	3.0
CGC 211	Digital Art Creation	3.0
CGC 212	Digital Image Manipulation	3.0
CWE 111	Cooperative Work Experience I	1.0
Subtotal		**16.0**

C. ADDITIONAL COURSE REQUIREMENTS (29 CREDIT HOURS)		CREDIT HOURS
BUS 101	Introduction to Business	3.0
CGC 112	Imaging for the Graphics Industry II	3.0
CGC 135	Commercial Graphic Operations	3.0
CGC 140	Industry Exploration	3.0
CGC 220	Graphic Processes II	3.0
CGC 228	Digital Image Assembly	3.0
CGC 240	Senior Projects	3.0
CPT 170	Microcomputer Applications	3.0
CWE 122	Cooperative Work Experience II	2.0
MKT 101	Marketing	3.0
Subtotal		**29.0**
TOTAL CREDIT HOURS		**61.0**

Associate in Applied Sci - Computer Technology

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Associate in Applied Sci - Computer Technology

Program Code
AAS.CPT

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Computer software is needed to operate and protect computer systems and networks. Students learn critical thinking skills and the concepts, principles and techniques of information processing, while gaining a background in general education. Students in this program will gain knowledge on programming for both applications and webpage development.

Requirements

Free Form Requirements
Students must earn a grade of "C" or better in all of the courses offered within the Information Systems Technology Department for the grade to be counted toward graduation. Specifically, these include courses with the prefixes: CPT and IST.

Major: Computer Technology Applications Developer (62 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (16 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
ENG 101	English Composition I	3.0
ENG 165	Professional Communications	3.0
MAT 110	College Algebra	3.0
PSY 201	General Psychology	3.0
ART 101 OR MUS 105	Art History and Appreciation OR Music Appreciation	3.0
Subtotal		**16.0**

B. MAJOR COURSE REQUIREMENTS (40 CREDIT HOURS)		CREDIT HOURS
CPT 104	Introduction to Information Technology*	3.0
CPT 136	Computer Programming Laboratory	1.0
CPT 185	Event Driven Programming	3.0
CPT 236	Introduction to Java Programming	3.0
CPT 242	Database	3.0
CPT 244	Data Structures	3.0
CPT 247	Unix Operating System	3.0
CPT 257	Operating Systems	3.0
CPT 262	Advanced Web Page Publishing	3.0
CPT 264	Systems and Procedures	3.0
CPT 282	Information Systems Security	3.0
IST 225	Internet Communications	3.0
IST 226	Internet Programming	3.0
IST 235 OR IST 270	Handheld Computer Programming OR Client/Server Systems	3.0
Subtotal		**40.0**

C. ADDITIONAL COURSE REQUIREMENTS (6 CREDIT HOURS)		CREDIT HOURS
Choose (2) courses from the following options:		

B. MAJOR COURSE REQUIREMENTS (40 CREDIT HOURS)		CREDIT HOURS
CPT 115 OR CPT 172 OR CPT 215 OR CPT 237 OR CPT 240 OR CPT 246 OR CPT 250 OR CPT 262 OR CPT 263 OR CPT 272 OR CPT 290 OR IST 238 OR IST 272 OR IST 274	COBOL Programming OR Microcomputer Database OR COBOL Programming II OR Advanced JAVA Programming OR Internet Programming with Databases OR Introduction to XML OR JAVA Certification Topics OR Advanced Web Page Publishing OR Advanced Multimedia for Web Pages OR Advanced Microcomputer Database OR Microcomp Multimedia Concepts/Apps OR Advanced Tools for Website Design OR Relational Database OR Database Administration	
Subtotal		**6.0**

Associate in Applied Sci - Computer Tech - Application Devel

Program Overview

College/School

Science, Information Technology, Engineering and Math (STEM)

Program Title

Associate in Applied Sci - Computer Tech - Application Devel

Program Code

AAS.CPT.APD

Degree

AAS - Associate in Applied Science

Academic or Program Level

Undergraduate

Catalog Full Description

Computer software is needed to operate and protect computer systems and networks. Programmers write, test, and maintain the detailed instructions that computers must follow to perform their functions. Database administrators determine ways to organize, store, and protect data. Students learn critical thinking skills and the concepts, principles and techniques of information processing, while gaining a background in general education.

Requirements

Free Form Requirements

Students must earn a grade of "C" or better in all of the courses offered within the Information Systems Technology Department for the grade to be counted toward graduation. Specifically, these include courses with the prefixes: CPT and IST.

Major: Computer Technology Applications Developer (62 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (16 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
ENG 101	English Composition I	3.0
ENG 165	Professional Communications	3.0
MAT 110	College Algebra	3.0
PSY 201	General Psychology	3.0
	Approved Humanities Course	3.0
Subtotal		**16.0**

B. MAJOR COURSE REQUIREMENTS (46 CREDIT HOURS)		CREDIT HOURS
CPT 104	Introduction to Information Technology*	3.0
CPT 136	Computer Programming Laboratory	1.0
CPT 185	Event Driven Programming	3.0
CPT 236	Introduction to Java Programming	3.0
CPT 237	Advanced Java Programming	3.0
CPT 242	Database	3.0
CPT 244	Data Structures	3.0
CPT 247	Unix Operating System	3.0
CPT 257	Operating Systems	3.0
CPT 262	Advanced Web Page Publishing	3.0
CPT 264	Systems and Procedures	3.0
CPT 282	Information Systems Security	3.0
IST 225	Internet Communications	3.0
IST 226	Internet Programming	3.0
IST 235 OR IST 270	Handheld Computer Programming OR Client/Server Systems	3.0
IST 272	Relational Database	3.0
Subtotal		**46.0**
Total Credit Hours		**62.0**

*Major courses meeting other college general education core requirements.

Associate in Applied Sci - Computer Tech - Web Developer

Program Overview

College/School

Science, Information Technology, Engineering and Math (STEM)

Program Title

Associate in Applied Sci - Computer Tech - Web Developer

Program Code

AAS.CPT.WBD

Midlands Technical College

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
The Computer Technology Degree in Web Developer prepares students to become programmers who specialize in the development of web applications using a client-server model. Student learn to become responsible for designing, coding, and modifying websites, from layout to function. And according to a client specifications, students strive to create visually appealing sites that feature user-friendly design and clear navigation.

Students who have completed MTC's Full-Stack or Front-End Web Developer Training Certificate from Corporate and Continuing Education within the last 5 years or who hold current professional credentials in HTML5, CSS3, JavaScript, and/or Photoshop may be eligible for advanced placement into this degree.

For more information, visit the Computer Technology Web Developer Degree webpage at https://www.midlandstech.edu/programs-and-courses/science-information-technology-engineering-and-math-stem/computer-technology-0.

Requirements

Free Form Requirements
Students must earn a grade of "C" or better in all of the courses offered within the Information Systems Technology Department for the grade to be counted toward graduation. Specifically, these include courses with the prefixes CPT and IST.

Major: Computer Technology Web Developer (67 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (16 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
ENG 101	English Composition I	3.0
ENG 165	Professional Communications	3.0
MAT 110	College Algebra	3.0
PSY 201	General Psychology	3.0
ART 101	Art History and Appreciation	3.0
Subtotal		**16.0**

B. MAJOR COURSE REQUIREMENTS (46 CREDIT HOURS)		CREDIT HOURS
CPT 104	Introduction to Information Technology*	3.0
CPT 136	Computer Programming Laboratory	1.0
CPT 185	Event Driven Programming	3.0
CPT 236	Introduction to Java Programming	3.0
CPT 242	Database	3.0
CPT 244	Data Structures	3.0
CPT 247	Unix Operating System	3.0
CPT 257	Operating Systems	3.0
CPT 262	Advanced Web Page Publishing	3.0
CPT 264	Systems and Procedures	3.0
CPT 282	Information Systems Security	3.0
CPT 290 OR CPT 208	Microcomputer Multimedia Concept and Application OR Special Topics in Computer Technology	3.0
IST 225	Internet Communications	3.0
IST 226	Internet Programming	3.0
IST 238	Advanced Tools for Website Design	3.0
IST 270 OR IST 235	Client/Server Systems OR Handheld Computer Programming	3.0
Subtotal		**46.0**
Total Credit Hours		**62.0**

*Major courses meeting other college general education core requirements.

Associate in Applied Sci - Criminal Justice Technology

Program Overview

College/School
Education and Public Service

Program Title
Associate in Applied Sci - Criminal Justice Technology

Program Code
AAS.CRJ

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Midlands Technical College's Associate in Applied Science Degree in Criminal Justice Technology is designed to prepare students for employment in the areas of law enforcement, correctional services, the courts, private security and juvenile services. The program covers a broad spectrum of criminal justice concepts and theories including police administration, criminal law, criminal evidence and procedures, and correctional systems and criminology, as well as appropriate general education courses. The structure of the program is designed for those currently serving in the various professions related to the Criminal Justice field as well as those interested in pursuing a career in these fields. The Criminal Justice program is also offered for students who are planning to transfer to a four-year college.

Requirements

Free Form Requirements

Special Requirements

To complete the Criminal Justice Technology program, students must obtain a "C" or better in the 24 hours of required courses in the major. Also, 25 hours are required in general education courses and 13 hours of additional course requirements must be completed. This includes 6 hours of elective credits, of which 3 hours are to be selected from the list of approved electives found in the MTC Catalog. These electives allow students, along with their advisors, to tailor the program to particular needs.

NOTE: Criminal Justice Technology students cannot become certified as law enforcement officers until they reach the age of 21.

Articulation Agreements

- University of South Carolina Upstate – Criminal Justice
- Columbia College – Criminal Justice
- The Citadel – Criminal Justice
- Newberry College – Criminal Justice
- Coker University – Criminal Justice
- Limestone College – Criminal Justice
- South Carolina State University – Criminal Justice
- Lander University - Criminology
- **University of South Carolina Columbia – Criminal Justice

**While there is no formal articulation agreement with UofSC-Columbia, MTC students may transfer 19 of the 21 MTC courses to UofSC by only taking the specific electives as recommended by the CRJ advisors.

Major: Criminal Justice Technology (62 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (22 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
BIO 101 OR AST 101	Biological Science I OR Solar System Astronomy	4.0
PSY 201	General Psychology	3.0
SPC 205	Public Speaking	3.0
CPT 101	Intro to Computer	3.0
HIS 201 OR Approved Humanities Course	American History: Discovery to 1877 OR Approved Humanities Course	3.0
Subtotal		**22.0**

B. MAJOR COURSE REQUIREMENTS (24 CREDIT HOURS)		CREDIT HOURS
CRJ 101	Introduction to Criminal Justice	3.0
CRJ 115	Criminal Law I	3.0
CRJ 125	Criminology	3.0
CRJ 130	Police Administration	3.0
CRJ 242	Correctional Systems	3.0
CRJ 220	The Judicial Process	3.0
CRJ 236	Criminal Evidence	3.0
HSM 101	Intro to Homeland Security	3.0
Subtotal		**24.0**

C. ADDITIONAL COURSE REQUIREMENTS (13 CREDIT HOURS)		CREDIT HOURS
PSC 201	American Government	3.0
SOC 101	Introduction to Sociology*	3.0
COL 101	College Orientation	1.0
HIS 101 OR BIO 102 OR AST 102 OR HSM elective course	Western Civilization to 1689 OR Biological Science II OR Stellar Astronomy OR HSM elective course	3.0
ART 101 OR CRJ 210 OR CRJ 230 OR CRJ 246 OR HSM elective course	Art History and Appreciation OR The Juvenile and the Law OR Criminal Investigation I OR Special Problems in Criminal Justice OR HSM Elective course	3.0
PHI 101 OR HSM elective	Introduction to Philosophy OR HSM elective course	3.0
Subtotal		**16.0**

Associate in Applied Sci - Dental Hygiene

Program Overview

College/School

Health Care

Program Title

Associate in Applied Sci - Dental Hygiene

Program Code

AAS.DHG

Degree

AAS - Associate in Applied Science

Academic or Program Level

Undergraduate

Catalog Full Description
With a foundation of relevant prerequisite coursework, the clinical phase of the Dental Hygiene Program prepares students to prevent and manage oral diseases. Students develop the critical thinking skills necessary to assess, diagnose, and treat many periodontal conditions. Training in patient communication techniques gives students confidence in teaching their clients the principles of preventive oral care, nutritional counseling and smoking cessation. Students also gain skills in managing health information, examining the head and neck for abnormalities, managing pain and anxiety, removing deposits from patients' teeth with scaling and polishing procedures, and applying sealants to the grooves of teeth.

Acceptance into the clinical phase of the Dental Hygiene Program is through a competitive application and is contingent upon successful completion of prerequisite courses. Students earn application points based on grades, GPA of prerequisite courses, scores on standardized testing, such as the TEAS test, and employment in healthcare. Points are also awarded for graduating from a CODA-accredited EDDA (Dental Assisting) Program or earning a degree. Minimum requirements to apply include:

- Completion of all prerequisite courses with a 2.5 GPA and "C" or above on all courses*
- Science and mathematics courses completed within five years of intended program entry.

*Prerequisite courses may not be repeated more than once, and only two prerequisite courses may be repeated. Prior to May 2024, withdrawal (W) from a course is counted as an attempt.

The Dental Hygiene Application is open from Oct. 1st through Jan. 15th. Students must meet with their academic advisor in order to gain access to the application. Only the highest scoring applications are accepted into the clinical phase. For more information on how points are earned, click here.

Students interested in applying should be aware that in the clinical phase of the Dental Hygiene Program, students will be expected to act as patients for classmates to practice all new skills, including infiltration anesthesia injections. Students who require antibiotics prior to dental procedures will be expected to comply with such self-medication so as to allow equitable classmate learning experiences during pre-clinical sessions. Students anticipating orthodontic procedures should complete their banding phase prior to entering the Dental Hygiene Program or they should delay initiation of the orthodontic procedures until the second year of the program.

Students entering the Dental Hygiene Program will be required to pass a background check, drug screening, and meet health requirements prior to beginning pre-clinical activities.

The outlook for employment for a Dental Hygienist is Excellent at this time. Opportunities in South Carolina include positions in private and corporate-owned dental practices, public health settings, and hospital dental practices. Related career roles include dental product sales representatives, infection control consultants for private dental offices and dental hygiene educators. The Dental Hygiene program is accredited by the Commission on Dental Accreditation.

Students in completing the pre-requisite courses should be aware that in the clinical phase of the Dental Hygiene Program, students will be expected to act as patients for classmates to practice all new skills, including infiltration anesthesia injections. Students who require antibiotics prior to dental procedures will be expected to comply with such self-medication so as to allow equitable classmate learning experiences during pre-clinical sessions. Students anticipating orthodontic procedures should complete their banding phase prior to entering the Dental Hygiene Program or they should delay initiation of the orthodontic procedures until the second year the program.

Students entering the Dental Hygiene Program will be required to have a background check and a drug screening prior to beginning pre-clinical activities. Arrangements will be made by the Dental Hygiene Program.

Employment opportunities in South Carolina include private practice positions as employees of dentists. There are also opportunities in public health settings, hospital dental practices, prison dental clinics and in dental hygiene education.

Related career roles include dental product sales representatives, infection control consultants for private dental offices and dental hygiene educators.

The Dental Hygiene program is accredited by the Commission on Dental Accreditation of the American Dental Association.
Visit https://www.midlandstech.edu/programs-and-courses/health-care/dental-hygiene for more information.

Completion of the five clinical semesters in the Dental Hygiene Program clinical phase qualifies the student to take the Dental Hygiene National Board, the passing of which is a prerequisite for licensure by the South Carolina Board of Dentistry. Students must also pass a Clinical Dental Hygiene Examination administered by a board approved testing agency to gain licensure in South Carolina.

Requirements

Free Form Requirements

Special Requirements

Pre-application considerations

- High school diploma or equivalent
- Completion of pre-requisite courses
- Attend information session

Admissions Criteria

- Satisfactory compliance with required medical, physical and immunization requirements
- Acceptable criminal background check and drug screening results

All pre-requisite courses must be completed with a 2.5 GPA, including "C" or better in all courses, as one of the criteria for advancement to Phase II, the Dental Hygiene major curriculum.

Students may not retake any pre-requisite course more than once. Students may not retake more than two pre-requisite courses. Science and math courses must be completed according to the Health Sciences Departmental course acceptance timeframes. Other general education courses completed with at least a "C" may be applied indefinitely for course credit. After completing the pre-requisite Dental Hygiene course work, the student will fill-out the graduation clearance form on-line and submit an application for entry into Phase II, the Dental Hygiene Associate Degree program. The student will then be assigned an interview eligibility date. The student's date of interview eligibility for Phase II is based upon the application date for Phase II.

Students in the Dental Hygiene Program must receive a "C" or better on all dental hygiene courses and maintain a cumulative 2.5 GPA.

Students may not repeat a major course more than once, nor may they progress until that course has been passed. Students may not repeat more than two Dental Hygiene Program courses during their program matriculation.

A student may not be readmitted to the Dental Hygiene Program more than once. Readmitted students will be expected to revalidate competencies prior to resuming participation in the program at the previous point of validated competence and may be required to comply with mutually agreed upon re-entry requirements.

Students are required to purchase and maintain a complete set of dental hygiene and X-ray instruments, clinical instruments, laboratory coats, standard uniforms (including gloves and masks), shoes, name pin and loupes at an approximate cost of $5,500.

Students are required to pass a comprehensive examination in each clinical dental hygiene course to continue in the program the following semester. Students must pass a written competency examination prior to the third semester of the Dental Hygiene Program. This competency exam tests students' knowledge in all clinical and scientific subject matter presented during the pre-requisite courses and the first year in dental hygiene. All students will participate in a "Board Review" course prior to taking the Dental Hygiene National Board.

Primary clinical experience is gained in the on-campus dental clinic at the Airport Campus. Students may also rotate through local dental clinics, hospitals, private dental offices and nursing homes in the immediate area for practicum experiences in a variety of situations and with a range of age groups. Students will be required to comply with regulations of off-campus clinical sites, which might include finger printing, additional background checks and drug screening.

Pre-clinical practice is performed on classmate patients. Students accepted into the Dental Hygiene program will be expected to act as patients for classmates to practice all new skills, including infiltration anesthesia injections. Students who require antibiotics prior to dental procedures will be expected to comply with such self-medication so as to allow equitable classmate learning experiences during pre-clinical sessions. Students anticipating orthodontic procedures should complete their banding phase prior to entry in the Dental Hygiene Program or they should delay initiation of the orthodontic procedures until the second year of the program.

Students will be required to produce an acceptable background check and a drug screening prior to entering the Dental Hygiene Program. Arrangements will be made by the Dental Hygiene Program.

Students are encouraged to join their student professional organization and to participate in its scheduled activities, including attendance at the annual meeting. In addition, they are required to participate in scheduled activities such as visits to elementary schools for dental health education presentations and dental screenings.

Major: Dental Hygiene (78 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (31 CREDIT HOURS)		CREDIT HOURS
COL 106	College Orientation	1.0
BIO 115	Basic Microbiology	3.0
BIO 210	Anatomy and Physiology I	4.0
BIO 211	Anatomy and Physiology II	4.0
CHM 105	General Organic and Biochemistry	4.0
ENG 160	Technical Communications	3.0
MAT 155	Contemporary Math	3.0
PSY 201	General Psychology	3.0
PHI 115	Contemporary Moral Issues	3.0
SOC 101	Introduction to Sociology	3.0
Subtotal		**31.0**

B. MAJOR COURSE REQUIREMENTS (47 CREDIT HOURS)		CREDIT HOURS
AHS 113	Head and Neck Anatomy	1.0
DHG 115	Medical and Dental Emergencies	2.0
DHG 121	Dental Radiography	3.0
DHG 125	Tooth Morphology and Histology	2.0
DHG 140	General and Oral Pathology	2.0
DHG 141	Periodontology	2.0
DHG 143	Dental Pharmacology	2.0
DHG 151	Dental Hygiene Principles	5.0
DHG 161	Clinical Dental Hygiene I Foundations	4.0
DHG 175	Clinical Dental Hygiene II	5.0
DHG 230	Public Health Dentistry	3.0
DHG 239	Dental Assisting for DHGs	2.0
DHG 241	Integrated Dental Hygiene I	1.0
DHG 242	Integrated Dental Hygiene II	1.0
DHG 243	Nutrition and Dental Health	2.0
DHG 255	Clinical Dental Hygiene III	5.0
DHG 265	Clinical Dental Hygiene IV	5.0
Subtotal		**47.0**
Total Credit Hours		**78.0**

Associate in Applied Sci - Early Care and Education

Program Overview

College/School
Education and Public Service

Program Title
Associate in Applied Sci - Early Care and Education

Program Code
AAS.ECE3

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
The Associate Degree in Early Care & Education is based on best practices and current research in the field of early childhood education. This degree provides students with the knowledge and skills necessary to promote optimal child development for all children, regardless of background or ability. In addition to focusing on competencies in child growth and development, health and safety, curriculum, family engagement, guidance, and hands-on experience in a variety of nationally accredited child care and early education facilities, the program is well grounded in ethics, advocacy, and leadership skills. In addition to working in child care and Head Start, the Associate Degree in Early Care & Education may also qualify students as instructional assistants in public school early childhood programs.

Requirements

Free Form Requirements

Major: Early Care & Education (61-63 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (16 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
ENG 101	English Composition I	3.0
ENG 102 OR ENG 165	English Composition II OR Professional Communications	3.0
PSY 201	General Psychology	3.0
MAT 155	Contemporary Mathematics	3.0
ART 101 OR MUS 105 OR THE 101	Art History and Appreciation OR Music Appreciation OR Introduction to Theatre	3.0
Subtotal		**16.0**

B. MAJOR COURSE REQUIREMENTS (39 CREDIT HOURS)		CREDIT HOURS
ECD 101	Introduction to Early Childhood Development	3.0
ECD 102	Growth and Development I	3.0
ECD 105	Guidance and Classroom Management	3.0
ECD 107	Exceptional Child (30-hour practicum)	3.0
ECD 108	Family and Community Relations (10-hour practicum)	3.0
ECD 131	Language Arts	3.0
ECD 132	Creative Experiences (30-hour practicum)	3.0
ECD 133	Science and Math Concepts	3.0
ECD 135	Health, Safety and Nutrition	3.0
ECD 201	Principles of Ethics and Leadership in Early Childhood	3.0
ECD 203	Growth and Development II	3.0
ECD 237	Methods and Materials	3.0
ECD 243 OR ECD 251	Supervised Field Experience (75-hour practicum) OR Supervised Field Placement in Infant/Toddlers Environment (75-hour practicum)	3.0
Subtotal		**39.0**

C. ADDITIONAL COURSE REQUIREMENTS (6-8 CREDIT HOURS) -- CHOOSE 2 OF THE FOLLOWING		CREDIT HOURS
ECD 109	Administration and Supervision	3.0
MGT 120	Small Business Management	3.0
ECD 200	Curriculum Issues in Infant/Toddler Development	3.0
ECD 205	Socialization and Group Care of Infant and Toddlers	3.0
BIO 101	Biological Sciences I	4.0
CPT 101	Introduction to Computers	3.0
EDU 201	Classroom Inquiry with Technology	3.0
EDU 230	Schools in Communities	4.0
EDU 241	Learners and Diversity	4.0
SPC 205	Public Speaking	3.0
ECD 138	Movement and Music for Children	3.0
ECD 210	Early Childhood Intervention	3.0
SAC 101	Best Practices in School Age and Youth Care Skills	3.0
Subtotal		**6.0 - 8.0**

Associate in Applied Sci - Electronics Engineering Tech.

Program Overview

College/School

Science, Information Technology, Engineering and Math (STEM)

Program Title

Associate in Applied Sci - Electronics Engineering Tech.

Program Code

AAS.EET

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Electronics engineering technicians combine practical hands-on skills with a theoretical approach to repairing, maintaining, and troubleshooting electronic equipment including computers, PLCs, electronic instruments and control devices. Graduates of this program may work in a manufacturing environment, research facility, sales center or educational institution.

Curricula and prerequisites are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss course selections with an Engineering Technology Advisor before each registration cycle.

This program is accredited by the Engineering Technology Accreditation Commission of ABET, http://www.abet.org.

Requirements

Free Form Requirements
Major: Electronics Engineering Technology (66 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (18 CREDIT HOURS)		CREDIT HOURS
AET 202 OR HIS 201 OR HIS 202 OR PHI 101 OR REL 103	History of Architecture OR American History: Discovery to 1877 OR American History: 1877 to Present OR Introduction to Philosophy OR Comparative Religion	3.0
ENG 160	Technical Communications	3.0
ENG 165	Professional Communications	3.0
MAT 110	College Algebra	3.0
MAT 111	College Trigonometry	3.0
GEO 102 OR ECO 210	World Geography OR Macroeconomics	3.0
Subtotal		**18.0**

B. MAJOR COURSE REQUIREMENTS (45 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation (V)	1.0
EET 102	Introduction to Data Acquisition	1.0
EET 103	Introduction to Electronics (V)	3.0
EET 113	Electrical Circuits I	4.0
EET 114	Electrical Circuits II	4.0
EET 141	Electronic Circuits	4.0
EET 210	Digital Integrated Circuits	4.0
EET 220	Analog Integrated Circuits	3.0
EET 227	Electrical Machinery	3.0
EET 235	Programmable Controllers	3.0
EET 251	Microprocessor Fundamentals	4.0
EET 255	Advanced Microprocessors	3.0
EET 273	Electronics Senior Project	1.0
EGR 120	Engineering Computer Applications	3.0
PHY 201	Physics I	4.0
Subtotal		**45.0**

C. ADDITIONAL COURSE REQUIREMENTS (SELECT 1 OF THE FOLLOWING – 3 CREDIT HOURS)		CREDIT HOURS
MET 250	Special Topics in Mechanical Technology	4.0
EGT 106	Print Reading and Sketching	3.0
EGT 151	Intermediate CAD	3.0
CPT 236	Introduction to Java Programming	3.0
Subtotal		16.0
Total Credit Hours		**66.0**

Associate in Applied Sci - Engineering Fundamentals

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Associate in Applied Sci - Engineering Fundamentals

Program Code
AAS.EGRF

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Students who wish to transfer to a four-year institution in engineering should enroll in the Engineering Fundamentals program. The Engineering Fundamentals degree allows the student to complete the first two years of an engineering course of study and then transfer to a four-year

institution to earn a bachelor's degree in engineering. Midlands Technical College offers this option in the areas of Electrical, Computer, Civil, Mechanical, and Chemical Engineering. Students who wish to transfer into the Computer Science or Computer Information Systems programs should enroll in the Engineering Science certificate and work with their advisor to create an Associate in General Technology (AGT).

Under a long-standing articulation agreement between Midlands Technical College and the University of South Carolina, the College of Engineering and Computing at the University of South Carolina accepts courses from Midlands Technical College for the first two years of the bachelor's degree for all of the disciplines listed above. Students who complete an Associate in Applied Science in Engineering Fundamentals and have an overall GPA of 2.75 or higher may seek admission to transfer to the College of Engineering and Computing at the University of South Carolina as a junior.

Requirements

Free Form Requirements
Major: Engineering Fundamentals (68-75 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (19 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
MAT 140	Analytical Geometry and Calculus I	4.0
	Approved History/Humanities Course	3.0
	Approved Fine Arts Course	3.0
	Approved Social/Behavioral Science Course	3.0
Subtotal		**19.0**

B. MAJOR COURSE REQUIREMENTS (24-25 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
CHM 110	College Chemistry I	4.0
MAT 141	Analytical Geometry and Calculus II	4.0
MAT 240	Analytical Geometry and Calculus III	4.0
MAT 242	Differential Equations	4.0
PHY 221	University Physics I	4.0
EGR 270* OR EGR 281*	Introduction to Engineering OR Introduction to Algorithmic Design	3.0 - 4.0
Subtotal		**24.0 - 25.0**

*Students in the Aerospace, Biomedical, Chemical, Civil and Mechanical programs take EGR 270, Students in Electrical, Computer Engineering, Computer Science, and Computer Information Systems take EGR 281.

C. ADDITIONAL COURSE REQUIREMENTS (28-32 CREDIT HOURS)	CREDIT HOURS
Additional course requirements, worked out with Engineering Fundamentals Advisor and Department Chair, based on student's goals and transfer destination.	28.0-32.0
Total Credit Hours	**68.0-75.0**

Associate in Applied Sci - Engineering Fund - Aerospace EGR

Program Overview

Midlands Technical College

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Associate in Applied Sci - Engineering Fund - Aerospace EGR

Program Code
AAS.EGRF.AERO

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Students who wish to transfer to a four-year institution in engineering should enroll in the Engineering Fundamentals program. The Engineering Fundamentals degree allows the student to complete the first two years of an engineering course of study and then transfer to a four-year institution to earn a bachelor's degree in engineering. Midlands Technical College offers this option in the areas of Electrical, Computer, Civil, Mechanical, and Chemical Engineering. Students who wish to transfer into the Computer Science or Computer Information Systems programs should enroll in the Engineering Science certificate and work with their advisor to create an Associate in General Technology (AGT).

Under a long-standing articulation agreement between Midlands Technical College and the University of South Carolina, the College of Engineering and Computing at the University of South Carolina accepts courses from Midlands Technical College for the first two years of the bachelor's degree for all of the disciplines listed above. Students who complete an Associate in Applied Science in Engineering Fundamentals and have an overall GPA of 2.75 or higher may seek admission to transfer to the College of Engineering and Computing at the University of South Carolina as a junior.

Requirements

Free Form Requirements
Graduation Requirements

In addition to college graduation requirements, students must earn a cumulative 2.0 grade point average (GPA) or better in all courses offered by the Engineering Technologies Department to be eligible for graduation.

Major: Engineering Fundamentals – Concentration in Aerospace Engineering (72 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (19 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
MAT 140	Analytical Geometry and Calculus I	4.0
	Approved History/Humanities Course	3.0
	Approved Fine Arts Course	3.0
	Approved Social/Behavioral Science Course	3.0
Subtotal		**19.0**

B. MAJOR COURSE REQUIREMENTS (24 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
CHM 110	College Chemistry I	4.0
MAT 141	Analytical Geometry and Calculus II	4.0
MAT 240	Analytical Geometry and Calculus III	4.0
MAT 242	Differential Equations	4.0
PHY 221	University Physics I	4.0
EGR 270	Introduction to Engineering	3.0
Subtotal		**24.0**

C. ADDITIONAL COURSE REQUIREMENTS (29 CREDIT HOURS)		CREDIT HOURS
CHM 111	College Chemistry II	4.0
ECE 209	Statistics for Engineers	3.0
EGR 260	Engineering Statics	3.0
EGR 262	Dynamics	3.0
EGR 264	Introduction to Mechanics of Solids	3.0
EGR 266	Engineering Thermodynamics Fundamentals	3.0
EGR 274	Engineering Applications of Numerical Methods	3.0
EGR 275	Introduction to Engineering Computer Graphics	3.0
PHY 222	University Physics II	4.0
Subtotal		**29.0**
Total Credit Hours		**72.0**

Associate in Applied Sci- Engineering Fund - Biomedical EGR

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Associate in Applied Sci- Engineering Fund - Biomedical EGR

Program Code
AAS.EGRF.BMEN

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Students who wish to transfer to a four-year institution in engineering should enroll in the Engineering Fundamentals program. The Engineering Fundamentals degree allows the student to complete the first two years of an engineering course of study and then transfer to a four-year institution to earn a bachelor's degree in engineering. Midlands Technical College offers this option in the areas of Electrical, Computer, Civil, Mechanical, and Chemical Engineering. Students who wish to transfer into the Computer Science or Computer Information Systems programs should enroll in the Engineering Science certificate and work with their advisor to create an Associate in General Technology (AGT).

Under a long-standing articulation agreement between Midlands Technical College and the University of South Carolina, the College of

Midlands Technical College

Engineering and Computing at the University of South Carolina accepts courses from Midlands Technical College for the first two years of the bachelor's degree for all of the disciplines listed above. Students who complete an Associate in Applied Science in Engineering Fundamentals and have an overall GPA of 2.75 or higher may seek admission to transfer to the College of Engineering and Computing at the University of South Carolina as a junior.

Requirements

Free Form Requirements

Graduation Requirements

In addition to college graduation requirements, students must earn a cumulative 2.0 grade point average (GPA) or better in all courses offered by the Engineering Technologies Department to be eligible for graduation.

Major: Engineering Fundamentals – Concentration in Biomedical Engineering (74 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (19 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
MAT 140	Analytical Geometry and Calculus I	4.0
	Approved History/Humanities Course	3.0
	Approved Fine Arts Course	3.0
	Approved Social/Behavioral Science Course	3.0
Subtotal		**19.0**

B. MAJOR COURSE REQUIREMENTS (24 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
CHM 110	College Chemistry I	4.0
MAT 141	Analytical Geometry and Calculus II	4.0
MAT 240	Analytical Geometry and Calculus III	4.0
MAT 242	Differential Equations	4.0
PHY 221	University Physics I	4.0
EGR 270	Introduction to Engineering	3.0
Subtotal		**24.0**

C. ADDITIONAL COURSE REQUIREMENTS (31 CREDIT HOURS)		CREDIT HOURS
CHM 111	College Chemistry II	4.0
CHM 211	Organic Chemistry I	4.0
CHM 212	Organic Chemistry II	4.0
BIO 101	Biological Science I	4.0
PHY 222	University Physics II	4.0
BIO 102	Biological Science II	4.0
BIO 225	Microbiology	4.0
EGR 209	Statistics for Engineers	3.0
Subtotal		**31.0**
Total Credit Hours		**74.0**

Associate in Applied Sci - Engineering Fund - Civil EGR

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Associate in Applied Sci - Engineering Fund - Civil EGR

Program Code
AAS.EGRF.CE

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Students who wish to transfer to a four-year institution in engineering should enroll in the Engineering Fundamentals program. The Engineering Fundamentals degree allows the student to complete the first two years of an engineering course of study and then transfer to a four-year institution to earn a bachelor's degree in engineering. Midlands Technical College offers this option in the areas of Electrical, Computer, Civil, Mechanical, and Chemical Engineering. Students who wish to transfer into the Computer Science or Computer Information Systems programs should enroll in the Engineering Science certificate and work with their advisor to create an Associate in General Technology (AGT).

Under a long-standing articulation agreement between Midlands Technical College and the University of South Carolina, the College of Engineering and Computing at the University of South Carolina accepts courses from Midlands Technical College for the first two years of the bachelor's degree for all of the disciplines listed above. Students who complete an Associate in Applied Science in Engineering Fundamentals and have an overall GPA of 2.75 or higher may seek admission to transfer to the College of Engineering and Computing at the University of South Carolina as a junior.

Requirements

Free Form Requirements
Graduation Requirements

In addition to college graduation requirements, students must earn a cumulative 2.0 grade point average (GPA) or better in all courses offered by the Engineering Technologies Department to be eligible for graduation.

Major: Engineering Fundamentals – Concentration in Civil Engineering (69 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (19 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
MAT 140	Analytical Geometry and Calculus I	4.0
	Approved History/Humanities Course	3.0
	Approved Fine Arts Course	3.0
	Approved Social/Behavioral Science Course	3.0
Subtotal		**19.0**

B. MAJOR COURSE REQUIREMENTS (24 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
CHM 110	College Chemistry I	4.0
MAT 141	Analytical Geometry and Calculus II	4.0
MAT 240	Analytical Geometry and Calculus III	4.0
MAT 242	Differential Equations	4.0
PHY 221	University Physics I	4.0
EGR 270	Introduction to Engineering	3.0
Subtotal		**24.0**

C. ADDITIONAL COURSE REQUIREMENTS (26 CREDIT HOURS)		CREDIT HOURS
BIO 101	Biological Science I	4.0
CHM 111	College Chemistry II	4.0
EGR 260	Engineering Statics	3.0
EGR 209	Statistics for Engineers	3.0
EGR 264	Introduction to Engineering Mechanics of Solids	3.0
EGR 268	Engineering Fluid Mechanics	3.0
EGR 274	Engineering Applications of Numerical Methods	3.0
EGR 275	Introduction to Engineering/Computer Graphics	3.0
Subtotal		**26.0**
Total Credit Hours		**69.0**

Associate in Applied Sci - Engineering Fund - Chemical EGR

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Associate in Applied Sci - Engineering Fund - Chemical EGR

Program Code
AAS.EGRF.CHE

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Students who wish to transfer to a four-year institution in engineering should enroll in the Engineering Fundamentals program. The Engineering Fundamentals degree allows the student to complete the first two years of an engineering course of study and then transfer to a four-year institution to earn a bachelor's degree in engineering. Midlands Technical College offers this option in the areas of Electrical, Computer, Civil, Mechanical, and Chemical Engineering. Students who wish to transfer into the Computer Science or Computer Information Systems programs should enroll in the Engineering Science certificate and work with their advisor to create an Associate in General Technology (AGT).

Under a long-standing articulation agreement between Midlands Technical College and the University of South Carolina, the College of Engineering and Computing at the University of South Carolina accepts courses from Midlands Technical College for the first two years of the bachelor's degree for all of the disciplines listed above. Students who complete an Associate in Applied Science in Engineering Fundamentals and have an overall GPA of 2.75 or higher may seek admission to transfer to the College of Engineering and Computing at the University of South Carolina as a junior.

Requirements

Free Form Requirements
Graduation Requirements

In addition to college graduation requirements, students must earn a cumulative 2.0 grade point average (GPA) or better in all courses offered by the Engineering Technologies Department to be eligible for graduation.

Major: Engineering Fundamentals – Concentration in Chemical Engineering (76 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (19 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
MAT 140	Analytical Geometry and Calculus I	4.0
	Approved History/Humanities Course	3.0
	Approved Fine Arts Course	3.0
	Approved Social/Behavioral Science Course	3.0
Subtotal		**19.0**

B. MAJOR COURSE REQUIREMENTS (24 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
CHM 110	College Chemistry I	4.0
MAT 141	Analytical Geometry and Calculus II	4.0
MAT 240	Analytical Geometry and Calculus III	4.0
MAT 242	Differential Equations	4.0
PHY 221	University Physics I	4.0
EGR 270	Introduction to Engineering	3.0
Subtotal		**24.0**

C. ADDITIONAL COURSE REQUIREMENTS (32 CREDIT HOURS)		CREDIT HOURS
CHM 111	College Chemistry II	4.0
CHM 211	Organic Chemistry I	4.0
CHM 212	Organic Chemistry II	4.0
EGR 266	Engineering Thermodynamics Fundamentals	3.0
EGR 274	Engineering Applications of Numerical Methods	3.0
EGR 268	Fluid Mechanics	3.0
EGR 280	Chemical Process Principles	3.0
EGR 281	Introduction to Algorithmic Design	4.0
PHY 222	University Physics II	4.0
Subtotal		**32.0**
Total Credit Hours		**75.0**

Associate in Applied Sci - Engineering Fund - Computer EGR

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Associate in Applied Sci - Engineering Fund - Computer EGR

Program Code
AAS.EGRF.CPE

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Students who wish to transfer to a four-year institution in engineering should enroll in the Engineering Fundamentals program. The Engineering Fundamentals degree allows the student to complete the first two years of an engineering course of study and then transfer to a four-year institution to earn a bachelor's degree in engineering. Midlands Technical College offers this option in the areas of Electrical, Computer, Civil, Mechanical, and Chemical Engineering. Students who wish to transfer into the Computer Science or Computer Information Systems programs should enroll in the Engineering Science certificate and work with their advisor to create an Associate in General Technology (AGT).

Under a long-standing articulation agreement between Midlands Technical College and the University of South Carolina, the College of Engineering and Computing at the University of South Carolina accepts courses from Midlands Technical College for the first two years of the bachelor's degree for all of the disciplines listed above. Students who complete an Associate in Applied Science in Engineering Fundamentals and have an overall GPA of 2.75 or higher may seek admission to transfer to the College of Engineering and Computing at the University of South Carolina as a junior.

Requirements

Free Form Requirements
Graduation Requirements

In addition to college graduation requirements, students must earn a cumulative 2.0 grade point average (GPA) or better in all courses offered by the Engineering Technologies Department to be eligible for graduation.

Major: Engineering Fundamentals – Concentration in Computer Engineering (76 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (19 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
MAT 140	Analytical Geometry and Calculus I	4.0
	Approved History/Humanities Course	3.0
	Approved Fine Arts Course	3.0
	Approved Social/Behavioral Science Course	3.0
Subtotal		**19.0**

B. MAJOR COURSE REQUIREMENTS (25 CREDIT HOURS)		CREDIT HOURS
COL 110	College Orientation	1.0
CHM 110	College Chemistry I	4.0
MAT 141	Analytical Geometry and Calculus II	4.0
MAT 240	Analytical Geometry and Calculus III	4.0
MAT 242	Differential Equations	4.0
PHY 221	University Physics I	4.0
EGR 281	Introduction to Algorithmic Design	4.0
Subtotal		**25.0**

C. ADDITIONAL COURSE REQUIREMENTS (32 CREDIT HOURS)		CREDIT HOURS
CPT 247	UNIX Operating Systems	3.0
ECE 102	Instrument Control	3.0
ECE 211	Introduction to Computer Engineering I	3.0
ECE 240 OR ECE 245	Introduction to Software Engineering OR Object-Oriented Progr Techniques	3.0
PHY 222	University Physics II	4.0
EGR 209	Statistics for Engineers	3.0
ECE 212	Introduction to Computer Engineering II	3.0
ECE 221	Introduction to Electrical Engineering I	3.0
EGR 283	Introduction to Algorithmic Design II	4.0
SPC 205	Public Speaking	3.0
Subtotal		**32.0**
Total Credit Hours		**76.0**

Associate in Applied Sci - Engineering Fund - Elect EGR

Program Overview

College/School

Science, Information Technology, Engineering and Math (STEM)

Program Title

Associate in Applied Sci - Engineering Fund - Elect EGR

Midlands Technical College

Program Code
AAS.EGRF.EE

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Students who wish to transfer to a four-year institution in engineering should enroll in the Engineering Fundamentals program. The Engineering Fundamentals degree allows the student to complete the first two years of an engineering course of study and then transfer to a four-year institution to earn a bachelor's degree in engineering. Midlands Technical College offers this option in the areas of Electrical, Computer, Civil, Mechanical, and Chemical Engineering. Students who wish to transfer into the Computer Science or Computer Information Systems programs should enroll in the Engineering Science certificate and work with their advisor to create an Associate in General Technology (AGT).

Under a long-standing articulation agreement between Midlands Technical College and the University of South Carolina, the College of Engineering and Computing at the University of South Carolina accepts courses from Midlands Technical College for the first two years of the bachelor's degree for all of the disciplines listed above. Students who complete an Associate in Applied Science in Engineering Fundamentals and have an overall GPA of 2.75 or higher may seek admission to transfer to the College of Engineering and Computing at the University of South Carolina as a junior.

Requirements

Free Form Requirements
Graduation Requirements

In addition to college graduation requirements, students must earn a cumulative 2.0 grade point average (GPA) or better in all courses offered by the Engineering Technologies Department to be eligible for graduation.

Major: Engineering Fundamentals – Concentration in Electrical Engineering (75 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (19 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
MAT 140	Analytical Geometry and Calculus I	4.0
	Approved History/Humanities Course	3.0
	Approved Fine Arts Course	3.0
	Approved Social/Behavioral Science Course	3.0
Subtotal		**19.0**

B. MAJOR COURSE REQUIREMENTS (25 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
CHM 110	College Chemistry I	4.0
MAT 141	Analytical Geometry and Calculus II	4.0
MAT 240	Analytical Geometry and Calculus III	4.0
MAT 242	Differential Equations	4.0
PHY 221	University Physics I	4.0
EGR 281	Introduction to Algorithmic Design	4.0
Subtotal		**25.0**

C. ADDITIONAL COURSE REQUIREMENTS (31 CREDIT HOURS)		CREDIT HOURS
ECE 101	Electrical and Electronics Engineering	3.0
ECE 102	Instrument Control	3.0
PHY 222	University Physics II	4.0
EGR 209	Statistics for Engineers	3.0
ECE 205	Electrical and Computer Lab I	3.0
ECE 211	Introduction to Computer Engineering I	3.0
ECE 212	Introduction to Computer Engineering II	3.0
ECE 221	Introduction to Electrical Engineering I	3.0
ECE 222	Introduction to Electrical Engineering II	3.0
EGR 283	Introduction to Algorithmic Design II	3.0
Subtotal		**31.0**
Total Credit Hours		**75.0**

Associate in Applied Sci - Engineering Fund - Mech EGR

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Associate in Applied Sci - Engineering Fund - Mech EGR

Program Code
AAS.EGRF.ME

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Students who wish to transfer to a four-year institution in engineering should enroll in the Engineering Fundamentals program. The Engineering Fundamentals degree allows the student to complete the first two years of an engineering course of study and then transfer to a four-year institution to earn a bachelor's degree in engineering. Midlands Technical College offers this option in the areas of Electrical, Computer, Civil, Mechanical, and Chemical Engineering. Students who wish to transfer into the Computer Science or Computer Information Systems programs should enroll in the Engineering Science certificate and work with their advisor to create an Associate in General Technology (AGT).

Under a long-standing articulation agreement between Midlands Technical College and the University of South Carolina, the College of Engineering and Computing at the University of South Carolina accepts courses from Midlands Technical College for the first two years of the bachelor's degree for all of the disciplines listed above. Students who complete an Associate in Applied Science in Engineering Fundamentals and have an overall GPA of 2.75 or higher may seek admission to transfer to the College of Engineering and Computing at the University of South Carolina as a junior.

Requirements

Free Form Requirements
Graduation Requirements

In addition to college graduation requirements, students must earn a cumulative 2.0 grade point average (GPA) or better in all courses offered by the Engineering Technologies Department to be eligible for graduation.

Major: Engineering Fundamentals – Concentration in Mechanical Engineering (71 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (19 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
MAT 140	Analytical Geometry and Calculus I	4.0
	Approved History/Humanities Course	3.0
	Approved Fine Arts Course	3.0
	Approved Social/Behavioral Science Course	3.0
Subtotal		**19.0**

B. MAJOR COURSE REQUIREMENTS (24 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
CHM 110	College Chemistry I	4.0
MAT 141	Analytical Geometry and Calculus II	4.0
MAT 240	Analytical Geometry and Calculus III	4.0
MAT 242	Differential Equations	4.0
PHY 221	University Physics I	4.0
EGR 270	Introduction to Engineering	3.0
Subtotal		**24.0**

C. ADDITIONAL COURSE REQUIREMENTS (28 CREDIT HOURS)		CREDIT HOURS
CHM 111	College Chemistry II	4.0
ECE 221	Electrical Engineering I	3.0
EGR 260	Engineering Statics	3.0
EGR 264	Introduction to Engineering Mechanics of Solids	3.0
EGR 266	Engineering Thermodynamics Fundamentals	3.0
EGR 274	Engineering Applications of Numerical Methods	3.0
EGR 275	Introduction to Engineering/Computer Graphics	3.0
EGR 262	Engineering Dynamics	3.0
EGR 268	Fluid Mechanics	3.0
Subtotal		**28.0**
Total Credit Hours		**71.0**

Associate in Applied Sci - Emerg Med Tech - Paramedic

Program Overview

College/School

Health Care

Program Title

Associate in Applied Sci - Emerg Med Tech - Paramedic

Midlands Technical College

Program Code
AAS.EMTP

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
The goal of the Paramedic Program is to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

The paramedic curriculum meets or exceeds the national standard curriculum for paramedic education and includes classroom, online, and experiential learning to immerse the student in the environment of pre-hospital emergency care. The program covers an array of topics necessary to prepare the student to pass the national registry exam, including: EMS operations, Medical Emergencies, Trauma Emergencies, Medication Administration, Pharmacology, Cardiology, and the psychomotor skills that accompany each topic area.

The Midlands Technical College (MTC) Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP Executive Office). This letter is NOT a CAAHEP accreditation status; it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation." Visit https://www.midlandstech.edu/programs-and-courses/health-care/emergency-medical-technology-paramedic-0 for more information.

To contact CoAEMSP Executive Office:
8301 Lakeview Parkway
Suite 111-312
Rowlett, TX 75088
214-703-8445
FAX 214-703-8992
www.coaemsp.org

Requirements

Free Form Requirements
In addition to the college and Health Sciences Department admission requirements, all candidates entering the initial Paramedic course must meet the following requirements:

- Have earned a High School Diploma or GED
- Be 18 years of age by the start of the program
- Have a current BLS CPR card
- Be physically able to perform all the tasks required in the program, and have approved documentation of a health physical
- Maintain state and national registry certification as an EMT for the duration of Paramedic courses (EMS 150 and beyond)
- Place into Program English and Math or equivalent placement score via college placement exam
- Complete a Criminal Background Check
- Interview with Program Staff
- Comply satisfactorily with required medical, physical, and immunizations

Students who already have an EMT or Paramedic credential may qualify for advanced placement into this program and should contact an academic and career advisor.

Major: Emergency Medical Technology (61 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (17 CREDIT HOURS)		CREDIT HOURS
COL 106	Skills for College Success	1.0
MAT 155	Contemporary Mathematics	3.0
ENG 160	Technical Communications	3.0
PSY 201	General Psychology	3.0
BIO 112	Basic Anatomy and Physiology	4.0
PHI 115	Contemporary Moral Issues	3.0
Subtotal		**17.0**

B. MAJOR COURSE REQUIREMENTS (44 CREDIT HOURS)		CREDIT HOURS
EMS 110	Emergency Medical Technician	5.0
EMS 150	Intro To Advanced Care	5.0
EMS 151	Paramedic Clinical I	2.0
EMS 216	Principles of Rescue	4.0
EMS 230	Advanced Emergency Medical Care I	5.0
EMS 231	Paramedic Clinical II	2.0
EMS 232	Paramedic Internship I	2.0
EMS 240	Advanced Emergency Medical Care II	5.0
EMS 242	Paramedic Internship II	2.0
EMS 270	NREMT Review	4.0
EMS 271	Advanced Emergency Operations	4.0
EMS 272	Paramedic Capstone	4.0
Subtotal		**44.0**
	Total	61.0

C. ADDITIONAL RECOMMENDED COURSES (12 CREDIT HOURS)		CREDIT HOURS
AHS 102	Medical Terminology	3.0
BIO 210*	Anatomy and Physiology	4.0
BIO 211*	Anatomy and Physiology II	4.0

*BIO 210 and BIO 211 can be taken in place of BIO 112

Associate in Applied Sci - Gen Tech - Computer Infor Syst

Program Overview

College/School

Science, Information Technology, Engineering and Math (STEM)

Program Title

Associate in Applied Sci - Gen Tech - Computer Infor Syst

Program Code

AAS.GEN.CIS

Degree

AAS - Associate in Applied Science

Academic or Program Level

Undergraduate

Requirements

Free Form Requirements

Major: Computer Information Systems (65 credits)

Degree: Associate in General Technology

A. GENERAL EDUCATION COURSE REQUIREMENTS (18 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
MAT 110	College Algebra	3.0
HIS 101 OR HIS 102 OR HIS 201	Western Civilization Pre 1689 OR Western Civilization Post 1689 OR American History: Discovery to 1877	3.0
ART 101 OR MUS 105 OR THE 101	Art History and Appreciation OR Music Appreciation OR Introduction to Theatre	3.0
PSC 201	American Government	3.0
Subtotal		**18.0**

B. MAJOR COURSE REQUIREMENTS (22 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
CPT 247	UNIX Operating System	3.0
EGR 209	Statistics for Engineers	3.0
EGR 281	Introduction to Algorithmic Design I	4.0
EGR 283	Introduction to Algorithmic Design II	4.0
MAT 130	Elementary Calculus	3.0
PHY 201	Physics I	4.0
Subtotal		**22.0**

C. CONCENTRATION (25 CREDIT HOURS)		CREDIT HOURS
ACC 101	Accounting Principles I	3.0
BUS 130	Business Communications	3.0
ECE 240	Introduction to Software Engineering	3.0
ECO 210	Macroeconomics	3.0
ECO 211	Microeconomics	3.0
BIO 101	Biological Science I	4.0
SPC 205	Public Speaking	3.0
CPT 170	Microcomputer Applications	3.0
Subtotal		**25.0**
Total Credit Hours		**65.0**

Associate in Applied Sci - Gen Tech - Computer Science

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Associate in Applied Sci - Gen Tech - Computer Science

Program Code
AAS.GEN.CS

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Requirements

Free Form Requirements
Major: Computer Science (69 credits)

Degree: Associate in General Technology

A. GENERAL EDUCATION COURSE REQUIREMENTS (26 HOURS)		CREDIT HOURS
BIO 101	Biological Science I	4.0
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
MAT 140	Analytical Geometry and Calculus I	4.0
SPC 205	Public Speaking	3.0
	Approved History/Humanities Course	3.0
	Approved Fine Arts Course	3.0
	Approved Social/Behavioral Science Course	3.0
Subtotal		**26.0**

B. MAJOR COURSE REQUIREMENTS (24 CREDIT HOURS)		CREDIT HOURS
COL 101	ollege Orientation	1.0
CHM 110	College Chemistry I	4.0
CHM 111	College Chemistry II	4.0
EGR 209	Statistics for Engineers	3.0
EGR 281	Introduction to Algorithmic Design	4.0
MAT 141	Analytical Geometry & Calculus II	4.0
MAT 240	Analytical Geometry & Calculus III	4.0
Subtotal		**24.0**

C. CONCENTRATION (19 CREDIT HOURS)		CREDIT HOURS
BUS 130	Business Communications	3.0
CPT 247	UNIX Operating System	3.0
ECE 211	Introduction to Computer Engineering I	3.0
ECE 212	Introduction to Computer Engineering II	3.0
ECE 240	Introduction to Software Engineering I	3.0
EGR 283	Introduction to Algorithmic Design II	4.0
Subtotal		**19.0**
Total Credit Hours		**69.0**

Associate in Applied Sci - Gen Tech - Health Care

Program Overview

College/School
Health Care

Program Title
Associate in Applied Sci - Gen Tech - Health Care

Program Code
AAS.GEN.HLC3

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Associate in Applied Sci - Human Services

Program Overview

College/School
Education and Public Service

Program Title
Associate in Applied Sci - Human Services

Program Code
AAS.HUS

Midlands Technical College

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
The Human Services Program is designed to graduate competent, caring and professional human services practitioners capable of filling entry and middle-level positions. The HUS program is a nationally accredited program with the Council for Standards in Human Services Education (CSHSE) . We acknowledge that students learn in a variety of ways. As such, a variety of teaching methods are employed including case studies, group projects, a 20-hour practicum, two field placements totaling 300 hours, class discussions, peer interactions and various written activities and papers.

Career opportunities exist in youth services, disabilities and special needs, substance abuse, geriatric services, child development programs, child and family services and mental health services. There are also opportunities in the area of general social services as the foundation in behavioral science can be applied in a wide variety of areas.

As a member of the CSHSE the Human Services Program provides graduates with the opportunity to earn a Human Services Board Certified Practitioner (HS-BCP) credential.

NOTE: This program is offered on the Airport Campus and Beltline Campus.

Requirements
Free Form Requirements

Special Requirements

To complete the Human Services program, students must obtain a "C" or better in all HUS courses. A 20-hour practicum is required as part of HUS 101, Introduction to Human Services. Additionally, students must complete two supervised field placements (SFP). Each SFP requires that students complete 150 hours within an agency in the community. Approval for entering SFP is made by the program director. SLED or background checks may be required of student interns by some agencies. Students are responsible for their transportation to and from practicum and supervised field placement sites.

Articulation Agreements

The Human Services Program has developed agreements with the following colleges and universities for graduates to seamlessly continue their education:

- Benedict College – Social Work
- Columbia College – Human Services and Social Work
- Coker University – Human Services
- Lander University – Human Services
- Limestone College – Social Work
- Southern Wesleyan University – Human Services
- University of South Carolina, Beaufort – Human Services
- University of South Carolina, Columbia – Social Work

Major: Human Services (64 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (29 CREDIT HOURS)		CREDIT HOURS
SPC 205	Public Speaking	3.0
BIO 101 OR 112	General Biology OR Basic Anatomy and Physiology	4.0
CPT 101 OR CPT 170	Introduction to Computers OR Microcomputer Applications	3.0
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SOC 101	Introduction to Sociology	3.0
PSY 201	General Psychology	3.0
PSY 203	Human Growth and Development	3.0
PHI 115 OR other Humanities Course	Contemporary Moral Ethics OR Other Humanities Course	3.0
COL 101	College Orientation	1.0
Subtotal		**29.0**

B. MAJOR COURSE REQUIREMENTS (35 CREDIT HOURS)		CREDIT HOURS
HUS 101	Introduction to Human Services	3.0
HUS 102	Personal and Professional Development in the Helping Professions	3.0
HUS 209	Case Management	3.0
HUS 221	Professional Ethics in Human Services	3.0
HUS 230	Interviewing Techniques	3.0
HUS 235	Group Dynamics	3.0
HUS 237	Crisis Intervention	3.0
HUS 250	Supervised Field Placement I	4.0
HUS 251	Supervised Field Placement II	4.0
	HUS Elective	3.0
	HUS Elective	3.0
Subtotal		**35.0**

ELECTIVES		CREDIT HOURS
HUS 201	Family System Dynamics	3.0
HUS 204	Introduction to Social Work	3.0
HUS 206	Death and Dying	3.0
HUS 207	Community Organizing	3.0
HUS 208	Alcohol and Drug Abuse	3.0
HUS 217	Addictions Counseling	3.0
HUS 231	Counseling Techniques	3.0
CRJ 101	Introduction to Criminal Justice	3.0
ECD 101	Introduction to Early Childhood	3.0

Associate in Applied Sci- Heat, Vent, Air Cond. Tech.

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Associate in Applied Sci- Heat, Vent, Air Cond. Tech.

Program Code
AAS.HVAC

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
The Heating, Ventilation, Air Conditioning/Refrigeration Technology program prepares students to work as entry-level technicians in residential and commercial air conditioning, refrigeration, and heating equipment installation and maintenance. Entry-level positions are available in hospitals, factories, schools, restaurants, office complexes, government agencies and local service companies. The associate degree program and shorter diploma and certificate programs are available.

Requirements

Free Form Requirements
All Heating, Ventilation, Air Conditioning/Refrigeration Technology courses must be passed with a "C" or better to receive credit towards a degree, diploma or certificate.

Special Requirements

Students are required to purchase hand tools and personal safety equipment at a cost of approximately $1050.

Major: Heating, Ventilation, Air Conditioning/ Refrigeration Technology (71 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (16 CREDIT HOURS)		CREDIT HOURS
ENG 160	Technical Communications	3.0
MAT 155	Contemporary Mathematics	3.0
COL 101	College Orientation	1.0
PSY 201	General Psychology	3.0
HIS 202	American History: 1877 to Present	3.0
CPT 101	Introduction to Computers	3.0
Subtotal		**16.0**

Major courses meeting other college general education core requirements are starred (*) below.

B. MAJOR COURSE REQUIREMENTS (20 CREDIT HOURS)		CREDIT HOURS
ACR 101	Fundamentals of Refrigeration	5.0
ACR 102	Tools and Service Techniques	3.0
ACR 106	Basic Electricity for HVAC/R	4.0
ACR 110	Heating Fundamentals*	4.0
ACR 120	Basic Air Conditioning	4.0
Subtotal		**20.0**

C. ADDITIONAL COURSE REQUIREMENTS (35 CREDIT HOURS)		CREDIT HOURS
ACR 130	Domestic Refrigeration	4.0
ACR 131	Commercial Refrigeration	4.0
ACR 206	Advanced Electricity for HVAC/R	2.0
ACR 207	Advanced Refrigeration Electricity	3.0
ACR 210	Heat Pumps	4.0
ACR 220	Advanced Air Conditioning	4.0
ACR 221	Residential Load Calculations*	2.0
ACR 224	Codes and Ordinances	2.0
ACR 231	Advanced Refrigeration	4.0
ACR 232	Refrigeration Calculation and Equipment Selection	3.0
ACR 250	Duct Fabrication	3.0
Subtotal		**35.0**
TOTAL CREDIT HOURS		**71.0**

Associate in Applied Sci - Paralegal

Program Overview

College/School
Education and Public Service

Program Title
Associate in Applied Sci - Paralegal

Program Code
AAS.LEG

Midlands Technical College

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Well-educated paralegals are essential to the practice of law. The Paralegal Studies Program at Midlands Technical College prepares students to assist lawyers in carrying out their professional responsibilities. Classes balance legal theory with the practical paralegal skills needed to assist attorneys in the practice of law. Those practical paralegal skills include managing cases for attorneys; communicating with clients, opposing counsel, courts, and other third parties; conducting legal and investigative research; interviewing clients and witnesses; and preparing court documents and correspondence.

The structure of the program is designed for those currently serving in the legal community as well as those interested in pursuing a career in law. Whether you are seeking to advance in your existing legal career, retool for the next phase of your career, or prepare for law school, our Associate in Applied Science or Post-Baccalaureate Certificate in Paralegal Studies provides an excellent path to your goal.

Diverse employment opportunities are available as a paralegal with law firms, courts, governments, corporate offices, insurance companies, real estate offices, mortgage companies, banks, and more.

Disclaimer: Paralegals may not provide legal services directly to the public, except as permitted by law, and must be mindful of prohibitions against lay persons practicing law.

An Associate in Applied Science or Post-Baccalaureate Certificate in Paralegal Studies prepares students to support attorneys with the practical and technological skills required in today's legal environment. Our program promotes legal ethics and the professionalism of paralegals, which extend their capacity for service to the legal community and ultimately contributing to the advancement of justice in society.

This program is approved by the American Bar Association. ABA approval indicates the program's curriculum, faculty, resources, and student services have met high standards of quality.

Requirements
Free Form Requirements

Special Requirements

Students must earn a grade of "C" or better in all of the courses with an LEG prefix for the grade to be counted towards degree completion.

Articulation Agreements

- Lander University – Paralegal Studies (20 out of 21 courses will transfer to Lander)
- University of South Carolina – Interdisciplinary Studies (16 out of 20 courses will transfer to USC)
- Columbia College – Community and Organizational Leadership (20 out of 21 courses will transfer to Columbia College)
- South University – Legal Studies

Major: Paralegal Studies (61 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (19 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
MAT 155	Contemporary Mathematics	3.0
PSY 201	General Psychology	3.0
SPC 205 OR BUS 130	Public Speaking OR Business Communications	3.0
	Humanities Course	3.0
COL 101	College Orientation	1.0
Subtotal		**19.0**

B. MAJOR COURSE REQUIREMENTS (30 CREDIT HOURS)		CREDIT HOURS
LEG 120	Torts	3.0
LEG 121	Business Law I	3.0
LEG 122	Business Law II	3.0
LEG 132	Legal Bibliography	3.0
LEG 135	Introduction to Law and Ethics	3.0
LEG 201	Civil Litigation I	3.0
LEG 213	Family Law	3.0
LEG 214	Property Law	3.0
LEG 233	Wills, Trusts and Probate	3.0
LEG 242	Law Practice Workshop	3.0
Subtotal		**30.0**

C. ADDITIONAL COURSE REQUIREMENTS (12 CREDIT HOURS)		CREDIT HOURS
CPT 101	Introduction to Computers	3.0
LEG 232	Law Office Management	3.0
	Approved LEG Elective	3.0
	Approved LEG Elective	3.0
Subtotal		**12.0**

APPROVED LEG ELECTIVES		CREDIT HOURS
LEG 212	Workers' Compensation	3.0
LEG 215	Bankruptcy Law	3.0
LEG 220	Intellectual Property Law	3.0
LEG 230	Legal Writing	3.0
LEG 231	Criminal Law	3.0
LEG 234	Title Examination Procedures I	3.0
LEG 262	Litigation Applications	3.0
LEG 270	Paralegal Certification Preparation	3.0

Associate in Applied Sci - Mechatronics Technology

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Associate in Applied Sci - Mechatronics Technology

Program Code
AAS.MEC

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
MTC's Mechatronics Technology Associate Degree prepares students to work in the highly automated manufacturing environment of the 21st century. The program is a good fit for students who desire a hands-on career and are technically inclined. The Mechatronics Technology Associate Degree is a 60-credit-hour program designed to be completed in six semesters if the student follows the program layout. The Mechatronics program responds to an industrial need to have trained technicians with "multi-craft" skills to work on equipment that ranges from packaging equipment to computer integrated manufacturing cells that produce anything from tires to automotive drive components to military grade weapons. The driving force behind the careers is the need for technicians to have skills that include electrical, mechanical, control, quality and computer technologies instead of specializing in one skill area. Mechatronics technicians may assist the design and engineering staffs but are more likely to install, maintain, modify and repair electro-mechanical, manufacturing, automated or process control systems from within a maintenance department.

Students who have completed certain industrial maintenance courses in MTC's Corporate and Continuing Education may be eligible for advanced placement into this program. For more information, visit the Mechatronics Technology Degree webpage at https://www.midlandstech.edu/programs-and-courses/advanced-manufacturing-and-skilled-trades/mechatronics-associate-degree.

Requirements

Free Form Requirements
All Mechatronics Technology courses must be passed with a "C" or better to receive credit towards a degree or certificate.

Major: Mechatronics Technology (60 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (16 CREDIT HOURS)		CREDIT HOURS
MAT 170	Algebra, Geometry & Trigonometry I	3.0
ENG 160	Technical Communications	3.0
HIS 202	American History: 1877 to Present	3.0
PSY 201	General Psychology	3.0
COL 101	College Orientation	1.0
CPT 170	Computer Applications	3.0
Subtotal		**16.0**

B. MAJOR COURSE REQUIREMENTS (44 CREDIT HOURS)		CREDIT HOURS
AMT 103	Sensors	3.0
AMT 105	Robotics and Automated Control I	3.0
AMT 160	Principles of Quality and Continuous Improvement	3.0
IMT 104	Schematics	2.0
IMT 110	Industrial Instrumentation	3.0
IMT 112	Hand Tool Operations	3.0
IMT 131	Hydraulics and Pneumatics	4.0
IMT 142	Electric Motors	2.0
IMT 151	Piping Systems	3.0
IMT 160	Preventative Maintenance	3.0
IMT 165	Mechanical Drives and Bearings	3.0
IMT 212	Electrical Theory	3.0
IMT 214	Industrial Wiring and Fluids	3.0
IMT 220	Electrical Distribution Equipment	3.0
IMT 233	Programmable Logic Controllers	3.0
Subtotal		**44.0**
TOTAL CREDIT HOURS:		**60.0**

Associate in Applied Sci - Mechanical Engineering Tech

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Associate in Applied Sci - Mechanical Engineering Tech

Program Code
AAS.MET3

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
The Mechanical Engineering Technology program provides students with the opportunity to enter the engineering technology field as a Mechanical or Computer-Aided Design and Drafting (CAD) Technician. Graduates may find themselves working in industries where they take a product from conception or design and follow the product through the manufacturing process. In the power generation industry, the technician can be involved in everything from basic maintenance and failure analysis to health and safety management. The basic program covers the fundamentals of computer assisted drafting, thermal and electrical science, manufacturing, and mechanical design. Students will gain an understanding of the effects of forces, motion, material strength, and the principles of hydraulics and pneumatics.

Requirements

Free Form Requirements
Graduation Requirements

In addition to college graduation requirements, students must earn a cumulative 2.0 grade point average (GPA) or better in all courses offered by the Engineering Technologies Department to be eligible for graduation.

Major: Mechanical Engineering Technology (69 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (26 CREDIT HOURS)		CREDIT HOURS
CHM 110	College Chemistry I	4.0
ENG 160	Technical Communications	3.0
ENG 165	Professional Communications	3.0
MAT 110	College Algebra	3.0
MAT 111	College Trigonometry	3.0
PHY 201	Physics	4.0
AET 202	History of Architecture, or any approved humanities course	3.0
GEO 102 OR ECO 210 OR ECO 211	World Geography OR Macroeconomics OR Microeconomics	3.0
Subtotal		**26.0**

B. MAJOR COURSE REQUIREMENTS (37 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
EGR 104	Engineering Technology Fundamentals	3.0
EGR 120	Engineering Computer Applications	3.0
EGR 170	Engineering Materials	3.0
EGR 175	Manufacturing Processes	3.0
EGR 194	Statics and Strength of Materials	4.0
EGT 106	Print Reading and Sketching	3.0
EGT 156	Intermediate CAD Applications	3.0
MET 105	DC and AC Electricity	4.0
MET 216	Mechanics of Fluid Systems	3.0
MET 217	Dynamics and Kinematics	3.0
MET 223	Thermodynamic Systems	3.0
MET 240	Mechanical Senior Project	1.0
Subtotal		**37.0**

C. ADDITIONAL COURSE REQUIREMENTS (SELECT 2 OF THE FOLLOWING — 6 CREDIT HOURS)		CREDIT HOURS
Approved Architecture Electives		
AET 103	International Building and Residential Codes	3.0
AET 105	Construction Documents (V)	3.0
Approved Chemical Electives		
CHM 111	College Chemistry II	3.0
CHT 110	Introduction to Alternate Energy Technology	3.0

C. ADDITIONAL COURSE REQUIREMENTS (SELECT 2 OF THE FOLLOWING — 6 CREDIT HOURS)		CREDIT HOURS
CHT 224	Current Topics in Industrial Chemistry	3.0
CHT 230	Survey in Engineering Chemistry	3.0
CHT 271	Chem Engr Process Prin	3.0
CHT 275	Chemical Process Technology	3.0
CHT 276	Advanced Chemical Process Technology	3.0
Approved Civil Electives		
CET 216	Soil Mechanics	3.0
CET 218	Hydraulics	3.0
CET 220	Concrete and Steel Design	3.0
CET 246	Environmental Systems Technology	3.0
Approved Cooperative Work Experience Electives		
CWE 113	Cooperative Work Experience I	3.0
CWE 123	Cooperative Work Experience II	3.0
Approved Electrical Electives		
EET 103	Introduction to Electronics	3.0
EET 210	Digital Integrated Circuits	3.0
EET 227	Electrical Machinery	3.0
EET 235	Programmable Controllers	3.0
EET 251	Microprocessor Fundamentals	3.0
Approved Environmental Electives		
EVT 102	Basic Water Treatment	3.0
EVT 111	Introduction to Water and Wastewater Treatment Lab	3.0
EVT 271	Special Topics in Environmental Engineering	3.0
EVT 254	Industrial Safety and Emergency Response	3.0
Approved Mechanical Electives		
MET 224	Hydraulics and Pneumatic	3.0
MET 245	MET Special Project	3.0
MET 250	Special Topics in Mechanical Technology	3.0
Approved Nuclear Electives		
EGR 205	Introduction to Nuclear Science	3.0
NET 112	Nuclear Power Plant Components	3.0
NET 122	Electrical Sciences	3.0
NET 130	Radiological Protection	3.0
NET 210	Thermal Sciences	3.0
NET 225	Nuclear Reactor Theory	3.0
NET 230	Nuclear Plant Chemistry	3.0
NET 240	Nuclear Primary and Secondary Systems	3.0

C. ADDITIONAL COURSE REQUIREMENTS (SELECT 2 OF THE FOLLOWING — 6 CREDIT HOURS)		CREDIT HOURS
Approved Manufacturing Electives		
EGR 176	Manufacturing Industries	3.0
MET 227	Instrumentation Principles	3.0
MET 235	Manufacturing Engineering Principles	3.0
QAT 102	Quality Concepts and Techniques	3.0
Approved Math Electives		
MAT 120	Probability and Statistics	3.0
MAT 130	Elementary Calculus	3.0
MAT 140	Analytical Geometry and Calculus I	3.0
Approved CAD Elective		
EGT 245	Principles of Parametric CAD	3.0
EGT 255	Applications of Advanced Cad	3.0
EGT 258	Applications of CAD	3.0
EGT 285	Integrated Rapid Prototyping Applications	3.0
Subtotal		**6.0**
Total Credit Hours		**69.0**

Associate in Applied Sci - Management

Program Overview

College/School
Business

Program Title
Associate in Applied Sci - Management

Program Code
AAS.MGT

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Management Mission Statement

Our mission is to equip students with the managerial skills to succeed in today's technology-driven and innovation-intensive workplace. Through a comprehensive management curriculum that integrates theory and practice, we aim to prepare our graduates to lead and transform organizations in diverse sectors. We are committed to providing hands-on learning experiences and career development opportunities that enable our students to excel in their chosen fields.

The management program strengthens students' analytical, decision-making and problem-solving skills in the business world with an emphasis on human relations, leadership and critical thinking. Students will gain valuable insight into how businesses operate with high success as well as be prepared to make important contributions to an organization's future.

Graduates will be prepared for entry-level management positions that could include sales, banking, transportation/logistics, entrepreneurship, operations, retail management, hospitality, or health care.

The management program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Requirements

Free Form Requirements

Major: Management (62 credit hours)

Degree: Associate in Applied Science

Students must earn a grade of "C" or better in all of the courses that have the following prefixes: ACC, AOT, ARV, BAF, BUS, CPT, MGT, and MKT.

A. GENERAL EDUCATION COURSE REQUIREMENTS (15 CREDIT HOURS)		CREDIT HOURS
ECO 211	Microeconomics	3.0
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
MAT 120	Probability & Statistics	3.0
PHI 115	Contemporary Moral Issues	3.0
Subtotal:		**15.0**

B. COLLEGE SUCCESS REQUIREMENTS (2 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation (taken first year)	
IDS 112	Employability Skills for Careers (taken second year)	1.0
Subtotal:		**2.0**

C. MAJOR BUSINESS COURSE REQUIREMENTS (24 CREDIT HOURS)		CREDIT HOURS
ACC 101	Accounting Principles I	3.0
ACC 102	Accounting Principles II	3.0
BUS 101	Introduction to Business	3.0
BUS 121	Business Law I	3.0
BUS 130	Business Communications	3.0
CPT 101 OR CPT 170	Introduction to Computers OR Microcomputer Applications	3.0
MGT 101	Principles of Management	3.0
MKT 101	Marketing	3.0
Subtotal:		**24.0**

D. ADDITIONAL BUSINESS REQUIREMENTS (12 CREDIT HOURS)		CREDIT HOURS
BAF 201	Principles of Finance	3.0
MGT 201	Human Resource Managment	3.0
MGT 220	Operations Management I	3.0
MGT 240 OR BUS 275	Management Decision Making OR Business Internship	3.0
Subtotal:		**12.0**
D. APPROVED BUSINESS ELECTIVES (COMPLETE 3 COURSES FROM THE FOLLOWING SUBJECT AREAS WITH GRADE OF C OR BETTER — 9 CREDIT HOURS)		**CREDIT HOURS**
ACC; AOT; ARV; BAF; CPT; MGT; MKT		
Subtotal:		**9.0**
Total Credit Hours:		**62.0**

Associate in Applied Sci - Marketing

Program Overview

College/School
Business

Program Title
Associate in Applied Sci - Marketing

Program Code
AAS.MKT

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description

Marketing Mission Statement

Our mission is to prepare graduates with practical skills to engage in the daily activities of promoting value to customers. Our curriculum emphasizes an integrated approach to targeting appropriate market segments and applying proven principles in research, sales, customer research, advertising, and strategic communication. The program prepares students for diverse marketing roles, enabling them to contribute to the growth of businesses, organizations, and communities.

Marketing involves various activities, institutions, and processes aimed at creating, communicating, delivering, and exchanging goods, services, and ideas that are valuable to customers, clients, partners, and society as a whole. Students can use electives to customize their marketing talents to meet their career goals.

The marketing program is accredited by the Accreditation Council for Business Schools and Programs.

Requirements

Free Form Requirements

Major: Marketing (62 credit hours)

Midlands Technical College

Degree: Associate in Applied Science

Students must earn a grade of "C" or better in all of the courses that have the following prefixes: ACC, AOT, ARV, BAF, BUS, CPT, MGT, and MKT.

A. GENERAL EDUCATION COURSE REQUIREMENTS (15 CREDIT HOURS)		CREDIT HOURS
ECO 211	Microeconomics	3.0
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
MAT 120	Probability & Statistics	3.0
PHI 115	Contemporary Moral Issues	3.0
Subtotal:		**15.0**

B. COLLEGE SUCCESS REQUIREMENTS (2 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation (taken first year)	1.0
IDS 112	Employability Skills for Careers (taken second year)	1.0
Subtotal:		**2.0**

C. MAJOR BUSINESS COURSE REQUIREMENTS (24 CREDIT HOURS)		CREDIT HOURS
ACC 101	Accounting Principles I	3.0
ACC 102	Accounting Principles II	3.0
BUS 101	Introduction to Business	3.0
BUS 121	Business Law I	3.0
BUS 130	Business Communications	3.0
CPT 101 OR CPT 170	Introduction to Computers OR Microcomputer Applications	3.0
MGT 101	Principles of Management	3.0
MKT 101	Marketing	3.0
Subtotal:		**24.0**

D. ADDITIONAL BUSINESS REQUIREMENTS (12 CREDIT HOURS)		CREDIT HOURS
ARV 121	Design	3.0
MKT 120 OR MKT 111	Sales Principles OR Media Relations	3.0
MKT 140	Digital Marketing	3.0
MKT 260 OR BUS 275	Marketing Management OR Business Internship	3.0
Subtotal:		**12.0**

D. APPROVED BUSINESS ELECTIVES (COMPLETE 3 COURSES FROM THE FOLLOWING SUBJECT AREAS WITH GRADE OF C OR BETTER — 9 CREDIT HOURS)		CREDIT HOURS
ACC; AOT; ARV; BAF; CPT; MGT; MKT		
Subtotal:		**9.0**
Total Credit Hours:		**62.0**

Associate in Applied Sci - Medical Lab Technology

Program Overview

College/School
Health Care

Program Title
Associate in Applied Sci - Medical Lab Technology

Program Code
AAS.MLT

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Medical laboratory technicians provide a wide range of information for physicians to use in diagnosis and treatment. Technicians work in clinical settings under the supervision of medical laboratory scientists and pathologists and are required to perform precise tests and procedures to guarantee accurate information for patient care. Technicians analyze body fluids, isolate and identify microorganisms, study blood components, perform pre-transfusion tests and determine disease-related immune responses.

The MLT Degree program prepares students to operate computerized lab equipment in a safe, cost-effective manner and to use quality control methods of assigned procedures. Students acquire a working knowledge in the areas of hematology, urology, parasitology, immunology, clinical chemistry, clinical microbiology and blood banking. In addition, they develop important communication skills to be used in translating reports, records and results.

Graduates of the program are eligible to take the Board of Certification (BOC) examination offered by the American Society for Clinical Pathology (ASCP) to earn the designation Medical Laboratory Technician (MLT).

The program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences. Visit https://www.midlandstech.edu/programs-and-courses/health-care/medical-laboratory-technology for more information.

Requirements

Free Form Requirements
Special Requirements

Students are required to purchase and maintain standard white uniforms, fluid-resistant laboratory coats, white shoes and safety equipment at an approximate total cost of $300. The American Society for Clinical Pathology Board of Certification examination fee is approximately $230.

Students must attain a grade of "C" in all curriculum courses to successfully complete the program. No course may be repeated more than one time. No more than 2 courses within the curriculum program may be repeated and only one Medical Laboratory Technology (MLT prefix) course may be repeated.

Courses must be taken in the appropriate sequences.

In addition to the college and School of Health Care admission requirements, specific eligibility and interview criteria to the Medical Laboratory Technology program include:

Admissions Criteria:

- TOEFL test for international students
- Interview by the Medical Laboratory Admissions Committee
- Acceptable criminal background check and drug screening
- Physical Examination with TB test (completed after interview) by entry date

Other criteria:

- High school or college credits in science/mathematics (algebra, chemistry, physics, biology) recommended
- High school diploma or equivalent

Major: Medical Laboratory Technology (75 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (17 CREDIT HOURS)		CREDIT HOURS
COL 106	Skills for College Success	1.0
ENG 160	Technical Communication	3.0
MAT 102	Intermediate Algebra	3.0
PSY 201	General Psychology	3.0
BIO 210	Anatomy and Physiology I	4.0
PHI 115	Contemporary Moral Issues	3.0
Subtotal		**17.0**

B. MAJOR COURSE REQUIREMENTS (16 CREDIT HOURS)		CREDIT HOURS
MLT 110	Hematology	4.0
MLT 120	Immunohematology	4.0
MLT 130	Clinical Chemistry	4.0
MLT 205	Advanced Microbiology	4.0
Subtotal		**16.0**

C. ADDITIONAL COURSE REQUIREMENTS (42 CREDIT HOURS)		CREDIT HOURS
BIO 211	Anatomy and Physiology II	4.0
CHM 110	College Chemistry I	4.0
MLT 102	Medical Lab Fundamentals	3.0
MLT 104	Basic Medical Microbiology	2.0
MLT 108	Urinalysis & Body Fluids	3.0
MLT 115	Immunology	3.0
MLT 210	Advanced Hematology	4.0
MLT 230	Advanced Clinical Chemistry	4.0
MLT 260	Clinical Practicum I	3.0
MLT 270	Clinical Applications*	12.0
Subtotal		**42.0**
Total Credit Hours		**75.0**

**Major courses meeting other college general education core requirements.*

Associate in Applied Sci - Machine Tool Technology

Program Overview

College/School

Advanced Manufacturing and Skilled Trades

Program Title
Associate in Applied Sci - Machine Tool Technology

Program Code
AAS.MTT3

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
The Machine Tool Technology program is designed to provide skilled machinists for manufacturing industries. The curriculum offers the knowledge and skills necessary to obtain entry-level jobs in a variety of manufacturing environments, as well as the potential to advance to supervisory, sales and training positions.

Students develop skills in the use of precision layout tools, layout techniques, and the setup and operation of mills, lathes, grinders, and other important conventional machines found in a machine shop. More advanced courses are taught in computer numerical control (CNC) programming, setup and operation, plastic injection molding, moldmaking, die making and repair, and jig and fixture design.

With the development of advanced technical systems, students can choose a variety of career paths. Examples are tool and die maker and computer numerical control setup and programming.

Requirements

Free Form Requirements
All Machine Tool Technology courses must be passed with a "C" or better to receive credit towards a degree, diploma or certificate.

Special RequirementsStudents are required to purchase a set of tools when beginning the Machine Tool Technology Program at a cost of approximately $800.

Major: Machine Tool Technology (73 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (16 CREDIT HOURS)		CREDIT HOURS
ENG 160	Technical Communications	3.0
MAT 170	Algebra, Geometry & Trigonometry I	3.0
COL 101	College Orientation	1.0
PSY 201	General Psychology	3.0
HIS 202	American History: 1877 to the Present	3.0
SPC 209 OR SPC 205	Interpersonal Communication OR Public Speaking	3.0
Subtotal		**16.0**

Major courses meeting other college general education core requirements are starred (*) below.

B. MAJOR COURSE REQUIREMENTS (15 CREDIT HOURS)		CREDIT HOURS
MTT 151	Precision Machining I	3.0
MTT 152	Precision Machining II	3.0
MTT 153	Precision Machining III	3.0
MTT 154	Precision Machining IV	3.0
MTT 250	Principles of CNC*	3.0
Subtotal		**15.0**

C. ADDITIONAL COURSE REQUIREMENTS (42 CREDIT HOURS)		CREDIT HOURS
MTT 105	Machine Tool Math Applications	3.0
MTT 106	Machine Tool Computer Applications	3.0
MTT 120	Machine Tool Print Reading	3.0
MTT 141	Metals and Heat Treatment	3.0
MTT 155	Precision Grinding	3.0
MTT 171	Industrial Quality Control	2.0
MTT 212	Tool Design	4.0
MTT 215	Tool Room Machining I	4.0
MTT 216	Tool Room Machining II	4.0
MTT 246	Plastic Moldmaking I	2.0
MTT 253	CNC Programming and Operations	3.0
MTT 252	CNC Setup and Operations	4.0
MTT 258	Machine Tool CAM 3.0	3.0
	General Elective	1.0
Subtotal		**42.0**
TOTAL CREDIT HOURS:		**73.0**

Associate in Applied Sci - Network Systems Management

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Associate in Applied Sci - Network Systems Management

Program Code
AAS.NSM3

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description

Networking is the common factor in distributed processing, online systems, tele-processing, terminal-based systems and real-time systems. The Network Systems Management curriculum is designed to prepare students to successfully pass several major industry certification exams while completing the degree. The curriculum emphasizes hands-on experience and is constantly tuned to be as "cutting edge" as possible.

NSM students must complete core courses, three approved networking elective courses, and the required general education courses.

Students who hold current certification in CompTia's A+, Network+ or Security+ may be eligible for advanced placement into this program. For more information, visit the Network Systems Management webpage at https://www.midlandstech.edu/programs-and-courses/school-science-information-technology-engineering-and-math-stem/network-systems-management.

Requirements

Free Form Requirements

Students must earn a cumulative grade of "C" or better in all courses to be eligible for graduation.

Major: Network Systems Management (60-61 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENT (16 CREDIT HOURS)		CREDIT HOURS
COL 101	Introduction to College	1.0
ENG 101	English Composition I	3.0
ENG 165	Professional Communications	3.0
MAT 155	Contemporary Mathematics	3.0
PSY 201	General Psychology	3.0
	Approved Humanities Course	3.0
Subtotal		**16.0**

B. MAJOR COURSE REQUIREMENTS (36 CREDIT HOURS)		CREDIT HOURS
CPT 180	Shell Scripting	3.0
CPT 285	Hardware Concepts	3.0
IST 164	Implementing Network Infrastructure Services	3.0
IST 165	Implementing and Administering Active Directory Services	3.0
IST 200	Cisco LAN Concepts	3.0
IST 201	Cisco Internetworking Concepts	3.0
IST 202	Cisco Router Configuration	3.0
IST 227	Internet Operations and Management	3.0
IST 257 OR IST 193	LAN Network server Technologies OR Linux Security Administration	3.0
IST 260	Network Design	3.0
IST 266 OR IST 291	Internet and Firewall Security OR Fundamentals of Network Security I	3.0
IST 293	IT and Data Assurance I	3.0
Subtotal		**36.0**

C. ADDITIONAL COURSE REQUIREMENT (SELECT 3 OF THE FOLLOWING — 8-9 CREDIT HOURS)		CREDIT HOURS
CPT 208	Special Topics in Computer Technology	3.0
CPT 255	Operating Systems Fundamentals	3.0
IST 115	Human Aspect in Cybersecurity	3.0
IST 150	Project Management Essentials for IT Professionals	3.0
IST 203	Advanced Cisco Router Configuration	3.0
IST 261	Advanced Network Administration	3.0
IST 267	Network Vulnerability Assessment	3.0
IST 292	Fundamentals of Network Security II	3.0
TEL 203	Fundamentals of Wireless Communication	3.0
CWE 112	Cooperative Work Experience I	2.0
Subtotal		**8.0-9.0**
Total Credit Hours		**60.0-61.0**

Associate in Applied Sci - Nursing (ADN)

Program Overview

College/School
Health Care

Program Title
Associate in Applied Sci - Nursing (ADN)

Program Code
AAS.NUR

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
The Nursing career pathway offers the certified nurse assistant program and two licensure programs: the Practical Nurse (PN) diploma and Registered Nurse (RN) associate degree. The rest of this section gives details about the two licensure programs (PN and RN).

Students enter the licensure Nursing programs in the fall, spring and summer as cohorts that learn, study, and support each other. Expert nursing faculty guide the cohorts in classroom, simulation and clinical experiences to prepare the student to become licensed nurses who provide safe, quality nursing care. The program emphasizes the value of a diverse student population that reflects the cultural diversity of health care clients. Both practical nursing and the associate degree program are accredited by the Accreditation Commission for Education in Nursing, 3390 Peachtree Road, NE, Suite 1400, Atlanta, Georgia 30326, 404-975-5000)) and approved by the South Carolina Board of Nursing. Visit https://www.midlandstech.edu/programs-and-courses/health-care/registered-nurse-adn for more information.

A flexible schedule is required and will be defined by the college/clinical agencies' needs. The schedule will include different shifts (day or evening) and weekends.

Program Accreditation

South Carolina Department of Labor, Licensing and Regulation, State Board of Nursing for South Carolina Synergy Business Park, Kingstree Building, 110 Centerview Dr., Columbia, SC 29210, (803) 898- 4550.

Accreditation Commission for Education in Nursing, Inc. (ACEN) 3390 Peachtree Road, NE, Suite 1400, Atlanta, Georgia 30326, (404) 975-5000

Upon completion of the PN program, the graduate is eligible to take the national Council Licensure Examination for Practical Nurses (NCLEX-PN). Upon completion of the RN program, the graduate is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The Associate Degree Nursing (ADN) program is designed to incorporate biological and social sciences with nursing concepts, knowledge, skills and attributes to demonstrate the nursing judgement that enables students to care for patients in a variety of clinical settings. The ADN is able to function with greater independence, in situations that are more complex and with more acutely ill patients. The ADN serves a vital role in teaching the patient about his or her condition and ways to improve his or her health. The ADN assesses the patient's condition, develops the plan of care and makes ongoing judgments regarding the patient's progress. Associate degree nurses have supervisory responsibilities for licensed practical nurses, nursing assistants and other health care workers. The curriculum includes classroom instruction as well as practice in simulated laboratories and various clinical settings. Visit https://www.midlandstech.edu/programs-and-courses/health-care/registered-nurse-adn for more information.

Requirements

Free Form Requirements

Admission Requirements – ADN

In addition to the college's admissions requirements, all required prerequisite courses must be completed in order to be admitted to the Nursing program. Admission to the nursing program is by competitive application.

ADN Prerequisite Courses:

1. ENG 101
2. PSY 201
3. PSY 203
4. BIO 210 (must be completed within 5 years of starting NUR-134)
5. BIO 211 (must be completed within 5 years of starting NUR-134)
6. BIO 225 (must be completed within 5 years of starting NUR-134)
7. MAT 110 or higher (must be completed within 5 years of starting NUR-134)
8. Approved Humanities

NOTE: No grade can be lower than a "C". No more than one repeat attempt per course at Midlands Technical College or any post-secondary institution, with no more than 2 courses repeated/attempted. "W"s awarded since Fall 2018 count as an attempt or a repeat with the exception of "W"s awarded in Spring 2020, Summer 2020, Fall 2020, Spring 2021, and Summer 2021. Due to COVID-19, "W"s awarded during those semesters will not count as an attempt nor count against the students in future semesters.

Beginning Summer 2024, "W"s awarded in general education courses beginning this semester will not count as an attempt. Biology and math courses must be completed within 5 years.

Applications for all Nursing programs are released once your advisor deems you will, or should, meet eligibility requirements for on open application date. It is your responsibility as the student to submit the application once requirements are met. **If an application is submitted too early, too late, or without meeting requirements it will not be reviewed.**

Open Application dates for Fall Semester starts are January 15 – May 15.

- Applications will be accepted for ADN, LPN and Transition.
- Notification of acceptance or denial into the Nursing program will be received by June 15.

Open Application dates for Spring Semester starts are May 25 – August 25.

- Applications will only be accepted for ADN and LPN.
- Notification of acceptance or denial into the Nursing program will be received by September 15.

Open Application dates for Summer Semester starts are September 15 – December 15.

- Applications will be accepted for ADN and LPN.
- Notification of acceptance or denial into the Nursing program will be received by January 15.

Additional Requirements

- High school or college credits in biology and algebra are recommended.
- Emotional and physical ability to carry out normal activities of nursing care as determined by physical examination.
- Cleared background check; negative drug screen; physical exam; immunizations such as Hepatitis B, Varicella, and MMR; a two-step TB skin test (PPD) or Quantiferon Gold; and CPR (American Heart Association BLS for Healthcare Providers) are required to enter clinical courses.
- Qualified applicants must attend a two-part orientation session.

Applicants must have a cumulative 2.0 GPA for all Midlands Technical College course work for entrance into and progression through the nursing curriculum.

The *Nursing Student Handbook* outlines other policies relevant to students in the program

Special Requirements

Students are required to take and pass the comprehensive competency exams each semester while in the nursing program and at the end of the nursing program. If the student is not successful in the comprehensive competency exams, remediation is mandatory for progression in the nursing program.

A negative drug screen is required for clinical placement experiences. Students may be subject to random drug screens throughout the program.

Criminal background checks are required for clinical placement. Students may be subject to additional clinical background checks based on clinical affiliate requirements.

Any student convicted of a crime or felony must contact the South Carolina Board of Nursing to determine eligibility for taking the NCLEX-RN licensure exam.

Students in nursing courses are required to attend nursing courses and clinical experiences during the weekday, weekends, and evening hours.

Progression

All courses in the curriculum must be passed with a grade of "B" or better. Courses may be repeated only once to obtain a grade of "B" or better. Students must pass math competency tests throughout the program. Students must have satisfactory clinical performance in every clinical nursing course.

To progress in the curriculum, the student must meet the specified academic performance standards set forth below:

- Obtain the program grade point average (GPA) required by the Nursing Department, not to drop below a 2.0
- Obtain a grade of "B" or better in each course
- Repeat no course in the ADN curriculum more than once
- Repeat no more than 2 curriculum courses (NUR only) within the ADN program
- A withdrawal (W) awarded since spring 2018 counts as an attempt or a repeat

Students who withdraw from or receive a grade lower than a "B" in any clinical nursing course must seek readmission to the program in order to repeat the course. A student may be readmitted on a space available basis and a cumulative GPA of 2.0 prior to having failed the course.

Attempts include W, D, C, and F. Readmission is based on space availability and eligibility. The dropped, withdrawn or failed course must be successfully completed before the student can take another nursing course.

Students who have not completed a nursing clinical course within the last nine months are required to validate knowledge for previously completed clinical nursing courses.

CPR certification and TB skin testing must be kept current in order to remain in the program.

The *Nursing Student Handbook* further outlines progression policies in the nursing program.

Major: Nursing (68 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (20 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
MAT 120	Probability and Statistics	3.0
PSY 201	General Psychology	3.0
BIO 210	Anatomy and Physiology I	4.0
BIO 211	Anatomy and Physiology II	4.0
	Humanities Elective	3.0
Subtotal		**20.0**

B. MAJOR COURSE REQUIREMENTS (19 CREDIT HOURS)		CREDIT HOURS
NUR 134	Beginning Nursing Skills	5.0
NUR 162	Psychiatric and Mental Health Nursing	3.0
NUR 155	Contemporary Nursing Practice I	6.0
NUR 235	Contemporary Medical Surgical Nursing Concepts	5.0
Subtotal		**19.0**

C. ADDITIONAL COURSE REQUIREMENTS (29 CREDIT HOURS)		CREDIT HOURS
BIO 225	Microbiology	4.0
NUR 131	Introduction to Pharmacology	1.0
NUR 141	Pharmacological Therapies I	2.0
NUR 158	Health Promotion for Families I	4.0
NUR 208	Health Promotion for Families II	4.0
NUR 255	Contemporary Nursing Practice II	5.0
NUR 270	Principles of Management and Leadership	1.0
NUR 215	Management of Care	5.0
PSY 203	Human Growth and Development	3.0
Subtotal		**29.0**
Total Credit Hours		**68.0**

Advanced Placement - Transition Nursing: LPN to ADN

Licensed Practical Nurses seeking advanced placement in the ADN program may be admitted to the Transition Nursing Program. LPNs seeking advanced placement must meet the following admission requirements:

- Have an active unrestricted S.C. Practical Nursing license or compact (multi-state) Practical Nursing license

- Have graduated from a Practical Nursing Program accredited by ACEN (Accreditation Commission for Education in Nursing)
- Qualify for the nursing program based on the requirements at the time of applying
- The *Nursing Student Handbook* outlines other policies relevant to students in the program.

Major: Transition Nursing: LPN to ADN (50 credit hours)

A. GENERAL EDUCATION COURSE REQUIREMENTS (27 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
MAT 120	Probability and Statistics	3.0
PSY 201	General Psychology	3.0
PSY 203	Human Growth and Development	3.0
BIO 210	Anatomy and Physiology I	4.0
BIO 211	Anatomy and Physiology II	4.0
BIO 225	Microbiology	4.0
	Humanities Elective	3.0
Subtotal		**27.0**

MAJOR COURSE REQUIREMENTS (7 CREDIT HOURS)		CREDIT HOURS
NUR 162	Psychiatric and Mental Health Nursing	3.0
NUR 203	Transition for the LPN	1.0
NUR 201	Transition Nursing	3.0
Subtotal		**7.0**

ADDITIONAL COURSE REQUIREMENTS (17 CREDIT HOURS)		CREDIT HOURS
NUR 131	Introduction to Pharmacology	1.0
NUR 208	Health Promotion for Families II	4.0
NUR 215	Management of Patient Care	5.0
NUR 255	Contemporary Nursing Practice II	5.0
NUR 270	Principles of Management and Leadership	1.0
Subtotal		**16.0**
Total Credit Hours		**50.0**

Associate in Applied Sci - Physical Therapist Asst.

Program Overview

College/School
Health Care

Program Title
Associate in Applied Sci - Physical Therapist Asst.

Program Code
AAS.PTH3

Midlands Technical College

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
The Physical Therapist Assistant is a skilled technical health-care worker who administers patient treatment programs under the supervision of a physical therapist. The assistant works to relieve pain and/or increase function in patients via therapeutic application of heat, cold, light, water, electricity, sound, massage, exercise, gait, and functional activity.

Clinical experience is provided in a variety of settings including hospitals, rehabilitation agencies, schools, private offices, and long-term care facilities.

The Physical Therapist Assistant curriculum is configured sequentially to allow the student to complete the general education courses in a flexible format. During this time, the student can complete not only the academic requirements needed for the associate degree but can also complete the observation requirements and all necessary documentation required prior to interviewing for the technical portion of the degree. Movement into the technical portion is dependent on successful completion of general education coursework and additional specific admissions requirements found below.

The Physical Therapist Assistant program at Midlands Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). Visit https://www.midlandstech.edu/programs-and-courses/health-care/physical-therapy-assistant for more information.

Requirements
Free Form Requirements

Special Requirements

Specific Interview Eligibility Criteria for to the Physical Therapist Assistant program technical portion include:

- Attendance of a mandatory Information session
- Completion of 20 or more total hours of PT clinic observation (5 of which must be in an acute care hospital setting) and submission of MTC PTA program observation forms with student observation reflection paper
- Completion of Pre-Requisite courses with adherence to the Health Sciences “Course Repeat Policy,” “Course Acceptance Timeframe Policy” and earning a cumulative GPA of 2.90 or higher in the qualified Pre-Requisite courses
- Submission of the required application materials by the due dates published on the program website

Specific Admission Requirements to the Physical Therapist Assistant program technical portion include:

- Current enrollment as an MTC student, having participated in a student specific PTA advising appointment with assigned adviser
- Successful interview by the Physical Therapist Assistant Program Admissions Committee
- First-aid and CPR certification
- Acceptable criminal background check and drug screening results
- Satisfactory compliance with required medical, physical, and immunizations

*Prior to the interview, students are strongly encouraged to prepare by reviewing the website and all printed information regarding the program. Students who do not matriculate into the technical portion due to an unsuccessful interview will not be permitted to re-apply.

Progression

All Physical Therapist Assistant Pre-Requisite courses must be completed with a “C” or higher in order to progress into the technical portion of the curriculum. No more than two Pre-Requisite courses may be repeated, and no course may be repeated more than once. The repeat policy is applied to coursework taken both at MTC and at other colleges. All PTA program technical portion curriculum courses must be completed with a

"C" or higher on the first attempt or the student will not progress further.

Readmission

Students who withdraw or who are unable to continue due to grades may apply for readmission. Readmission is not guaranteed. Students may re-enter the program only once and must repeat all technical coursework.

Major: Physical Therapist Assistant (70 credit hours)

Degree: Associate in Applied Science

A. General Education Course Requirements (27 credit hours)

SEMESTER 1		**CREDIT HOURS**
COL 106	Skills for College Success	1.0
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
BIO 210	Anatomy and Physiology	4.0
PHI 115**	Contemporary Moral Issues	3.0
Subtotal		**14.0**

SEMESTER 2		**CREDIT HOURS**
MAT 120	Probability and Statistics	3.0
BIO 211	Anatomy and Physiology II	4.0
SPC 205	Public Speaking	3.0
AHS 102	Medical Terminology	3.0
Subtotal		**13.0**

*Pre-Requisite courses may be taken in the above layout or as chosen by the student.
**While PHI 115 is strongly recommended, a different qualified humanities course may be taken instead.

B. Major Technical Portion Course Requirements (43 credit hours)

SEMESTER 3 (FALL SEMESTER)		**CREDIT HOURS**
PTH 101	Physical Therapy Professional Preparation	2.0
PTH 204	Physical Therapy Functional Anatomy and Application	5.0

SEMESTER 4 (SPRING SEMESTER)		CREDIT HOURS
PTH 202	Physical Therapy Modalities	4.0
PTH 206	Therapeutic Procedures	2.0
PTH 221	Pathology I	2.0
PTH 222	Pathology II	2.0
PTH 225	Electrotherapy	2.0

SEMESTER 5 (SUMMER SEMESTER)		CREDIT HOURS
PTH 252	Clinical Practice I	2.0
PTH 226	Therapeutic Exercises	3.0
PTH 244	Rehabilitation	4.0

SEMESTER 6 (FALL SEMESTER)		CREDIT HOURS
PTH 253	Clinical Practice II	3.0
PTH 266	Physical Therapy Practicum I	6.0
PTH 276	Physical Therapy Practicum II	6.0
Subtotal		**43.0**
Total Credit Hours		**70.0**

*The technical portion of the PTA program courses are offered in the sequence as listed above and can only be taken after acceptance into the technical portion of the PTA program, which follows the Interview and an offer of admittance.

Associate in Applied Sci - Radiologic Technology

Program Overview

College/School
Health Care

Program Title
Associate in Applied Sci - Radiologic Technology

Program Code
AAS.RAD

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Radiographers (X-ray technologists) assist radiologists (MDs) in performing examinations of the body to rule out or confirm and identify

fractures or disease. To accomplish this, radiographers must be well-trained in using highly technical X-ray equipment and applying specialized techniques. Radiographers study human anatomy and physiology, pathology, exposure techniques, positioning, fluoroscopic procedures, radiation protection, trauma and mobile radiography. Elective topics in radiation therapy, ultrasound, C.T. and MRI are also provided.

The Radiologic Technology program is fully accredited by the Joint Review Committee on Education in Radiologic Technology and by the S.C. Radiation Quality Standards Association. Visit https://www.midlandstech.edu/programs-and-courses/health-care/radiologic-technology for more information.

Graduates are eligible to take the ARRT examination. Upon successful completion, students receive the designation of Registered Radiologic Technologist RT(R).

Required rotations through various hospitals, offices, trauma centers and immediate care areas of radiology are scheduled for certain days. Evenings and weekends are scheduled by the program to enhance their clinical education experience. These rotations are required.

Requirements

Free Form Requirements

Special Requirements

Students are required to purchase and maintain a set of standard navy uniforms, laboratory coats, white shoes and a name pin (approximate cost of $450), radiography books and manuals (approximate cost of $1100) and membership fees in professional organizations (approximate cost of $60).

In addition to the college and Health Sciences Department admission requirements, specific eligibility and admissions criteria to the Radiologic Technology program are:

Pre-application considerations:

- High school diploma or equivalent
- High school or college credits in mathematics/science (recommended)
- Completion of pre-requisite courses

Pre-Interview Requirements - Maintaining Eligibility:

- Attend information session
- ATI TEAS 7 test
- Complete two clinical observations
- Earn a grade of "C" or higher in all math, science, and technology courses without repeating a course more than once
- Maintain 2.5 GPA in the RAD general education courses

Acceptable admission criteria:

- Compliance with the program's dress code and personal appearance policies found in the program's website
    - The Program Policy and Procedure Manual can be reviewed online on our website
- Successful formal interview following an information session and observations
- Satisfactory compliance with required medical physical and immunization requirements
- Acceptable criminal background check and drug screening results

Major: Radiologic Technology (74 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (17 CREDIT HOURS)		CREDIT HOURS
COL 106	Skills for College Success	1.0
AHS 102	Medical Terminology	3.0
MAT 155	Contemporary Mathematics	3.0
PSY 201	General Psychology	3.0
BIO 210	Anatomy and Physiology I	4.0
PHI 115	Contemporary Moral Issues	3.0
Subtotal		**17.0**

B. MAJOR COURSE REQUIREMENTS(57 CREDIT HOURS)		CREDIT HOURS
RAD 101	Introduction to Radiography	2.0
RAD 102	Patient Care Procedures	2.0
RAD 153	Applied Radiography I	3.0
BIO 211	Anatomy and Physiology II	4.0
ENG 160*	Technical Communications	3.0
Subtotal		**14.0**

B. MAJOR COURSE REQUIREMENTS (57 CREDIT HOURS) (CONTINUED)		CREDIT HOURS
RAD 130	Radiographic Procedures I	3.0
RAD 110	Radiographic Imaging I	3.0
RAD 155	Applied Radiography II	5.0
RAD 235	Radiography Seminar I	1.0
Subtotal		**12.0**

B. MAJOR COURSE REQUIREMENTS (57 CREDIT HOURS) (CONTINUED)		CREDIT HOURS
RAD 136	Radiographic Procedures II	3.0
RAD 165	Applied Radiography III	5.0
Subtotal		**8.0**

B. MAJOR COURSE REQUIREMENTS (57 CREDIT HOURS) (CONTINUED)		CREDIT HOURS
RAD 121	Radiographic Physics	4.0
RAD 258	Advanced Radiography I	8.0
Subtotal		**12.0**

B. MAJOR COURSE REQUIREMENTS (57 CREDIT HOURS) (CONTINUED)		CREDIT HOURS
RAD 220	Selected Imaging Topics	3.0
RAD 268	Advanced Radiography II	8.0
Subtotal		**11.0**
Total Credit Hours		**74.0**

Students must earn a grade of "C" or higher in all math, science and technology courses. No course may be repeated more than once, and no radiology course may be repeated.

Associate in Applied Sci - Respiratory Care

Program Overview

College/School
Health Care

Program Title
Associate in Applied Sci - Respiratory Care

Program Code
AAS.RTT3

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Respiratory Care is a health specialty relating to the diagnosis, treatment, preventive and rehabilitative care of individuals suffering from deficiencies, diseases, trauma, and abnormalities affecting the process of breathing. They are trained to be members of the highly technical life support teams, patient educators and rehabilitation specialists. The Respiratory Care curriculum has a variety of program options sequenced to offer the student the greatest flexibility in achieving their career goals. Students may at any time complete pre-requisite courses which includes all the general education and related courses (English, math, anatomy and physiology, integrated science, etc.) required by the curriculum. The student can take all or part of these courses prior to taking the professional courses. The student determines the length of time they want to spend in this phase before applying for the next phase (Phase II).

Clinical Phase may be started only in the fall semester and completes the technical or professional training. Here, students study respiratory care procedures and concepts in class, laboratory and clinical facilities. The curriculum blends classroom, laboratory and hospital experience. Much of the time is spent in supervised patient-care learning while working with physicians, nurses, respiratory therapists and other members of the health care team at clinical sites.

The Respiratory Care program is accredited by Commission on Accreditation for Respiratory Care (CoARC).

Students graduating from the Respiratory Care program are eligible to take the National Board Respiratory Care (NBRC) Therapist Multiple Choice Examination and the Clinical Simulation Examination given by the NBRC. Upon successful completion of these registry examinations, graduates are designated as Registered Respiratory Therapists. Graduates from the program are eligible to apply to the South Carolina State Board of Medical Examiners for state licensing. Visit https://www.midlandstech.edu/programs-and-courses/health-care/respiratory-care for more information.

Requirements

Free Form Requirements

Special Requirements

Students in the program are required to purchase and maintain two monogrammed uniforms, lab coat, shoes, stethoscope and a watch at an approximate cost of $300, and respiratory textbooks/lab supplies (approximate cost of $1000).

Students are required to join the professional association (AARC) at the student rate of $50 and attend some workshops and scheduled professional meetings at their own expense (approximately $300/year).

Students must earn at least a "B" in BIO 112 on the first attempt. Students must attain a grade of at least a "C" in all other respiratory care, mathematics and science courses to successfully complete the program. Students may not repeat mathematics, science and/or major courses more than once and are permitted to repeat no more than two different curriculum courses.

In addition to the college and Health Sciences Department admission requirements, specific eligibility and admissions criteria to the Respiratory Care program are:

Acceptable admissions criteria:

- Attend Respiratory Care Information Session
- Maintain a 2.5 GPA in the RES general education courses
- Satisfactory compliance with required medical, physical and immunization requirements
- Acceptable criminal background check and drug screening results
- First aid and CPR Certificates - A Community and Basic Life Support CPR for Adults and Children certificate from the American Red Cross or Heart Association is due before entry into the first respiratory class and must be current (within 3 months of starting the program).

Major: Respiratory Care (73 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (21 CREDIT HOURS)		CREDIT HOURS
COL 106	Skills for College Success	1.0
ENG 101	English Composition I	3.0
BIO 112	Basic Anatomy and Physiology	4.0
MAT 102	Intermediate Algebra	3.0
PSY 201	General Psychology	3.0
PHI 115	Contemporary Moral Issues	3.0
PHS 115	Integrated Science	4.0
Subtotal		**21.0**

B. MAJOR COURSE REQUIREMENTS (52 CREDIT HOURS)		CREDIT HOURS
RES 101	Introduction to Respiratory Care	3.0
RES 121	Respiratory Skills I	4.0
RES 246	Respiratory Pharmacology	2.0
RES 160	Clinic	1.0
RES 125	Cardiopulmonary Physiology	2.0
RES 131	Respiratory Skills II	4.0
RES 244	Advanced Respiratory Skills	4.0
RES 150	Clinical Applications I	4.0
RES 110	Cardiopulmonary Science I	2.0
RES 204	Neonatal/Pediatric Care	3.0

RES 152	Clinical Applications II*	3.0
RES 235	Respiratory Diagnostics	4.0
RES 241	Respiratory Care Transition	1.0
RES 111	Pathophysiology	2.0
RES 275	Advanced Clinical Practice I	5.0
RES 232	Respiratory Therapeutics	2.0
RES 242	Advanced Respiratory Care Transition	1.0
RES 277	Advanced Clinical Practice II	5.0

Associate in Applied Sci - Surgical Technology

Program Overview

College/School
Health Care

Program Title
Associate in Applied Sci - Surgical Technology

Program Code
AAS.SUR3

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
Surgical Technologists are integral members of the operating room team. They work in cooperation with surgeons and other healthcare professionals to deliver safe, direct patient care during all phases of surgery. Surgical Technologists prepare and sterilize instruments and surgical supplies, assist physicians during surgical procedures, ensure necessary equipment is properly maintained and available when needed, handle surgical specimens, maintain a sterile atmosphere in the operating room environment and complete necessary paperwork related to surgical procedures.

The comprehensive Surgical Technology program offers students the opportunity to prepare for entry-level positions as Surgical Technologists. The three-semester curriculum gives students a balanced set of experiences in the classroom, laboratory and clinical setting. Students are trained in procedures, aseptic (sterile) techniques, medical equipment nomenclature, human anatomy and physiology, physics, robotics, and pharmacology for the operating room. Graduates of the program may be employed in a variety of areas such as the operating room, labor and delivery, physicians' offices, cath labs, and outpatient surgery centers.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Program (CAAHEP), on the recommendation of the Accreditation Review Committee in Surgical Technology (ARC-ST). Visit https://www.midlandstech.edu/programs-and-courses/health-care/surgical-technology for more information.

Graduates of the program are required to sit for the National Certification Examination for Surgical Technologists.

Requirements

Free Form Requirements

Special Requirements

Students are required to purchase and maintain blue scrub suits, white shoes, white hose, a name pin and protective eye wear at an approximate cost of $180.

Students must attain a grade of "C" or better in all required curriculum courses to complete the program successfully. All courses in the curriculum may be repeated no more than once to obtain a grade of "C" or better. No more than two curriculum courses may be repeated. All Surgical Technology courses must be taken in the appropriate sequence.

In addition to the college and Health Sciences Department admission requirements, specific eligibility and admissions criteria to the Surgical Technology program include:

Acceptable Admissions Criteria:

- Successful interview by the Surgical Technology Admission Committee
- Must be 17 years of age by date of program entry
- Certification in Basic First Aid and BLS Infant, Child, Adult CPR
- Acceptable criminal background check and drug screening results
- Satisfactory compliance with required medical, physical, and immunizations

Major: Surgical Technology (64 credit hours)

Associate in Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (16 CREDIT HOURS)		CREDIT HOURS
BIO 112	Basic Anatomy and Physiology	4.0
ENG 160	Technical Communications	3.0
MAT 155	Contemporary Mathematics	3.0
PHI 115	Contemporary Moral Issues	3.0
PSY 201	General Psychology	3.0
Subtotal		**16.0**

B. MAJOR COURSE REQUIREMENTS (35 CREDIT HOURS)		CREDIT HOURS
SUR 101	Introduction to Surgical Technology	5.0
SUR 103	Surgical Procedures I	4.0
SUR 102	Applied Surgical Technology	5.0
SUR 104	Surgical Procedures II	4.0
SUR 110	Introduction to Surgical Practicum	5.0
SUR 114	Surgical Specialty Practicum	7.0
SUR 120	Surgical Seminar	2.0
SUR 123	Sterile Processing Technology	3.0
Subtotal		**35.0**

C. ADDITIONAL COURSE REQUIREMENTS (9 CREDIT HOURS)		CREDIT HOURS
AHS 102	Medical Terminology	3.0
AHS 131 or AHS 180	Computers in Healthcare OR Health Careers Preparation	3.0
BIO 115	Basic Microbiology	3.0
COL 106	Skills for College Success	1.0
CPT 101	Introduction to Computers	3.0
Subtotal		**13.0**
Total Credit Hours		**64.0**

Associate in Applied Science - Welding Technology

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Associate in Applied Science - Welding Technology

Program Code
AAS.WLD3

Degree
AAS - Associate in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
The AAS in 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.

The program seeks to provide graduates with the skills necessary to succeed in positions ranging from aluminum welding for custom boat fabrication to pipe welding for nuclear power generation components. Graduates entering the workforce will be well versed in multiple welding disciplines, fabrication techniques, and job-site safety practices.

Students who have completed Welding courses in MTC's Corporate and Continuing Education may be eligible for advanced placement into this program. For more information, students should consult their Academic and Career Advisor.

Requirements

Free Form Requirements
All Welding Technology courses must be passed with a "C" or better to receive credit toward a degree or certificate.

Special Requirements

Students are required to purchase approximately $500 worth of welding tools and equipment.

Major: Welding Technologies (62 credit hours)

Degree: Associate in Applied Science

A. GENERAL EDUCATION (16 CREDIT HOURS)		CREDIT HOURS
CPT 101	Introduction to Computers	3.0
COL 101	College Orientation	3.0
ENG 160	Technical Communications	3.0
HIS 202	American History: 1877 to Present	3.0
MAT 170	Algebra, Geometry, and Trigonometry	3.0
PSY 201	General Psychology	>3.0
Subtotal		**16.0**

B. REQUIRED CORE COURSES (46 CREDIT HOURS)		CREDIT HOURS
WLD 102	Introduction to Welding	2.0
WLD 103	Print Reading I	1.0
WLD 105	Print Reading II	1.0
WLD 109	Gas Metal Arc Welding 2	3.0
WLD 110	Welding Safety and Health	1.0
WLD 111	Arc Welding I	4.0
WLD 115	Arc Welding III	4.0
WLD 120	Flux Cored Arc Welding I	4.0
WLD 134	Inert Gas Welding Non-Ferrous	3.0
WLD 136	Advanced Inert Gas Welding	2.0
WLD 140	Weld Testing	1.0
WLD 142	Maintenance Welding	3.0
WLD 154	Pipe Fitting and Welding	4.0
WLD 160	Fabrication Welding	3.0
WLD 170	Qualification Welding	4.0
WLD 202	Cutting Fundamentals	2.0
WLD 228	Inert Gas Pipe Welding I	4.0
Subtotal		**46.0**
TOTAL CREDIT HOURS:		**62.0**

Associate in Science

Program Overview

College/School
Interdisciplinary Studies

Program Title
Associate in Science

Program Code
AS.AS

Degree
AS - Associate in Science

Academic or Program Level
Undergraduate

Catalog Full Description
The Associate in Science degree is the parent curriculum of many of our transfer concentrations in mathematics and science. The A.S. concentrations serve students who wish to take courses to transfer into a four-year college or university in such majors as computer science, engineering, health sciences, mathematics, science or others that require more intensive course work in mathematics and science than in the humanities and/or social sciences. This two-year degree program is essentially equivalent to the first two years of the degree requirements for the chosen major at the student's four- year college or university.

Transfer to Other Colleges

Entrance requirements for transfer students vary widely among four-year colleges and universities. Transfer of credits is a privilege granted by the institution to which the student transfers, and all applicants and requests for transfer of credit are considered individually. Students must complete their courses at Midlands Technical College with grades acceptable to the college which they request admission and transfer of credit. It is strongly recommended that early in a student's academic career at Midlands Technical College he or she discuss transferring to a four-year institution with the appropriate representatives of that institution.

While it is the responsibility of each student to plan a program of study to meet the requirements of the college to which the student expects to transfer, informed academic advisors are available to assist students in their course selections.

Requirements
Free Form Requirements

Major: Associate in Science (62 credit hours)

Degree: Associate in Science

A. General Education Course Requirements (29 credit hours)

		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205 OR SPC 209	Public Speaking OR Interpersonal Communication	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		**CREDIT HOURS**
Fine Arts	3 credit hours must be selected from the following: ART 101, MUS 105, THE 101	3.0
Social/Behavioral Science	3 credit hours must be selected from the following: ANT 202, ECO 210, GEO 102, PSC 201, PSY 201, SOC 101	3.0
History	3 credit hours must be selected from the following: HIS 101, HIS 102, HIS 104, HIS 105, HIS 201, HIS 202	3.0
Additional Fine Arts, Literature, Humanities or SBS Elective	3 credit hours must be selected from the following: ANT 101, ANT 202, ANT 203, ART 101, ART 105, ART 107, ART 108, ART 111, ART 112, ART 121, ART 122, ART 211, ART 212, ART 292, ECO 201, ECO 210, ECO 211, ENG 165, ENG 203, ENG 205, ENG 206, ENG 207, ENG 208, ENG 209, ENG 210, ENG 211, ENG 212, ENG 214, ENG 218, ENG 222, ENG 228, ENG 230, ENG 234, ENG 236, ENG 238, ENG 260, ENG 263, FRE 101, FRE 102, FRE 122, GEO 101, GEO 102, GER 101, GER 102, GER 122, HIS 101, HIS 102, HIS 104, HIS 105, HIS 106, HIS 107, HIS 108, HIS 109, HIS 113, HIS 130, HIS 131, HIS 201, HIS 202, HIS 213, HIS 214, HIS 220, HIS 221, HIS 230, HIS 235, LNG 101, MUS 105, MUS 110, MUS 115, PHI 101, PHI 115, PSC 201, PSC 205, PSC 206, PSC 215, PSC 220, PSC 225, PSY 201, PSY 203, PSY 212, PSY 218, PSY 220, PSY 225, REL 101, REL 102, REL 103, REL 106, SOC 101, SOC 205, SOC 210, SOC 220, SPA 101, SPA 102, SPA 122, SPC 208, SPC 209, SPC 210, THE 101, THE 105, THE 125, THE 220, THE 221, THE 222, THE 253	3.0
Subtotal		**12.0**

3. SCIENCE (8 CREDIT HOURS)		CREDIT HOURS
Science	8 credit hours must be selected from the following: AST 101, AST 102, BIO 101, BIO 102, BIO 112, BIO 201, BIO 202, BIO 205/BIO 206, BIO 210, BIO 211, BIO 225, CHM 105, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, GEO 205, PHY 201, PHY 202, PHY 221, PHY 222	8.0
Subtotal		**8.0**
Total General Education Credits		**29.0**

B. Mathematics/Science Concentration Course Requirements (15 credit hours)

		CREDIT HOURS
Mathematics/Science Concentration	15 credit hours must be selected from the following: AST 101, AST 102, BIO 101, BIO 102, BIO 110, BI0 112, BIO 115, BIO 205/206, BIO 210, BIO 211, BIO 225, BIO 240, CHM 105, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, GEO 205, MAT 110, MAT 111, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, MAT 170, MAT 220, MAT 240, MAT 242, MAT 250, MAT 251, PHY 201, PHY 202, PHY 221, PHY 222	15.0
Total Mathematics/Science Concentration Credits		**15.0**

C. College-Wide Electives (16-18 credit hours)

Electives depend on students' educational goals and may show wide variety. Students should consult their advisors for appropriate elective courses. Must include one curriculum-level mathematics course if not already taken in concentration requirements. Credits may be selected from curriculum courses numbered 101 and above, excluding MAT 101, MAT 102, and AOT 105.

	CREDIT HOURS
16-18 credit hours must be selected from curriculum courses numbered 101 and above, excluding MAT 101, MAT 102, and AOT 105. Must include one curriculum-level mathematics course if not already taken in concentration requirements.	16.0-18.0
Total College-Wide Elective Credits	**16.0-18.0**
Total Program Credit Hours	**60.0-62.0**

Associate in Science - Biology

Program Overview

College/School

Science, Information Technology, Engineering and Math (STEM)

Program Title

Associate in Science - Biology

Program Code

AS.AS.BIOL

Degree

AS - Associate in Science

Academic or Program Level

Undergraduate

Catalog Full Description

The Associate in Science with a concentration in Biology is designed to serve students who wish to take courses to transfer into a four-year college or university that offers a baccalaureate degree with a major in Biology or related fields. This two-year degree program is intended to be equivalent to the first two years of the degree requirements for the chosen major at the student's four-year college or university. The student's desired transfer institution will be the ultimate authority on course transfer and degree applicability, and the student and advisor can further refine course choices in the degree planning process.

Biology is the study of life including structure, growth, reproduction, diversity, and the interactions between organisms and their environment. It applies the systematic scientific method of inquiry, observations, hypothesis, experimentation, and data analysis before reaching a conclusion. It uses critical thinking skills to solve biological questions. The laboratory hours give students hands-on practice in the concepts and principles introduced in the classroom. Students have the opportunity to use laboratory instrumentation and procedures that will carry over to related scientific fields. A Biology concentration is recommended for students who wish to pursue further studies in Biological Sciences such as Anatomy and Physiology, Zoology, Botany, Microbiology, Genetics, Cell Biology, Environmental Sciences, Marine Biology, and Ecology, among others.

Requirements

Free Form Requirements

Major: Associate in Science (60 credit hours)

Degree: Associate in Science with Concentration in Biology

A. Courses for Distribution

1. COMMUNICATIONS (9 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205 OR SPC 209	Public Speaking OR Interpersonal Communication	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		CREDIT HOURS
ART 101 OR MUS 105 OR THE 101	Art History and Appreciation OR Music Appreciation OR Introduction to Theatre	3.0
PSY 201 OR SOC 101	General Psychology OR Introduction to Sociology	3.0
HIS 101 OR HIS 102 OR HIS 201 OR HIS 202	Western Civilization to 1689 OR Western Civilization Post 1689 OR American History: Discovery to 1877 OR American History: 1877 to Present	3.0
ANT 202 OR ECO 210	Cultural Anthropology OR Macroeconomics	3.0
Subtotal		**12.0**

3. SCIENCE (8 CREDIT HOURS)		CREDIT HOURS
CHM 110	College Chemistry I	4.0
CHM 111	College Chemistry II	4.0
Subtotal		**8.0**

B. Courses for Biology Concentration (12 credit hours)

		CREDIT HOURS
BIO 101	Biological Science I	4.0
BIO 102	Biological Science II	4.0
BIO 225 OR BIO 210 OR BIO 205/206	Microbiology OR Anatomy and Physiology I OR Ecology/Ecology Lab OR	4.0
Total Mathematics/Science Concentration Credits		**12.0**

C. College-Wide Electives (16-22 credit hours)

		CREDIT HOURS
MAT 110	College Algebra	3.0
MAT 111	College Trigonometry	3.0
MAT 140	Analytical Geometry and Calculus I	4.0
CHM 211	Organic Chemistry I	4.0
CHM 212	Organic Chemistry II	4.0
COL 101	College Orientation	1.0
Total College-Wide Elective Credits		**19.0**
Total Program Credit Hours		**60.0**

Associate in Science - Chemistry

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Associate in Science - Chemistry

Program Code
AS.AS.CHEM

Degree
AS - Associate in Science

Academic or Program Level
Undergraduate

Catalog Full Description
The Associate in Science with a concentration in Chemistry is designed to serve students who wish to take courses to transfer into a four-year college or university that offers a baccalaureate degree with a major in Chemistry. This two-year degree program is intended to be equivalent to the first two years of the degree requirements for the chosen major at the student's four-year college or university. The student's desired transfer institution will be the ultimate authority on course transfer and degree applicability, and the student and advisor can further refine course choices in the degree planning process.

Chemistry is the branch of science that studies the composition, structure, properties, interactions, and reactions of matter, including at the atomic and molecular level. It applies the systematic scientific method of inquiry, observations, hypothesis, experimentation, and data analysis before reaching a conclusion. It uses critical thinking skills to solve chemical problems. The laboratory hours give students hands-on practice in the concepts and principles introduced in the classroom. Students have the opportunity to use laboratory instrumentation and procedures that will carry over to related scientific fields. A Chemistry concentration is recommended for students who wish to pursue further studies in Chemical Sciences such as Chemical Engineering, Material Sciences, and Forensic Sciences, among others.

Requirements

Free Form Requirements

Major: Associate in Science (63 credit hours)

Degree: Associate in Science with Concentration in Chemistry

A. Courses for Distribution

1. COMMUNICATIONS (9 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205 OR SPC 209	Public Speaking OR Interpersonal Communication	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		CREDIT HOURS
ART 101 OR MUS 105 OR THE 101	Art History and Appreciation OR Music Appreciation OR Introduction to Theatre	3.0
PSY 201 OR SOC 101	General Psychology OR Introduction to Sociology	3.0
HIS 101 OR HIS 102 OR HIS 201 OR HIS 202	Western Civilization to 1689 OR Western Civilization Post 1689 OR American History: Discovery to 1877 OR American History: 1877 to Present	3.0
ANT 202 OR ECO 210	Cultural Anthropology OR Macroeconomics	3.0
Subtotal		**12.0**

3. SCIENCE (8 CREDIT HOURS)		CREDIT HOURS
BIO 101 OR BIO 210	Biological Sciences I OR Anatomy and Physiology I	4.0
PHY 201	Physics I	4.0
Subtotal		**8.0**

B. Courses for Chemistry Concentration (16 credit hours)

		CREDIT HOURS
CHM 110	College Chemistry I	4.0
CHM 111	College Chemistry II	4.0
CHM 211	Organic Chemistry I	4.0
CHM 212	Organic Chemistry II	4.0
Total Mathematics/Science Concentration Credits		**16.0**

C. Additional Requirements or Electives (16-22 credit hours)

		CREDIT HOURS
MAT 110	College Algebra	3.0
MAT 111	College Trigonometry	3.0
MAT 140	Analytical Geometry and Calculus I	4.0
PHY 202	Physics II	4.0
CPT 101	Introduction to Computers	3.0
COL 101	College Orientation	1.0
Total College-Wide Elective Credits		**18.0**
Total Program Credit Hours		**63.0**

Associate in Science - Interdisciplinary Studies

Program Overview

College/School
Interdisciplinary Studies

Program Title
Associate in Science - Interdisciplinary Studies

Program Code
AS.AS.IDS

Degree
AS - Associate in Science

Academic or Program Level
Undergraduate

Catalog Full Description
The Associate in Science degree is the parent curriculum of many of our transfer concentrations in mathematics and science. The A.S. concentrations serve students who wish to take courses to transfer into a four-year college or university in such majors as computer science, engineering, health sciences, mathematics, science or others that require more intensive course work in mathematics and science than in the humanities and/or social sciences. This two-year degree program is essentially equivalent to the first two years of the degree requirements for the chosen major at the student's four- year college or university.

Transfer to Other Colleges

Entrance requirements for transfer students vary widely among four-year colleges and universities. Transfer of credits is a privilege granted by the institution to which the student transfers, and all applicants and requests for transfer of credit are considered individually. Students must complete their courses at Midlands Technical College with grades acceptable to the college which they request admission and transfer of credit. It is strongly recommended that early in a student's academic career at Midlands Technical College he or she discuss transferring to a four-year institution with the appropriate representatives of that institution.

While it is the responsibility of each student to plan a program of study to meet the requirements of the college to which the student expects to transfer, informed academic advisors are available to assist students in their course selections.

Requirements

Free Form Requirements

Major: Associate in Science (62 credit hours)

Degree: Associate in Science

A. General Education Course Requirements (29 credit hours)

		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205 OR SPC 209	Public Speaking OR Interpersonal Communication	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		**CREDIT HOURS**
Fine Arts	3 credit hours must be selected from the following: ART 101, MUS 105, THE 101	3.0
Social/Behavioral Science	3 credit hours must be selected from the following: ANT 202, ECO 210, GEO 102, PSC 201, PSY 201, SOC 101	3.0
History	3 credit hours must be selected from the following: HIS 101, HIS 102, HIS 104, HIS 105, HIS 201, HIS 202	3.0
Additional Fine Arts, Literature, Humanities or SBS Elective	3 credit hours must be selected from the following: ANT 101, ANT 202, ANT 203, ART 101, ART 105, ART 107, ART 108, ART 111, ART 112, ART 121, ART 122, ART 211, ART 212, ART 292, ECO 201, ECO 210, ECO 211, ENG 165, ENG 203, ENG 205, ENG 206, ENG 207, ENG 208, ENG 209, ENG 210, ENG 211, ENG 212, ENG 214, ENG 218, ENG 222, ENG 228, ENG 230, ENG 234, ENG 236, ENG 238, ENG 260, ENG 263, FRE 101, FRE 102, FRE 122, GEO 101, GEO 102, GER 101, GER 102, GER 122, HIS 101, HIS 102, HIS 104, HIS 105, HIS 106, HIS 107, HIS 108, HIS 109, HIS 113, HIS 130, HIS 131, HIS 201, HIS 202, HIS 213, HIS 214, HIS 220, HIS 221, HIS 230, HIS 235, LNG 101, MUS 105, MUS 110, MUS 115, PHI 101, PHI 115, PSC 201, PSC 205, PSC 206, PSC 215, PSC 220, PSC 225, PSY 201, PSY 203, PSY 212, PSY 218, PSY 220, PSY 225, REL 101, REL 102, REL 103, REL 106, SOC 101, SOC 205, SOC 210, SOC 220, SPA 101, SPA 102, SPA 122, SPC 208, SPC 209, SPC 210, THE 101, THE 105, THE 125, THE 220, THE 221, THE 222, THE 253	3.0
Subtotal		**12.0**

3. SCIENCE (8 CREDIT HOURS)		**CREDIT HOURS**
Science	8 credit hours must be selected from the following: AST 101, AST 102, BIO 101, BIO 102, BIO 112, BIO 201, BIO 202, BIO 205/BIO 206, BIO 210, BIO 211, BIO 225, CHM 105, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, GEO 205, PHY 201, PHY 202, PHY 221, PHY 222	8.0
Subtotal		**8.0**
Total General Education Credits		**29.0**

B. Mathematics/Science Concentration Course Requirements (15 credit hours)

		CREDIT HOURS
Mathematics/Science Concentration	15 credit hours must be selected from the following: AST 101, AST 102, BIO 101, BIO 102, BIO 110, BI0 112, BIO 115, BIO 205/206, BIO 210, BIO 211, BIO 225, BIO 240, CHM 105, CHM 110, CHM 111, CHM 112, CHM 211, CHM 212, GEO 205, MAT 110, MAT 111, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, MAT 170, MAT 220, MAT 240, MAT 242, MAT 250, MAT 251, PHY 201, PHY 202, PHY 221, PHY 222	15.0
Total Mathematics/Science Concentration Credits		**15.0**

C. College-Wide Electives (16-18 credit hours)

Electives depend on students' educational goals and may show wide variety. Students should consult their advisors for appropriate elective courses. Must include one curriculum-level mathematics course if not already taken in concentration requirements. Credits may be selected from curriculum courses numbered 101 and above, excluding MAT 101, MAT 102, and AOT 105.

	CREDIT HOURS
16-18 credit hours must be selected from curriculum courses numbered 101 and above, excluding MAT 101, MAT 102, and AOT 105. Must include one curriculum-level mathematics course if not already taken in concentration requirements.	16.0-18.0
Total College-Wide Elective Credits	**16.0-18.0**
Total Program Credit Hours	**60.0-62.0**

Associate in Science - Mathematics Accelerated

Program Overview

College/School

Science, Information Technology, Engineering and Math (STEM)

Program Title

Associate in Science - Mathematics Accelerated

Program Code

AS.AS.MATAC

Degree

AS - Associate in Science

Academic or Program Level

Undergraduate

Catalog Full Description

The Associate in Science with Concentration in Accelerated Mathematics is designed to serve students who wish to take courses to transfer into a four-year college or university that offers a baccalaureate degree with a major in Mathematics or Statistics and who enter the college prepared to start their program in more advanced mathematics classes.

Requirements

Free Form Requirements

Major: Associate in Science (64 credit hours)

Degree: Associate in Science with Concentration in Accelerated Mathematics

A. Courses for Distribution

1. COMMUNICATIONS (9 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205 OR SPC 209	Public Speaking OR Interpersonal Communication	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		CREDIT HOURS
MUS 105 OR ART 101 OR THE 101	Music Appreciation OR Art History and Appreciation OR Introduction to Theatre	3.0
ECO 210	Macroeconomics	3.0
HIS 101 OR HIS 102	Western Civilization to 1689 OR Western Civilization Post 1689	3.0
HIS 201 OR HIS 202	American History: Discovery to 1877 OR American History: 1877 to the Present	3.0
Subtotal		**12.0**

3. SCIENCE (8 CREDIT HOURS)		CREDIT HOURS
CHM 110 OR PHY 221	College Chemistry I OR University Physics I	4.0
CHM 111 OR PHY 222	College Chemistry II OR University Physics II	4.0
Subtotal		**8.0**

B. Courses for Mathematics Concentration (16 credit hours)

		CREDIT HOURS
MAT 140	Analytical Geometry and Calculus I	4.0
MAT 141	Analytical Geometry and Calculus II	4.0
MAT 240	Analytical Geometry and Calculus III	4.0
MAT 242	Differential Equations	4.0
Total Mathematics Concentration Credits		**16.0**

C. Additional Requirements or Electives (18 credit hours)

		CREDIT HOURS
EGR 281	Introduction to Algorithmic Design I	4.0
EGR 209	Statistics for Engineers	3.0
MAT 120	Probability and Statistics	3.0
SPA 101 OR FRE 101	Elementary Spanish I OR Elementary French I	4.0
SPA 102 OR FRE 102	Elementary Spanish II OR Elementary French II	4.0
COL 101	College Orientation	1.0
Total College-Wide Elective Credits		**19.0**
Total Program Credit Hours		**64.0**

Associate in Science - Mathematics

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Associate in Science - Mathematics

Program Code
AS.AS.MATH

Degree
AS - Associate in Science

Academic or Program Level
Undergraduate

Catalog Full Description
The Associate in Science with a concentration in Mathematics is designed to serve students who wish to take courses to transfer into a four-year college or university that offers a baccalaureate degree with a major in Mathematics or Statistics. This two-year degree program is intended to be equivalent to the first two years of the degree requirements for the chosen major at the student's four-year college or university. The student's desired transfer institution will be the ultimate authority on course transfer and degree applicability, and the student and advisor can further refine course choices in the degree planning process.

Requirements

Free Form Requirements
Major: Associate in Science (62 credit hours)

Degree: Associate in Science with Concentration in Mathematics)

A. Courses for Distribution

1. COMMUNICATIONS (9 CREDIT HOURS)		**CREDIT HOURS**
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205 OR SPC 209	Public Speaking OR Interpersonal Communication	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		**CREDIT HOURS**
MUS 105 OR ART 101 OR THE 101	Music Appreciation OR Art History and Appreciation OR Introduction to Theatre	3.0
ECO 210	Macroeconomics	3.0
HIS 101 OR HIS 102	Western Civilization to 1689 OR Western Civilization Post 1689	3.0
HIS 201 OR HIS 202	American History: Discovery to 1877 OR American History: 1877 to the Present	3.0
Subtotal		**12.0**

3. SCIENCE (8 CREDIT HOURS)		CREDIT HOURS
CHM 110 OR PHY 221	College Chemistry I OR University Physics I	4.0
CHM 111 OR PHY 222	College Chemistry II OR University Physics II	4.0
Subtotal		**8.0**

B. Courses for Mathematics Concentration (16 credit hours)

		CREDIT HOURS
MAT 140	Analytical Geometry and Calculus I	4.0
MAT 141	Analytical Geometry and Calculus II	4.0
MAT 240	Analytical Geometry and Calculus III	4.0
MAT 242	Differential Equations	4.0
Total Mathematics Concentration Credits		**16.0**

C. Additional Requirements or Electives (17 credit hours)

		CREDIT HOURS
MAT 110	College Algebra	3.0
MAT 111	College Trigonometry	3.0
EGR 281	Introduction to Algorithmic Design I	4.0
ECO 211 OR PHI 115	Microeconomics Contemporary Moral Ethics	3.0
EGR 209 OR MAT 120	Statistics for Engineers OR Probability and Statistics	3.0
COL 101	College Orientation	1.0
Subtotal		**17.0**
Total Program Credit Hours		**62.0**

Associate in Science - Physical Science

Program Overview

College/School

Science, Information Technology, Engineering and Math (STEM)

Program Title

Associate in Science - Physical Science

Program Code

AS.AS.PHSCI

Degree

AS - Associate in Science

Academic or Program Level

Undergraduate

Catalog Full Description

The Associate in Science with a concentration in Physical Sciences is designed to serve students who wish to take courses to transfer into a four-year college or university that offers a baccalaureate degree with majors in areas such as Physics, Astronomy, Geology, or Meteorology. This two-year degree program is intended to be equivalent to the first two years of the degree requirements for the chosen major at the student's four-year college or university. The student's desired transfer institution will be the ultimate authority on course transfer and degree applicability, and the student and advisor can further refine course choices in the degree planning process.

Physical Science is the study of the non-living, physical world around us, including space. It applies the systematic scientific method of inquiry, observations, hypothesis, experimentation, and data analysis before reaching a conclusion. It uses critical thinking skills to solve questions about the inanimate world around us. The laboratory hours give students hands-on practice in the concepts and principles introduced in the classroom. Students have the opportunity to use laboratory instrumentation and procedures that will carry over to related scientific fields. A Physical Sciences concentration is recommended for students who wish to pursue further studies in Physics, Physics Education, Astronomy, and Meteorology, among others.

Requirements

Free Form Requirements

Major: Associate in Science (62 credit hours)

Degree: Associate in Science with Concentration in Physical Sciences

A. Courses for Distribution

1. COMMUNICATIONS (9 CREDIT HOURS)		**CREDIT HOURS**
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205 OR SPC 209	Public Speaking OR Interpersonal Communication	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVORIAL SCIENCES (12 CREDIT HOURS)		**CREDIT HOURS**
MUS 105 OR ART 101 OR THE 101	Music Appreciation OR Art History and Appreciation OR Introduction to Theatre	3.0
PSY 201	General Psychology	3.0
HIS 101	Western Civilization to 1689	3.0
PHI 115	Contemporary Moral Issues	3.0
Subtotal		**12.0**

3. SCIENCE (8 CREDIT HOURS)		**CREDIT HOURS**
CHM 110	College Chemistry I	4.0
AST 102	Stellar Astronomy	4.0
Subtotal		**8.0**

B. Courses for Physical Science Concentration (16 credit hours)

		CREDIT HOURS
GEO 205	Physical Geography	4.0
PHY 221	University Physics I	4.0
AST 101	Solar System Astronomy	4.0
PHY 222	University Physics II	4.0
Total Mathematics/Science Concentration Credits		**16.0**

C. Additional Requirements or Electives (16-22 credit hours)

		CREDIT HOURS
MAT 110	College Algebra	3.0
MAT 111	College Trigonometry	3.0
MAT 140	Analytical Geometry and Calculus I	4.0
CPT 101	Introduction to Computer	3.0
CPT 236	Introduction to Java Programming	3.0
COL 101	College Orientation	1.0
Total College-Wide Elective Credits		**17.0**
Total Program Credit Hours		**62.0**

Associate in Science - Pre-Professional Science

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Associate in Science - Pre-Professional Science

Program Code
AS.AS.PPSC

Degree
AS - Associate in Science

Academic or Program Level
Undergraduate

Catalog Full Description
The Associate in Science with a concentration in Pre-Professional Sciences is designed to serve students who wish to take courses to transfer into a four-year college or university that offers a baccalaureate degree with a major in Pre-Pharmacy, Pre-Med, Pre-Dental, Pre-Vet, Biology, Chemistry, or Physics. This two-year degree program is intended to be equivalent to the first two years of the degree requirements for the chosen major at the student's four-year college or university. The student's desired transfer institution will be the ultimate authority on course transfer and degree applicability, and the student and advisor can further refine course choices in the degree planning process.

The Pre-Professional Sciences concentration is designed to help students fulfill the requirements for entrance into various undergraduate and graduate-level programs. It applies the systematic scientific method of inquiry, observations, hypothesis, experimentation, and data analysis before reaching a conclusion. The laboratory hours give students hands-on practice in the concepts and principles introduced in the classroom. Students have the opportunity to use laboratory instrumentation and procedures that will carry over to related scientific fields. A Pre-Professional Sciences concentration is recommended for students who wish to pursue further studies in Pharmacy, Physical Therapy, Medicine, Dentistry, Veterinary, and Biology, among others.

Requirements

Free Form Requirements

Major: Associate in Science (62 credit hours)

Degree: Associate in Science with Concentration in Pre-Professional Sciences

A. Courses for Distribution

1. COMMUNICATIONS (9 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
SPC 205 OR SPC 209	Public Speaking OR Interpersonal Communication	3.0
Subtotal		**9.0**

2. HUMANITIES/FINE ARTS/SOCIAL AND BEHAVIORAL SCIENCES (12 CREDIT HOURS)		CREDIT HOURS
MUS 105 OR ART 101 OR THE 101	Music Appreciation OR Art History and Appreciation OR Introduction to Theatre	3.0
PSC 201	American Government	3.0
HIS 202	American History 1877 to the Present	3.0
PHI 115 OR PSY 201	Contemporary Moral Issues OR General Psychology	3.0
Subtotal		**12.0**

3. SCIENCE (8 CREDIT HOURS)		CREDIT HOURS
BIO 101	Biological Sciences I	4.0
CHM 110	College Chemistry I	4.0
Subtotal		**8.0**

B. Courses for Pre-Professional Sciences (16 credit hours)

		CREDIT HOURS
BIO 102	Biological Sciences II	4.0
CHM 111	College Chemistry II	4.0
CHM 211 OR PHY 201 OR PHY 221	Organic Chemistry I OR Physics I OR University Physics I	4.0
CHM 212 OR PHY 202 OR PHY 222	Organic Chemistry II OR Physics II OR University Physics II	4.0
Total Mathematics/Science Concentration Credits		**16.0**

C. Additional Requirements or Electives (16-22 credit hours)

		CREDIT HOURS
MAT 110	College Algebra	3.0
MAT 111	College Trigonometry	3.0
MAT 140	Analytical Geometry and Calculus I	4.0
MAT 141 OR MAT 120	Analytical Geometry and Calculus II OR Probability and Statistics	4.0 (3.0)
CPT 114 OR IST 225	Computers and Programing OR Internet Communications	3.0
COL 101	College Orientation	1.0
Total College-Wide Elective Credits		**18.0-19.0**
Total Program Credit Hours		**62.0-63.0**

Certificate in Arts - Transfer Studies

Program Overview

College/School
Interdisciplinary Studies

Program Title
Certificate in Arts - Transfer Studies

Program Code
CA.TRANS

Degree
CA - Cert. in Arts

Academic or Program Level
Undergraduate

Catalog Full Description
The Transfer Studies certificate is designed for participants in the residential Gamecock Gateway program in partnership with the University of South Carolina. Program participants are required to successfully complete the following 32 transferable credit hours with a minimum 2.25 transferable grade point average.

Requirements

Free Form Requirements

REQUIRED COURSE INFORMATION (29 CREDITS)		CREDIT HOURS
COL 101	College Orientation	1.0
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
ART 101	Art History and Appreciation	3.0
ANT 202	Cultural Anthropology	3.0
HIS 101	Western Civilization to 1689	3.0
MAT 110	College Algebra	3.0
AST 101	Solar System Astronomy	4.0
SPC 205	Public Speaking	3.0
CPT 101	Introduction to Computers	3.0
Subtotal		**29.0**

ELECTIVE COURSE INFORMATION (3 CREDITS)		CREDIT HOURS
	One curriculum-level course to be chosen under the guidance of the student's academic advisor for the purpose of meeting an additional requirement of the student's intended transfer major.	3.0
Subtotal		**3.0**
Total Program Credit Hours		**32.0**

Certificate in Business - Accounting

Program Overview

College/School
Business

Program Title
Certificate in Business - Accounting

Program Code
CB.ACCT

Degree
CB - Cert in Busn

Academic or Program Level
Undergraduate

Catalog Full Description
Accounting is a versatile and lucrative career path that offers diverse opportunities across various industries. Accountants prepare, analyze, and interpret accounting records and financial statements, providing essential information to their companies. Accountants play a crucial role in ensuring financial records are accurate, taxes are paid, and businesses operate efficiently.

The Certificate in Accounting provides a solid introduction to the essentials of accounting. Certificate graduates will gain a basic foundation in accounting principles, technical and analytical skills, and popular software, including QuickBooks and Excel, so that they may enter the workforce ready to put their skills to work.

The Accounting Certificate requires fewer credit hours than the Associate in Applied Science (AAS) in Accounting Degree; it is designed to provide students with an introductory level of accounting or to allow students who hold an associate or bachelor's degree to continue their education for career development, promotion, or new career opportunities. Since all of the courses listed in this certificate program are a subset of the Associate in Applied Science in Accounting degree, students may begin with an Accounting Certificate and continue taking courses to complete the Accounting Associate degree

Requirements

Free Form Requirements

Catalog prerequisites are required before taking upper-level courses. Students must earn a grade of "C" or better in all of the courses offered within the Accounting Certificate for the grade to be counted toward graduation.

Certificate: Accounting Certificate (24 credit hours)

A. MAJOR REQUIREMENTS (18 CREDIT HOURS)		CREDIT HOURS
ACC 101	Accounting Principles I	3.0
ACC 102	Accounting Principles II	3.0
ACC 201	Intermediate Accounting I	3.0
ACC 240	Computerized Accounting	3.0
ACC 245	Accounting Applications	3.0
ACC 246	Integrated Accounting Software	3.0
Subtotal:		**18.0**

B. ELECTIVE CHOICES (SELECT 2 OF THE FOLLOWING — 6 CREDIT HOURS)		CREDIT HOURS
Bookkeeper Electives		
ACC 150	Payroll Accounting	3.0
ACC 202	Intermediate Accounting II	3.0
ACC 265	Not-for-Profit Accounting	3.0
ACC 291	Certified Bookkeeper Review	3.0
BUS 121	Business Law I	3.0
Taxation Electives		
ACC 124	Individual Tax Procedures	3.0
ACC 224	Business Taxation	3.0
ACC 265	Not-for-Profit Accounting	3.0
ACC 275	Selected Topics in Accounting	3.0
BUS 121	Business Law I	3.0
Subtotal:		**6.0**

Certificate in Business - Digital Marketing

Program Overview

College/School

Business

Program Title

Certificate in Business - Digital Marketing

Program Code

CB.DMC

Degree

CB - Cert in Busn

Academic or Program Level
Undergraduate

Catalog Full Description
The digital marketing certificate focuses on skills needed to create and manage successful online marketing campaigns for businesses both large and small. Students will gain valuable marketing and advertising skills as well as the ability to write for unique online products such as blogs, email campaigns, SMS alerts, and websites. This certificate is a way to update marketing skills or as a creative addition to a more traditional business degree.

Requirements

Free Form Requirements
Catalog prerequisites are required before taking upper-level courses. Students must earn a grade of "C" or better in all of the courses offered within the Digital Marketing Certificate for the grade to be counted toward graduation.

CERTIFICATE: DIGITAL MARKETING (30 CREDIT HOURS)		CREDIT HOURS
ARV 121	Design	3.0
BUS 130	Business Communications	3.0
BUS 180	Social Media in Business	3.0
CPT 101 OR CPT 170	Introduction to Computers OR Microcomputer Applications	3.0
ENG 101	English Composition I	3.0
ENG 263	Writing for Digital Media	3.0
MKT 101	Marketing	3.0
MKT 140	Digital Marketing	3.0
MKT 240	Advertising	3.0
MKT 268	Marketing Research	3.0
Total Credit Hours:		**30.0**

Certificate in Business - Entrepreneurship

Program Overview

College/School
Business

Program Title
Certificate in Business - Entrepreneurship

Program Code
CB.ENT

Degree
CB - Cert in Busn

Academic or Program Level
Undergraduate

Catalog Full Description
The Entrepreneurship Certificate program, designed by successful local entrepreneurs, can help turn your business dreams into reality. This

program equips students with the skills needed to start and run a small business or enhance an existing one. You'll gain essential knowledge in areas like accounting, supervision, computer skills, marketing, and networking, all while developing an entrepreneurial mindset. This can be taken as a stand-alone certificate or part of an Associate's Degree Program.

Requirements

Free Form Requirements

Catalog prerequisites are required before taking upper-level courses. Students must earn a grade of "C" or better in all of the courses offered within the Entrepreneurship Certificate for the grade to be counted toward graduation.

GENERAL EDUCATION (6 CREDIT HOURS)		CREDIT HOURS
ENG 101	English Composition I	3.0
CPT 101 OR CPT 170	Intro to Computers OR Microcomputer Applications	3.0
CORE REQUIREMENTS (13 CREDIT HOURS)		**CREDIT HOURS**
ACC 242	Accounting for Entrepreneurs	1.0
BUS 115	Introduction to Entrepreneurship	3.0
BUS 116	Business Opportunity Analysis	3.0
BUS 131	Entrepreneurial Leadership	3.0
MKT 245	Promotional Strategies	3.0
CONCENTRATION REQUIREMENTS (12 CREDIT HOURS)		**CREDIT HOURS**
ACC 111	Accounting Concepts	3.0
MGT 120	Small Business Administration	3.0
MGT 201	Human Resource Management	3.0
MKT 120	Sales Principles	3.0
Total Credit Hours:		**31.0**

Certificate in Business - Medical Office Administration

Program Overview

College/School

Business

Program Title

Certificate in Business - Medical Office Administration

Program Code

CB.MOA

Degree

CB - Cert in Busn

Academic or Program Level

Undergraduate

Catalog Full Description

The Medical Office Administration Certificate provides the training students need as specialists in administrative support activities in hospitals,

free standing out- patient clinics, and group practices with large numbers of physicians and medical support personnel. The focus of the program is on clerical and administrative functions with no clinical training or responsibilities. However, students in the program will receive instruction in medical office procedures and terminology to ensure a basic understanding of the environment in which they will work.

Requirements

Free Form Requirements

Special Requirements

Basic keyboarding is a skill necessary for successful course completion in the Medical Office Administration program; therefore, AOT 105-Keyboarding is a prerequisite course for most AOT courses. Students are required to take AOT 105-Keyboarding or score 25 net words per minute (nwpm) on the keyboarding placement test.

Students must earn a grade of "C" or better in all of the courses offered within the Medical Office Administration Certificate for the grade to be counted toward graduation.

Students must meet all exit program competencies for graduation from this program.

CERTIFICATE: MEDICAL OFFICE ADMINISTRATION (29 CREDIT HOURS)		CREDIT HOURS
ACC 111	Accounting Concepts	3.0
AHS 102	Medical Terminology	3.0
AOT 110	Document Formatting	3.0
AOT 134 OR BUS 130	Office Communications OR Business Communications	3.0
AOT 196	Office Confidentiality and Security	3.0
AOT 220	Medical Office Admin. Procedures	4.0
AOT 252	Medical Systems and Procedures	3.0
AOT 271	SCWE in Administrative Office	4.0
CPT 170	Microcomputer Applications	3.0
Total Credit Hours		**29.0**

Certificate in Business - Office Support Specialist

Program Overview

College/School

Business

Program Title

Certificate in Business - Office Support Specialist

Program Code

CB.OSS6

Degree

CB - Cert in Busn

Academic or Program Level

Undergraduate

Catalog Full Description

The Office Support Specialist Certificate program offers students training in the latest technological advances in order to keep skills current, as

well as provide traditional job skills needed for reentry into the office-job market. This program includes courses in keyboarding, transcription and written communication. It also includes in-depth training on popular software packages such as Microsoft Word, Access, Excel, and PowerPoint.

Requirements

Free Form Requirements

Special Requirements

Basic keyboarding is a skill necessary for successful course completion in the Office Support Specialist program; therefore, AOT 105-Keyboarding is a prerequisite course for most AOT courses. Students are required to take AOT 105-Keyboarding or score 25 net words per minutes (nwpm) on the keyboarding placement test.

Students must earn a grade of "C" or better in all of the courses offered within the Office Support Specialist Certificate for the grade to be counted toward graduation. Additionally, students must meet all exit program competencies for graduation.

CERTIFICATE: OFFICE SUPPORT SPECIALIST CERTIFICATE (30 CREDIT HOURS)		CREDIT HOURS
AOT 110	Document Formatting	3.0
AOT 134	Office Communications	3.0
AOT 143	Office Systems and Procedures	3.0
AOT 161	Records Management	3.0
AOT 234	Administrative Office Communications	3.0
CPT 170	Microcomputer Applications	3.0
CPT 172	Microcomputer Data Base	3.0
CPT 174	Microcomputer Spreadsheets	3.0
CPT 179	Microcomputer Word Processing	3.0
CPT 279	Advanced Microcomputer Word Processing	3.0
Total Credit Hours:		**30.0**

Certificate in Business - Supervision

Program Overview

College/School

Business

Program Title

Certificate in Business - Supervision

Program Code

CB.SC

Degree

CB - Cert in Busn

Academic or Program Level

Undergraduate

Catalog Full Description

The Supervision Certificate program includes coursework devoted to the theoretical and practical knowledge of supervision in the workforce. The program focuses on developing knowledge and skills that apply management practices in global business, human resources and other supervisor positions. In today's fast-paced environment, supervisors must juggle multiple priorities and demands. This certificate prepares

students to handle these pressures effectively, empowering them to make a positive impact on the people they manage. It can be taken as a stand-alone certificate or part of an Associate's Degree Program.

Requirements

Free Form Requirements

Catalog prerequisites are required before taking upper-level courses. Students must earn a grade of "C" or better in all of the courses offered within the Supervision Certificate for the grade to be counted toward graduation.

CERTIFICATE: SUPERVISION (27 CREDIT HOURS)		CREDIT HOURS
BAF 101	Personal Finance	3.0
BUS 101	Introduction to Business	3.0
BUS 250	Introduction to International Business	3.0
CPT 101 OR CPT 170	Introduction to Computers OR Microcomputer Applications	3.0
ENG 101	English Composition I	3.0
MGT 101	Principles of Management	3.0
MGT 201	Human Resource Management	3.0
MGT 206	Management Spreadsheets	3.0
MGT 250	Situational Supervision	3.0
Total Credit Hours:		**27.0**

Certificate in Computer Tech - Ai and Machine Learning

Program Overview

Program Title

Certificate in Computer Tech - Ai and Machine Learning

Program Code

CCT.AIM

Degree

CCT - Cert in Comp Tech

Academic or Program Level

Undergraduate

Catalog Full Description

The AI and Machine Learning Certificate provides the student an opportunity to gain knowledge and skill in techniques of the machine learning branch of artificial intelligence. The curriculum includes classroom instruction and practice in using various programming languages and ML products, which students will use to design and implement AI and ML solutions to difficult tasks.

This certificate is designed for students needing a basic introduction to ML aspects of AI, and those intending to pursue a degree in CPT or NSM. The certificate curriculum is reviewed and updated periodically in response to community and industry demands.

Certificate in Computer Technology - Application Programming

Program Overview

College/School

Science, Information Technology, Engineering and Math (STEM)

Program Title
Certificate in Computer Technology - Application Programming

Program Code
CCT.APP6

Degree
CCT - Cert in Comp Tech

Academic or Program Level
Undergraduate

Catalog Full Description
The Applications Programming Certificate provides the foundation for students to develop an understanding of coding, designing, testing, and debugging applications in high-level programming languages. Students will be able to code in current high-level languages used in the business environment. Students will be able to develop applications using object-based visual tools. These skills prepare students for an entry-level position in programming.

Requirements

Free Form Requirements
Students must earn a grade of "C" or better in all courses for the grade to be counted toward graduation.

CERTIFICATE: APPLICATIONS PROGRAMMING (22 CREDIT HOURS)		CREDIT HOURS
CPT 104	Introduction to Information Technology	3.0
CPT 136	Computer Programming Laboratory	1.0
CPT 185	Event-Driven Programming	3.0
CPT 236	Introduction to Java Programming	3.0
CPT 237	Advanced Java Programming	3.0
CPT 244	Data Structures	3.0
IST 225	Internet Communications	3.0
IST 226	Internet Programming	3.0
Total Credit Hours		**22.0**

Certificate in Computer Technology - Cyber Info Assurance

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Certificate in Computer Technology - Cyber Info Assurance

Program Code
CCT.CIA

Degree
CCT - Cert in Comp Tech

Academic or Program Level
Undergraduate

Catalog Full Description

Cybersecurity is a critical component of every network administrator's responsibilities. Organizations report data breaches and network attacks daily, and every organization experiences minor, if not major, attacks on a far too frequent basis. There are currently more jobs available in this area than there are qualified professionals available to fill them, and this need is expected to grow. Midlands Technical College designed the Cyber Information Assurance (CIA) certificate to prepare students for employment in this demanding and ever-growing field.

Students with work experience or certifications in A+ and/or Network+ may qualify for advanced placement into this certificate. Students should contact the IST department for approval.

Requirements

Free Form Requirements

CERTIFICATE: CYBERSECURITY INFORMATION ASSURANCE (31 CREDIT HOURS)		CREDIT HOURS
CPT 180	Shell Scripting	3.0
IST 115	Human Aspects In Cybersecurity	3.0
IST 193	Linux Security Administration (O)	3.0
IST 200	Cisco LAN Concepts (V)	3.0
IST 263	Designing Windows Network Security (O)	3.0
IST 267	Network Vulnerability Assessment (V)	3.0
IST 285	Cybersecurity Capstone	4.0
IST 291	Fundamentals of Network Security I	3.0
IST 292	Fundamentals of Network Security II (O)	3.0
IST 293	IT and Data Assurance I 3	3.0
Total Credit Hours		**31.0**

Certificate in Computer Technology - Database Development

Program Overview

College/School

Science, Information Technology, Engineering and Math (STEM)

Program Title

Certificate in Computer Technology - Database Development

Program Code

CCT.DBD

Degree

CCT - Cert in Comp Tech

Academic or Program Level

Undergraduate

Catalog Full Description

The Database Development Certificate provides students the opportunity to learn and implement relational databases. Students will use SQL in the design and manipulation of databases, program interfaces to databases, and learn about database application development.

Requirements

Free Form Requirements

Students must earn a grade of "C" or better in all courses for the grade to be counted toward graduation.

CERTIFICATE: DATABASE DEVELOPMENT (31 CREDIT HOURS)		CREDIT HOURS
CPT 104	Introduction to Information Technology	3.0
CPT 136	Computer Programming Laboratory	1.0
CPT 172	Microcomputer Data Base	3.0
CPT 236	Introduction to Java Programming	3.0
CPT 242	Database	3.0
CPT 262	Advanced Web Page Publishing	3.0
IST 225	Internet Communications	3.0
IST 226	Internet Programming	3.0
IST 270	Client/Server Systems	3.0
IST 272	Relational Database	3.0
IST 274	Database Administration	3.0
Total Credit Hours		**31.0**

Certificate in Computer Technology - Help Desk

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Certificate in Computer Technology - Help Desk

Program Code
CCT.HLP6

Degree
CCT - Cert in Comp Tech

Academic or Program Level
Undergraduate

Catalog Full Description
The Help Desk Certificate is designed to provide knowledge in basic technical support and customer service concepts, hardware, advanced software training, interpersonal and professional communications, management information systems, and practical experience under close supervision. The curriculum includes classroom instruction and practice in various office settings.

Requirements

Free Form Requirements

CERTIFICATE: HELP DESK (30 CREDIT HOURS)		CREDIT HOURS
AOT 267	Integrated Information Processing	3.0
CPT 267	Technical Support Concepts	3.0
CPT 268	Computer End-User Support	3.0
EEM 243	Introduction to Computer Servicing	3.0
ENG 165	Professional Communications	3.0
IST 225	Internet Communications	3.0
IST 286	Technical Support Internship I	3.0
IST 287	Technical Support Internship II	3.0
MGT 230	Managing Information Resources	3.0
SPC 209	Interpersonal Communication	3.0
Total Credit Hours		**30.0**

Certificate in Computer Technology - Networking Specialist

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Certificate in Computer Technology - Networking Specialist

Program Code
CCT.NWS6

Degree
CCT - Cert in Comp Tech

Academic or Program Level
Undergraduate

Catalog Full Description
The Networking Specialist Certificate provides the core sequence of courses needed to prepare for the installation, configuration, maintenance and administration of a network infrastructure. Students will work with active directory services. The sequence of courses provides a foundation for students seeking certification through industry standard examinations.

Requirements

Free Form Requirements
Students must earn a cumulative grade of "C" or better in all courses to be eligible for graduation.

CERTIFICATE: NETWORKING SPECIALIST (18 CREDIT HOURS)		CREDIT HOURS
IST 164	Implementing Windows Network Infrastructure Services	3.0
IST 165	Implementing & Administering Windows Directory Services	3.0
CPT 285	PC Hardware Concepts	3.0
IST 200	Cisco LAN Concepts	3.0
IST 227	Internet Operations and Management	3.0
IST 193	Linux Security Administration	3.0
Total Credit Hours		**18.0**

Certificate in Computer Technology - Routing & Netwrk Config

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Certificate in Computer Technology - Routing & Netwrk Config

Program Code
CCT.RNC6

Degree
CCT - Cert in Comp Tech

Academic or Program Level
Undergraduate

Catalog Full Description
The certificate in Routing and Network Configuration is a CCNA level series of routing and network configuration courses. This sequence of courses will assist students in preparing for national certification. The certificate focuses on the configuration of the physical infrastructure supporting networked systems.

Requirements

Free Form Requirements
Students must earn a cumulative grade of "C" or better in all courses to be eligible for graduation.

CERTIFICATE: ROUTING AND NETWORK CONFIGURATION (18 CREDIT HOURS)		CREDIT HOURS
CPT 285	PC Hardware Concepts	3.0
IST 200	Cisco LAN Concepts	3.0
IST 201	Cisco Internetworking Concepts	3.0
IST 202	Cisco Router Configuration	3.0
IST 203	Advanced Cisco Router Configuration	3.0
IST 227	Internet Operations and Management	3.0
Total Credit Hours		**18.0**

Certificate in Computer Technology - Web Design and Maint

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Certificate in Computer Technology - Web Design and Maint

Program Code
CCT.WDM6

Degree
CCT - Cert in Comp Tech

Academic or Program Level
Undergraduate

Catalog Full Description
(May be incorporated into an Associate of General Technology Degree)

The Web Design and Maintenance Certificate provides students with a knowledge base for supporting a website. Students will gain the fundamentals of web design, connecting to a database, and programming for interactive web pages. Moreover, students will be able to work cooperatively in a team to maintain a website and assist in keeping the content of the website current.

Students who have completed MTC's Catalyte Create Opportunity Program in Corporate and Continuing Education may be eligible for advanced placement into this program.

For more information, visit the Web Design and Maintenance Certificate webpage at https://www.midlandstech.edu/programs-and-courses/science-information-technology-engineering-and-math-stem/web-design.

Requirements

Free Form Requirements
Students must earn a grade of "C" or better in all of the courses in the certificate for the grade to be counted toward graduation.

CERTIFICATE: WEB DESIGN AND MAINTENANCE (31 CREDIT HOURS)		CREDIT HOURS
CPT 104	Introduction to Information Technology	3.0
CPT 136	Computer Programming Laboratory	1.0
CPT 185	Event-Driven Programming	3.0
CPT 236	Introduction to Java Programming	3.0
CPT 240	Internet Programming with Databases	3.0
CPT 242	Database	3.0
CPT 262	Advanced Web Page Publishing	3.0
IST 225	Internet Communications	3.0
IST 226	Internet Programming	3.0
IST 238	Advanced Tools for Website Design	3.0
IST 270	Client/Server Systems	3.0
Total Credit Hours		**31.0**

Certificate in Engineering Technology - Arch Comp Graphics

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Certificate in Engineering Technology - Arch Comp Graphics

Program Code
CET.ACG6

Degree
CET - Cert in Engr Tech

Academic or Program Level
Undergraduate

Catalog Full Description
The Architectural Computer Graphics Certificate is a three-semester 22-credit hour program that addresses the basics of architectural drafting. The program covers fundamentals of computer aided design and project management. This certificate is designed both for students needing a basic introduction to architectural drafting and those who intend to pursue a degree in AET.

Certificate curricula are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss certificate choices and course selections with an Engineering Technology Advisor before each registration cycle.

Requirements

Free Form Requirements

CERTIFICATE: ARCHITECTURAL COMPUTER GRAPHICS (22 CREDIT HOURS)		CREDIT HOURS
AET 101	Building Systems I	3.0
AET 120	Architectural Graphics II	3.0
AET 123 OR AET 110	Architectural Drafting OR Architectural Graphics I	3.0
AET 202	History of Architecture	3.0
AET 221	Architectural Computer Graphics II	4.0
AET 235	Architectural 3-D Rendering	3.0
EGT 151	Introduction to CAD	3.0
Total Credit Hours		**22.0**

Certificate in Engineering Technology - Arch Design Tech

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Certificate in Engineering Technology - Arch Design Tech

Program Code
CET.ADT6

Degree
CET - Cert in Engr Tech

Academic or Program Level
Undergraduate

Catalog Full Description
The Architectural Design Technology Certificate is a three-semester 29-credit hour program that addresses the basics of architectural design

methodology. The program covers fundamentals of computer aided design and project management, and building systems and codes. This certificate is designed both for students needing a basic introduction to architectural engineering and those who intend to pursue a degree in AET.

Certificate curricula are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss certificate choices and course selections with an Engineering Technology Advisor before each registration cycle.

Requirements

Free Form Requirements

CERTIFICATE: ARCHITECTURAL DESIGN TECHNOLOGY (29 CREDIT HOURS)		CREDIT HOURS
AET 101	Building Systems I	3.0
AET 103	International Building and Residential Codes	3.0
AET 120	Architectural Graphics II	3.0
AET 123 OR AET 110	Architectural Drafting OR Architectural Graphics I	3.0
EGT 151	Introduction to CAD	3.0
CET 235	Construction Methods and estimating	3.0
MAT 110	College Algebra	3.0
AET 221	Architectural Computer Graphics	4.0
AET 230	Architectural Graphics II	4.0
Total Credit Hours		**29.0**

Certificate in Engineering Technology - Arch Systems & Codes

Program Overview

College/School

Science, Information Technology, Engineering and Math (STEM)

Program Title

Certificate in Engineering Technology - Arch Systems & Codes

Program Code

CET.ASC6

Degree

CET - Cert in Engr Tech

Academic or Program Level

Undergraduate

Catalog Full Description

The Architectural System and Codes Certificate is a two-semester 25-credit hour program that addresses the basics of architectural systems and the concepts of “designing to code.” The program covers fundamentals of computer-aided design and building systems and codes. This certificate is designed both for students needing a basic introduction to architectural engineering technology and those who intend to pursue a degree in AET.

Certificate curricula are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss certificate choices and course selections with an Engineering Technology Advisor before each registration cycle.

Requirements

Free Form Requirements

CERTIFICATE: ARCHITECTURAL SYSTEMS AND CODES (25 CREDIT HOURS)		CREDIT HOURS
AET 101	Building Systems I	3.0
AET 103	International Building and Residential Codes	3.0
AET 105	Construction Documents	3.0
AET 123 OR AET 110	Architectural Drafting OR Architectural Graphics I	3.0
AET 201	Building Systems II	3.0
AET 221	Architectural Computer Graphics II	4.0
CET 235	Construction Methods and Estimating	3.0
MAT 110	College Algebra	3.0
Total Credit Hours		**25.0**

Certificate in Engineering Technology - Comp Aided Design

Program Overview

College/School

Science, Information Technology, Engineering and Math (STEM)

Program Title

Certificate in Engineering Technology - Comp Aided Design

Program Code

CET.CAD6

Degree

CET - Cert in Engr Tech

Academic or Program Level

Undergraduate

Catalog Full Description

The Computer-Aided Design Certificate is a three-semester 22-credit hour program that addresses the fundamentals of computer-aided design. The program covers basic CAD principles, 3-D rendering, basic rapid prototyping, and special topics in engineering project management. This certificate is designed both for students needing a basic introduction to mechanical technology and for those who intend to pursue a degree.

The Computer-Aided Design Certificate prepares students for employment as entry-level technicians capable of supporting the 2D and 3D CAD and modeling requirements of most industrial design and manufacturing organizations.

This certificate is designed to be used as an option within the Mechanical Engineering Technology Degree, or it can be used to dovetail easily with other certificates to build an Associate in General Technology degree specific to the student and potential employer's needs.

Certificate and curricula are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss certificate choices and course selections with an Engineering Technology Advisor before each registration cycle.

Requirements

Free Form Requirements

CERTIFICATE: COMPUTER-AIDED DESIGN (22 CREDIT HOURS)		CREDIT HOURS
EGT 106	Print Reading and Sketching	3.0
EGT 156	Intermediate CAD Applications	3.0
EGT 245	Principles of Parametric CAD	3.0
EGT 256	Modeling Mechanical Systems	3.0
EGT 258	Applications of CAD	3.0
EGT 285	Integrated Rapid Prototyping Applications	3.0
MAT 110	College Algebra	3.0
MET 240	Mechanical Senior Project	1.0
Total Credit Hours		**22.0**

Certificate in Engineering Technology - Chem Process Tech

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Certificate in Engineering Technology - Chem Process Tech

Program Code
CET.CHP6

Degree
CET - Cert in Engr Tech

Academic or Program Level
Undergraduate

Catalog Full Description
The Chemical Process Technology Certificate is a three-semester 35-credit hour program that addresses the fundamentals of chemical process systems technology. The program covers fundamentals of process technology including mechanical and electrical components, plant unit operations and instrumentation. This certificate is designed both for students needing a background in process technology principles and for those who intend to pursue a degree in chemical technology. This certificate is designed to dovetail easily with the Chemical Technology Certificate and/or the Mechanical Engineering technology program. This certificate can be combined with general education courses and one other certificate, such as the Certificate in Chemical Technology, to create an Associates of General Technology (AGT) degree in Chemical Process Technology. The AGT must conform to very specific requirements and be approved by the Department Chair. Students should consult their Engineering Technology advisor regarding this option.

Graduates from this certificate program are qualified to enter the workforce as a medium level operator, process technician, or senior manufacturing technician. The course sequence is designed to also prepare the student for more advanced on-the-job training in chemical technology or in a manufacturing process.

Certificate curricula are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss certificate choices and course selections with an Engineering Technology Advisor before each registration cycle.

Requirements

Free Form Requirements

CERTIFICATE: CHEMICAL PROCESS TECHNOLOGY (35 CREDIT HOURS)		CREDIT HOURS
CHM 110 OR CHM 106	College Chemistry I OR Contemporary Chemistry I	4.0
CHM 111	College Chemistry II	4.0
CHT 224	Current Topics in Industrial Chemistry	4.0
CHT 250	Methods in Analytical Chemistry I	3.0
CHT 275	Chemical Process Technology	3.0
CHT 276	Advanced Chemical Process Technology	3.0
EET 102	Introduction to Data Acquisition	1.0
EET 103	Introduction to Electronics	3.0
MAT 110	College Algebra	3.0
MET 250	Special Topics in Mechanical Technology	4.0
CHT 230 OR CHT 252	Survey in Engineering Chemistry OR Methods in Analytical Chemistry II	3.0
Total Credit Hours		**35.0**

Certificate in Engineering Technology - Chemical Technology

Program Overview

College/School

Science, Information Technology, Engineering and Math (STEM)

Program Title

Certificate in Engineering Technology - Chemical Technology

Program Code

CET.CHT6

Degree

CET - Cert in Engr Tech

Academic or Program Level

Undergraduate

Catalog Full Description

The Chemical Technology certificate (CHT) is a three-semester 35-credit hour program that prepares students for employment as technicians playing a major role in the synthesis, manufacture, and analysis of engineered materials, and basic chemical constituents and intermediates. Chemical technicians work primarily as assistants to engineers and chemists doing basic research, manufacturing, analyses, and quality control. There is a significant need for qualified technicians to assist chemists and chemical engineers, and the allied materials industries, to implement new technological advances and to develop new materials and new analytical techniques.

The program is designed to admit qualified students who need a basic introduction to Chemical Technology and others who desire to pursue a degree in chemistry, chemical technology, or chemical engineering. This certificate can be combined with general education courses and one other certificate, such as the Certificate in Chemical Process Technology, to create an Associates of General Technology (AGT) degree in Chemical Technology. The AGT must conform to very specific requirements and be approved by the Department Chair. Students should consult their Engineering Technology advisor regarding this option.

Certificate curricula are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss certificate choices and course selections with an Engineering Technology Advisor before each registration cycle.

Requirements

Free Form Requirements

CERTIFICATE: CHEMICAL TECHNOLOGY (35 CREDIT HOURS)		CREDIT HOURS
CHM 110	College Chemistry I	3.0
CHM 111	College Chemistry II	3.0
CHT 230	Survey in Engineering Chemistry	3.0
CHT 250	Methods in Analytical Chemistry I	3.0
CHT 252	Methods in Analytical Chemistry II	3.0
CHT 275	Chemical Process Technology	3.0
EGR 120	Engineering Computer Applications	3.0
EGR 170	Engineering Materials	3.0
ENG 101 OR SPC 209 OR SPC 205	English Composition I OR Interpersonal Communication OR Public Speaking	3.0
MAT 110	College Algebra	3.0
QAT 102	Quality Concepts and Techniques	3.0
Total Credit Hours		**35.0**

Certificate in Engineering Technology - Constr Engr Tech

Program Overview

College/School

Science, Information Technology, Engineering and Math (STEM)

Program Title

Certificate in Engineering Technology - Constr Engr Tech

Program Code

CET.CNE6

Degree

CET - Cert in Engr Tech

Academic or Program Level

Undergraduate

Catalog Full Description

The Construction Engineering Technology Certificate is a three semester 35-credit hour program that addresses principles of engineering project management, engineering properties and testing procedures for construction materials, contract documents and legal concepts, material quantity and cost estimating, surveying, plans and specifications, and highway design.

Certificate curricula are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss certificate choices and course selections with an Engineering Technology Advisor before each registration cycle.

Requirements

Free Form Requirements

CERTIFICATE: CONSTRUCTION ENGINEERING TECHNOLOGY (35 CREDIT HOURS)		CREDIT HOURS
AET 105	Construction Documents	3.0
CET 105	Surveying I	3.0
CET 120	Construction Materials	3.0
CET 205	Surveying II	4.0
CET 235	Construction Methods and Cost Estimation	3.0
CET 251	Highway Design	3.0
EGR 104	Engineering Technology Foundations	3.0
EGR 194	Statics and Strength of Materials	4.0
EGT 151 OR EGT 106	Introduction to CAD OR Print Reading and Sketching	3.0
MAT 110	College Algebra	3.0
MAT 111	College Trigonometry	3.0
Total Credit Hours		**35.0**

Certificate in Engineering Technology - Chem Sys Fund

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Certificate in Engineering Technology - Chem Sys Fund

Program Code
CET.CSF6

Degree
CET - Cert in Engr Tech

Academic or Program Level
Undergraduate

Catalog Full Description
This certificate presents basic chemical engineering courses. The program covers the theory of chemical systems, process principles and organic chemistry. Students trained in this area are capable of working as entry-level lab assistants and are well prepared for more advanced study in chemical engineering at the bachelor's degree level.

Certificate curricula are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss certificate choices and course selections with an Engineering Advisor before each registration cycle.

Requirements

Free Form Requirements

CERTIFICATE: CHEMICAL SYSTEMS FUNDAMENTALS (18 CREDIT HOURS)		CREDIT HOURS
CHM 211	Organic Chemistry	4.0
CHM 212	Organic Chemistry II	4.0
EET 102	Introduction to Data Acquisition	1.0
EGR 280	Chemical Process Principles	3.0
EGR 266	Engineering Thermodynamics Fundamentals	3.0
EGR 270	Introduction to Engineering	3.0
Total Credit Hours		**18.0**

Certificate in Engineering Technology - Elec and Comp Fund

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Certificate in Engineering Technology - Elec and Comp Fund

Program Code
CET.ECF6

Degree
CET - Cert in Engr Tech

Academic or Program Level
Undergraduate

Catalog Full Description
This certificate presents basic electrical engineering and related computer engineering courses. The program covers the basic theory of electrical engineering circuits and computer logic from both the component and board-level perspectives. Students trained in this area are capable of working in design and troubleshooting, and are prepared for more advanced study in electrical and computer engineering, computer science, and computer information technology.

The certificate can be combined with the Certificate in Engineering Science to create an Associate of General Technology (AGT) that can be used as the foundation for a four-year degree in Computer Science or Computer Information Systems.

Certificate curricula are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss certificate choices and course selections with an Engineering Advisor before each registration cycle.

Requirements

Free Form Requirements

CERTIFICATE: ELECTRONIC AND COMPUTER FUNDAMENTALS (18 CREDIT HOURS)		CREDIT HOURS
ECE 102	Instrument Control	3.0
ECE 205	Electrical and Computer Lab	3.0
ECE 211	Introduction to Computer Engineering I	3.0
ECE 212	Introduction to Computer Engineering II	3.0
ECE 221	Introduction to Electrical Engineering I	3.0
ECE 222	Introduction to Electrical Engineering II	3.0
Total Credit Hours		**18.0**

Certificate in Engineering Technology - Envir Sys Tech

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Certificate in Engineering Technology - Envir Sys Tech

Program Code
CET.EST6

Degree
CET - Cert in Engr Tech

Academic or Program Level
Undergraduate

Catalog Full Description
Environmental engineering technicians prepare, test, operate, and modify structures, equipment, and systems used to prevent or mitigate environmental pollution. Currently the demand for chemical technicians in the Midlands area is significant and growing. Recently, an ad hoc committee comprised of representatives from Columbia area businesses indicated that the demand for chemical and environmental technicians with basic skills in laboratory technique, quality control, instruments and calibration, general chemistry, spectroscopy, and related skills will remain high for many years as these businesses continue to grow.

Graduates from this certificate program are qualified to enter the workforce as a medium level operator, laboratory technician, water quality technician, or senior manufacturing technician. The course sequence is designed to also prepare the student for more advanced on-the-job training in chemical technology or in an environmental laboratory.

The Environmental Systems Technology Certificate is a four-semester 33-credit hour Chemical Technology program that addresses the fundamentals of environmental systems technology. The program covers fundamentals of analytical instrumentation, water treatment principles, and environmental systems technology among other related topics. This certificate is designed both for students needing a background in environmental technology principles and for those who intend to pursue a degree in chemical technology. This certificate is designed to dovetail easily with the Chemical Technology Certificate and/or the Civil Engineering technology program.

Certificate curricula are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss certificate choices and course selections with an Engineering Technology Advisor before each registration cycle.

Requirements

Free Form Requirements

CERTIFICATE: ENVIRONMENTAL SYSTEMS TECHNOLOGY (33 CREDIT HOURS)		CREDIT HOURS
CET 218	Hydraulics	3.0
CET 246	Environmental Systems Technology	3.0
CHM 110 OR CHM 106	College Chemistry I OR Contemporary Chemistry I	4.0
CHM 111 OR CHM 112	College Chemistry II OR College Chemistry II	4.0
CHT 250	Methods in Analytical Chemistry I	3.0
CHT 252	Methods in Analytical Chemistry II	3.0
EVT 102	Basic Water Treatment	3.0
EVT 111	Introduction to Water and Wastewater Treatment Lab	1.0
EVT 271	Special Topics in Environmental Engineering	3.0
MAT 110	College Algebra	3.0
MAT 111	College Trigonometry	3.0
Total Credit Hours		**33.0**

Certificate in Engineering Technology - Mfg Process Tech

Program Overview

College/School

Science, Information Technology, Engineering and Math (STEM)

Program Title

Certificate in Engineering Technology - Mfg Process Tech

Program Code

CET.MNP6

Degree

CET - Cert in Engr Tech

Academic or Program Level

Undergraduate

Catalog Full Description

The Manufacturing Process Technology Certificate is a three-semester 37-credit hour program that addresses the fundamentals of manufacturing processes. The program covers fundamentals of process technology including mechanical and electrical components, basic chemical processes, plant unit operations and instrumentation. An elective course is included to encourage the student to study more electrical and/or chemical technology-related topics. This certificate is designed to dovetail easily with the Chemical Technology Certificate and/or the Mechanical Engineering Technology program. Graduates from this certificate program are qualified to enter the workforce as a medium level operator, process technician, or senior manufacturing technician. The course sequence is designed to also prepare the student for more advanced on-the-job training in manufacturing process.

Certificate curricula are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss certificate choices and course selections with an Engineering Technology Advisor before each registration cycle.

Requirements

Free Form Requirements

CERTIFICATE: MANUFACTURING PROCESS TECHNOLOGY (31 CREDIT HOURS)		CREDIT HOURS
EGR 120	Engineering Computer Applications	3.0
EGR 170	Engineering Materials	3.0
EGR 175	Manufacturing Processes	3.0
EGT 106	Print Reading and Sketching	3.0
MAT 110 OR MAT 170	College Algebra OR Algebra, Geometry, and Trigonometry	3.0
MET 105	DC and AC Electricity	4.0
MET 224	Hydraulics and Pneumatics	3.0
MET 227	Instrumentation Principles	2.0
MET 240	Mechanical Senior Projects	1.0
QAT 102	Quality Concepts and Techniques	3.0
Approved Elective	Approved Engineering Elective	3.0
Total Credit Hours		**31.0**

Certificate in Engineering Technology - Mech Systems Fund

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Certificate in Engineering Technology - Mech Systems Fund

Program Code
CET.MSF6

Degree
CET - Cert in Engr Tech

Academic or Program Level
Undergraduate

Catalog Full Description
This certificate consists of basic mechanical engineering and related civil engineering courses. The program covers the basic theory of mechanical engineering systems and associated mechanics and thermodynamics. Students trained in this area are capable of working in design and troubleshooting, and are prepared for more advanced study in mechanical and civil engineering.

Certificate curricula are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss certificate choices and course selections with an Engineering Advisor before each registration cycle.

Requirements

Free Form Requirements

CERTIFICATE: MECHANICAL SYSTEMS FUNDAMENTALS (18 CREDIT HOURS)		CREDIT HOURS
EGR 260	Engineering Statics	3.0
EGR 264	Introduction to Engineering Mechanics of Solids	3.0
EGR 266	Engineering Thermodynamics Fundamentals	3.0
EGR 270	Introduction to Engineering	3.0
EGR 274	Engineering Applications of Numerical Methods	3.0
EGR 275	Introduction to Engineering Computer Graphics	3.0
Total Credit Hours		**18.0**

Certificate in Engineering Technology - Mechanical Tech Fund

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Certificate in Engineering Technology - Mechanical Tech Fund

Program Code
CET.MTF6

Degree
CET - Cert in Engr Tech

Academic or Program Level
Undergraduate

Catalog Full Description
The Mechanical Technology Fundamentals certificate is a four-semester 39-credit hour program that addresses the fundamentals of mechanical technology. The program covers fundamentals of instrumentation, statics, material properties, basic electronics, basic computer operation, print reading and introductory CAD, and engineering project management. This certificate is designed both for students needing a basic introduction to mechanical technology and for those who intend to pursue an Engineering Technology degree. Upon completion of this certificate, the graduate is qualified to pursue more advanced training or work as an entry level operator. This certificate is designed to dove-tail easily with other MET certificates and the MET degree. To assure maximum employability, the student should consider courses beyond the fundamentals in either a certificate or degree option. Certificate curricula are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss certificate choices and course selections with an Engineering Technology Advisor before each registration cycle.

Requirements

Free Form Requirements

CERTIFICATE: MECHANICAL TECHNOLOGY FUNDAMENTALS (39 CREDIT HOURS)		CREDIT HOURS
EGR 120	Engineering Computer Applications	3.0
EGR 170	Engineering Materials	3.0
EGR 175	Manufacturing Processes	3.0
EGR 194	Statics and Strength of Materials	4.0
EGT 106	Print Reading and Sketching	3.0
MAT 110	College Algebra	3.0
MAT 111	College Trigonometry	3.0
MET 105	DC and AC Electricity	4.0
MET 216	Mechanics of Fluid Systems	3.0
MET 217	Dynamics and Kinematics	3.0
MET 223	Thermodynamic Systems	3.0
PHY 201	Physics	4.0
Total Credit Hours		**39.0**

Certificate in Engineering Technology - Surveying Fund

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Certificate in Engineering Technology - Surveying Fund

Program Code
CET.SRFD

Degree
CET - Cert in Engr Tech

Academic or Program Level
Undergraduate

Catalog Full Description
The Surveying Fundamentals Certificate is a three-semester 20-credit hour program that offers a route to surveying licensure not only for students who are beginning their careers, but also for those who are looking to transfer to four-year programs and those who are already in the workforce and are looking to advance their careers.

The program's unique curriculum will prepare students through surveying theory and practice, care and use of instruments, procedures and instrumentations, and computations and leveling. Students will also learn about field astronomy, highway curves, and topographic surveying. Surveying has evolved from what it once was, and now encompasses new technology such as drones, laser scanned projects, and satellites.

According to industry partners, there is a great demand for licensed surveyors and MTC is providing a clear pathway to meet the educational requirements. Certificate curricula are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss certificate choices and course selections with an Engineering Technology Advisor before each registration cycle.

Requirements

Free Form Requirements

CERTIFICATE: SURVEYING FUNDAMENTALS (20 CREDIT HOURS)		CREDIT HOURS
CET 105	Surveying I	3.0
CET 205	Surveying II	4.0
CET 251	Highway Design	3.0
EGT 151	Introduction to CAD	3.0
MAT 110	College Algebra	3.0
PHY 201	Physics I	4.0
Total Credit Hours		**20.0**

Certificate in Engineering Technology - Structural Engr Tech

Program Overview

College/School
Science, Information Technology, Engineering and Math (STEM)

Program Title
Certificate in Engineering Technology - Structural Engr Tech

Program Code
CET.STT6

Degree
CET - Cert in Engr Tech

Academic or Program Level
Undergraduate

Catalog Full Description
The Structural Technology Certificate is a four-semester 28-credit hour program that examines the engineering properties and testing of a variety of building materials; principles of analysis and design of concrete and steel structures; estimation of material quantity takeoffs and costs; engineering plans and specifications; and legal principles and contract documents for engineering construction projects. Steel detailing concepts are also addressed in structural steel design.

The certificate will meet the needs of students seeking a basic introduction to structural-related engineering projects as well as those who intend to pursue a degree.

Certificate curricula are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss certificate choices and course selections with an Engineering Technology Advisor before each registration cycle.

Requirements

Free Form Requirements

CERTIFICATE: STRUCTURAL TECHNOLOGY (28 CREDIT HOURS)		CREDIT HOURS
AET 105	Construction Documents	3.0
CET 120	Construction Materials	3.0
CET 220	Concrete and Steel	3.0
CET 235	Construction Methods and Cost Estimation	3.0
EGR 104	Engineering Technology Foundations	3.0
EGR 194	Statics and Strength of Materials	4.0
EGT 151 OR EGR 106	Introduction to CAD OR Print Reading and Sketching	3.0
MAT 110	College Algebra	3.0
MAT 111	College Trigonometry	3.0
Total Credit Hours		**28.0**

Certificate in Health Science - Cardiac Care Technician

Program Overview

College/School
Health Care

Program Title
Certificate in Health Science - Cardiac Care Technician

Program Code
CHS.CCT6

Degree
CHS - Cert in Health Sci

Academic or Program Level
Undergraduate

Catalog Full Description
The Cardiac Care Technician certificate will provide a foundation in health care careers, communication, soft skills, computers, and anatomy and physiology. Students will develop the basic skills necessary to monitor patients for any type of cardiac involvement in a health care setting. The student will be able to monitor basic ECGs and recognize cardiac dysrhythmias. Instructional methods will be varied including classroom, lab, online/hybrid, simulation/virtual reality, and clinical rotations.

The Cardiac Care Technician certificate may be an extension of the Nursing Assistant Certificate to earn stackable, short-term, entry-level certificates in the health care arena. It is recommended that students complete 1 or all 3 certificate pathways (Nursing Assistant, Cardiac Care Technician and Phlebotomy Technician. This allows for increased marketability and flexibility as they enter healthcare. Upon completion of this certificate, the student will be eligible to take the National Healthcareer Associations (NHA) NCCA – accredited certification. This allows the students to work as a Certified ECG Technician (CET). Employment opportunities in South Carolina include positions in hospitals, medical and diagnostic laboratories, and doctor's offices. More information can be found on the website at www.midlandstech.edu/programs-and-courses/healthcare/cardiac-care-academic-certificate.

Requirements

Free Form Requirements

Special Requirements

Students must receive a grade of "C" or better on all Cardiac Care Technician certificate courses. Students must pass a final comprehensive exit

examination to graduate from the program. Students may not repeat certificate courses more than once, nor may they progress to the next semester until that course is passed. Students may repeat only two certificate courses.

Students are required to purchase uniform, name tag, and other supplies needed for lab/clinical.

Students will rotate through hospitals, medical and diagnostic laboratories and clinics in the MTC service area for practical experience in ECG and cardiac monitoring. Students will be required to comply with regulations required by off-campus clinical sites, which might include finger printing, background checks and drug screenings.

In addition to the School of Health Care and Health Sciences Department admission requirements, specific acceptance criteria for the Cardiac Care Technician Certificate program include:

Admission Criteria

1. Documented review of mandatory information and orientation materials
2. Signed commitment agreement (i.e. Letter of Intent)
3. Acceptable Criminal Background Check and drug screening results
4. Satisfactory compliance with required medical physical and immunization requirements
5. Current certification in CPR (American Heart for the Health Care Professional) (AHA/BLS)

Major: Cardiac Care Technician (25 credit hours)

CERTIFICATE: HEALTH SCIENCE (25 CREDIT HOURS)		CREDIT HOURS
ENG 160	Technical Communications	3.0
AHS 180	Health Careers Preparation	3.0
BIO 110	General Anatomy and Physiology	3.0
AHS 102	Medical Terminology	3.0
AHS 145	Electrocardiography	2.0
AHS 156	Electrocardiography Practicum	1.0
AHS 177	Cardiac Monitoring Applications	4.0
AHS 205	Ethics and Law for Allied Health Professions	3.0
AHS 131	Computers in Health Care	3.0
Total Credit Hours		**25.0**

Certificate in Health Science - Adv Card & Vas Inter Rad

Program Overview

College/School
Health Care

Program Title
Certificate in Health Science - Adv Card & Vas Inter Rad

Program Code
CHS.CIVI

Degree
CHS - Cert in Health Sci

Academic or Program Level
Undergraduate

Catalog Full Description
This program provides academic and clinic training to credentialed radiologic technologists seeking to expand into cardiac interventional or vascular interventional radiology procedures and prepares students with the knowledge needed to pass the credentialing examination. Technologists can work directly with a cardiologist or radiologist in life-saving procedures.

Students must be credentialed radiologic technologists before they enter this program. They will need to pass two credentialing exams at the end of the program to work in this advanced and specialized area.

Requirements
Free Form Requirements

Major: Advanced Certification in Cardiac and Vascular Interventional Radiology

CERTIFICATE: ADVANCED CERTIFICATION IN CARDIAC AND VASCULAR INTERVENTIONAL RADIOLOGY (25 CREDIT HOURS)		CREDIT HOURS
RAD 114	Radiographic Imaging Fundamentals II	2.0
RAD 205	Radiographic Pathology	2.0
RAD 210	Radiographic Imaging III	3.0
RAD 230	Radiographic Procedures III	3.0
RAD 236	Radiography Seminar II	2.0
RAD 256	Advanced Radiography I	6.0
RAD 257	Advanced Radiography II	7.0
Subtotal		**25.0**

Certificate in Health Science - Computed Tomography

Program Overview
College/School
Health Care

Program Title
Certificate in Health Science - Computed Tomography

Program Code
CHS.CPT6

Degree
CHS - Cert in Health Sci

Academic or Program Level
Undergraduate

Certificate in Health Science - Emerg Med Tech - Paramedic

Program Overview
College/School
Health Care

Midlands Technical College

Program Title
Certificate in Health Science - Emerg Med Tech - Paramedic

Program Code
CHS.EMTP

Degree
CHS - Cert in Health Sci

Academic or Program Level
Undergraduate

Catalog Full Description
The goal of the Paramedic Program is to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

The paramedic curriculum meets or exceeds the national standard curriculum for paramedic education and includes classroom, online, and experiential learning to immerse the student in the environment of pre-hospital emergency care. The program covers an array of topics necessary to prepare the student to pass the national registry exam, including: EMS operations, Medical Emergencies, Trauma Emergencies, Medication Administration, Pharmacology, Cardiology, and the psychomotor skills that accompany each topic area.

The Midlands Technical College (MTC) Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP Executive Office). This letter is NOT a CAAHEP accreditation status; it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation." Visit https://www.midlandstech.edu/programs-and-courses/health-care/emergency-medical-technology-paramedic-0 for more information.

To contact CoAEMSP Executive Office:
8301 Lakeview Parkway
Suite 111-312
Rowlett, TX 75088
214-703-8445
FAX 214-703-8992
www.coaemsp.org

Requirements
Free Form Requirements

Emergency Medical Technology (Paramedic) Certificate

CERTIFICATE: EMERGENCY MEDICAL TECHNOLOGY (PARAMEDIC) (39 CREDIT HOURS)		CREDIT HOURS
EMS 150	Intro To Advanced Care	5.0
EMS 151	Paramedic Clinical I	2.0
EMS 216	Principles of Rescue	4.0
EMS 230	Advanced Emergency Medical Care I	5.0
EMS 231	Paramedic Clinical II	2.0
EMS 232	Paramedic Internship I	2.0
EMS 240	Advanced Emergency Medical Care II	5.0
EMS 242	Paramedic Internship II	2.0
EMS 270	NREMT Review	4.0
EMS 271	Advanced Emergency Operations	4.0
EMS 272	Paramedic Capstone	4.0
Total Credit Hours		**39.0**

Certificate in Health Science - Medical Assisting

Program Overview

College/School
Health Care

Program Title
Certificate in Health Science - Medical Assisting

Program Code
CHS.MED

Degree
CHS - Cert in Health Sci

Academic or Program Level
Undergraduate

Catalog Full Description
Medical assistants perform a wide range of duties in physicians' offices, clinics and emergency medical centers. Clerical duties include screening and receiving patients; maintaining medical records; typing and transcribing medical reports; handling telephone calls and correspondence; entering data; filing insurance claims; and maintaining patient accounts. Clinical duties include preparing patients for examinations; taking vital signs; taking medical histories; assisting with examinations and treatments; performing routine office laboratory procedures (urinalysis, phlebotomy, CBC, specimen collection and shipment); performing electrocardiograms; and instructing patients for advanced procedures.

Required clinical experience (externship) is provided in a variety of outpatient settings including physician offices, clinics and emergency medical centers during the third semester of the program.

Program Goals

1. To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains
2. To prepare students for a career that is easily articulated with other established health care careers, i.e. phlebotomy, nursing, paramedic, radiology, etc.
3. To prepare graduates for the national exam for Certified Medical Assistant (AAMA) or Registered Medical Assistants (AMT) demonstrating entry-level knowledge of medical assisting

The Medical Assisting Certificate Program offered at the Airport Campus is accredited by the Commission on Accreditation of Allied Health Education Programs (www. caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Visit https://www.midlandstech.edu/programs-and-courses/health-care/medical-assisting for more information.

Third semester students should plan to take a medical assisting certification examination. Upon successful completion of the examination, graduates will receive the Certified Medical Assistant, CMA (AAMA) or the Registered Medical Assistant, RMA (AMT) credentials.

Requirements

Free Form Requirements

Special Requirements

Students who are admitted to the Medical Assisting program are required to purchase and maintain a coral scrub top with navy scrub pants, white leak-resistant shoes and white laboratory coats at an approximate cost of $150.00. Students must maintain at least a "C" in all Medical Assisting courses. Students may repeat no more than two program courses. All classes are at Airport Campus; students are admitted only during the fall semester.

In addition to the college and School of Health Care admission requirements, specific admissions criteria to the Medical Assisting program are:

- High school diploma or equivalent
- Acceptable admissions criteria:
  - Successful completion of all pre-requisite coursework
  - Complete application
  - Program interview
  - Acceptable criminal background check and drug screening results at time of program entry
  - Current First Aid and CPR certifications at time of program entry
- Other criteria:
  - High school or college credits in science (recommended)

Major: Medical Assisting (40 credit hours)

Certificate: Health Science

GENERAL EDUCATION COURSE REQUIREMENTS (13 CREDIT HOURS)		CREDIT HOURS
AHS 102	Medical Terminology	3.0
BIO 110	Basic Anatomy and Physiology	3.0
ENG 160	Technical Communications	3.0
MAT 155	Contemporary Mathematics	3.0
COL 106	Skills for College Success	1.0

PROGRAM REQUIREMENTS (27 CREDIT HOURS)		CREDIT HOURS
MED 103	Medical Assisting Introduction	3.0
MED 105	Medical Assisting Office Skills	5.0
MED 107	Medical Office Management	4.0
MED 113	Basic Medical Laboratory Techniques	3.0
MED 117	Clinical Practice	5.0
MED 141	Medical Office Clinical Skills I	2.0
MED 142	Medical Office Clinical Skills II	2.0
MED 170	Medical Assisting Professional Seminar	3.0
Total Credit Hours		**27.0**

Certificate in Health Science - Nursing Assistant

Program Overview

College/School
Health Care

Program Title
Certificate in Health Science - Nursing Assistant

Program Code
CHS.NAS6

Degree
CHS - Cert in Health Sci

Academic or Program Level
Undergraduate

Catalog Full Description
The Nursing Assistant Certificate provides students with a foundation in health care careers, communication, soft skills, computers, and anatomy and physiology. Students will develop basic nursing skills required of nursing assistants in skilled health care settings, such as activities of daily living, vital signs, eating, elimination, and safety measures. Instructional methods will be varied including classroom, online/hybrid, simulation/virtual reality, and clinical rotations. Skills taught in this program are those listed as required for the National Nurse Aide Assessment Program (NNAAP) Examination. Successful completion of this exam and listing on the South Carolina Nurse Aide Registry are required to work as a Certified Nursing Aide in South Carolina. The Nursing Assistant Certificate will be the foundation of stackable, short-term, entry-level certificates in the health care arena. It is recommended that students complete 1 or all 3 certificate pathways (Nursing Assistant, Cardiac Care Technician and Phlebotomy Technician). This allows for increased marketability and flexibility as they enter healthcare.

Employment opportunities in South Carolina include positions in places such as hospitals, skilled nursing home facilities, long-term care facilities, hospice and home health care. Related careers include patient care technicians, personal care aides and rehabilitation aides/assistants.

Requirements

Free Form Requirements
Special Requirements

Students must receive a grade of "C" or better on all Nursing Assistant certificate courses. Students must pass a final comprehensive exit examination to graduate from the program. Students may not repeat Nursing Assistant certificate courses more than once, nor may they progress to the next semester until that course is passed. Students may repeat only two Nursing Assisting courses.

Students will rotate through extended care facilities, hospitals and clinics in the MTC service area for practical experience in Nursing Assisting. Students will be required to comply with regulations required by off-campus clinical sites, which might include finger printing, background checks and drug screenings. Visit https://www.midlandstech.edu/programs-and-courses/health-care/certified-nursing-assistant-academic-

certificate for more information.

In addition to the School of Health Care and Health Sciences Department admission requirements, specific acceptance criteria for the Nursing Assistant Certificate program include:

Admission Criteria:

1. Documented review of mandatory information and orientation materials
2. Signed commitment agreement (i.e. Letter of Intent)
3. Acceptable Criminal Background Check and drug screening results
4. Satisfactory compliance with required medical physical and immunization requirements
5. Current certification in CPR (American Heart for the Health Care Professional) (AHA/BLS)

Major: Nursing Assistant

CERTIFICATE: NURSING ASSISTANT (22 CREDIT HOURS)		CREDIT HOURS
ENG 160	Technical Communication	3.0
AHS 180	Health Careers Preparation	3.0
AHS 102	Medical Terminology	3.0
BIO 110	General Anatomy & Physiology	3.0
AHS 117	Care of the Patient	4.0
AHS 205	Law & Ethics for Health Professions	3.0
AHS 131	Computers in Healthcare	3.0
Total Credit Hours		**22.0**

Certificate in Health Science - Nuclear Medicine Tech

Program Overview

College/School
Health Care

Program Title
Certificate in Health Science - Nuclear Medicine Tech

Program Code
CHS.NMT

Degree
CHS - Cert in Health Sci

Academic or Program Level
Undergraduate

Catalog Full Description
Nuclear medicine technologists use radioactive materials and sophisticated electronic scanning equipment techniques to image the body and treat disease. The responsibilities of a nuclear medicine technologist includes safe and proper handling of radioactive materials, care and operation of radiation detection equipment, knowledge of technical and biological principles and most importantly, patient care. The applied skills of nuclear medicine technologists complement nuclear medicine physicians by providing clinical information pertinent to patient diagnosis and treatment.

The Nuclear Medicine Certificate program is a full-time program. Admission is limited to those who meet the specific admissions criteria. The certificate program begins each fall semester and ends with the summer semester.

Students will receive clinical education in affiliate hospitals' nuclear medicine departments. Students must provide their own transportation to

clinical sites that may include Charleston, Columbia, Florence, Greenville and Spartanburg. Didactic instruction is given at the Health Science facility located on the Airport Campus.

The Nuclear Medicine Technology program is fully accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology and graduates are eligible to take the ARRT and the NMTCB examinations. Visit https://www.midlandstech.edu/programs-and-courses/health-care/nuclear-medicine-technology for more information.

Requirements

Free Form Requirements

Special Requirements

Interview Eligibility Criteria:

In additional to general Health Sciences Program requirements, specific requirements for attaining interview eligibility status for the NMT program include:

AAS degree in progress, with MTC's prerequisites for Associate in Applied Science in General Technology/Health Care (AAS.GEN.NMT), with a cumulative ≥ 2.75.
OR
Associate Degree, with MTC's prerequisites for Associate in Applied Science in General Technology (AAS-GEN-NMT), with a cumulative ≥ 2.75
OR
Bachelor's Degree, with MTC's prerequisites for Associate in Applied Science in General Technology (AAS-GEN-NMT), with a cumulative ≥ 2.75

PRE-REQUISITE GENERAL EDUCATION COURSES		CREDIT HOURS
AHS 102	Medical Terminology	3.0
BIO 210	Anatomy and Physiology I	4.0
BIO 211	Anatomy and Physiology II	4.0
NMT 100	Preparation for Clinic	6.0
CHM 110 OR CHM 105	College Chemistry I OR General Organic and Biochemistry	4.0
ENG 160	Technical Communications	3.0
MAT 110	College Algebra	3.0
PSY 201	General Psychology	3.0
RAD 104	Introduction to Physics	1.0
PHY 201	Physics I	4.0
PHI 115	Contemporary Moral Issues	3.0
Total Credit Hours		**38.0**

Admission Criteria

- Attend and complete an information session
- Attend two mandatory clinical observations
- Successfully complete formal interview
- Complete all pre-requisites and all coursework within the required AAS.GEN.NMT degrees, as assigned by the nuclear medicine technology faculty and/or health science advisor. Each course must be completed with at least a "C." An overall GPA of 2.75 must be maintained in the prescribed coursework. No prerequisite AAS. GEN.NMT course may be repeated more than once; no more than two

courses may be repeated.

Clinical Requirements

Students are accepted contingent upon successful completion of the health form, criminal background investigation and drug screening.

Students must present BLS CPR certification (adult, infant and child) and first-aid certification cards at the time of advisement before entering their first nuclear medicine course. The CPR certification must be kept current while in the program.

Students who are not certified radiologic technologists will be required to complete NMT 100 (Preparation for Clinical) during the summer semester prior to beginning professional courses.

In order to graduate from the NMT program, students must complete each course with at least a "C." No courses having an NMT prefix may be repeated.

Major: Nuclear Medicine

CERTIFICATE: NUCLEAR MEDICINE (39 CREDIT HOURS)		CREDIT HOURS
NMT 101	Introduction to Nuclear Medicine	2.0
NMT 102	Nuclear Medicine Procedures I	2.0
NMT 103	Nuclear Medicine Physics	2.0
NMT 104	Nuclear Medicine Procedures II	2.0
NMT 105	Quality Assurance Methodology	2.0
NMT 106	Nuclear Medicine Procedures III	2.0
NMT 107	Nuclear Medicine Instrumentation	3.0
NMT 109	Special Topics in Nuclear Medicine	2.0
NMT 150	Applied Nuclear Medicine I	8.0
NMT 151	Applied Nuclear Medicine II	8.0
NMT 152	Applied Nuclear Medicine III	6.0
Total Credit Hours		**39.0**

RECOMMENDED ADDITIONAL COURSES		CREDIT HOURS
AHS 117	Care of the Patient	4.0
AHS 127	Basic Patient Care	3.0
AHS 131	Computers in Healthcare (O, H)	3.0
AHS 141	Phlebotomy	3.0
AHS 145	Electrocardiography	2.0
AHS 156	Electrocardiography Practicum	1.0

Certificate in Health Science - Pre-Nursing

Program Overview

College/School
Health Care

Program Title
Certificate in Health Science - Pre-Nursing

Program Code
CHS.NUR6

Degree
CHS - Cert in Health Sci

Academic or Program Level
Undergraduate

Certificate in Health Science - Pre-Occup Therapy Asst

Program Overview

College/School
Health Care

Program Title
Certificate in Health Science - Pre-Occup Therapy Asst

Program Code
CHS.OTH6

Degree
CHS - Cert in Health Sci

Academic or Program Level
Undergraduate

Catalog Full Description
This program is designed to provide students with the opportunity to complete the first year of general education requirements at Midlands Technical College before transferring to Greenville Technical College to complete the second year of the occupational therapy assistant program.

The purpose of Occupational Therapy is to promote the improvement of health and self-sufficiency. This field involves evaluating patients' abilities and disabilities and establishing goals and methods of treatment, including light handicrafts, sports, vocational skills, and training to overcome specific disabilities. A typical day for an Occupational Therapist Assistant consists of situations such as helping a patient with a disability find activities that encourage growth and development, assisting a patient with a neurological handicap overcome poor coordination and communication, or helping a senior citizen adjust to the special problems of aging and maintaining optimum physical function.

Midlands Technical College works cooperatively with Greenville Technical College (GTC) to offer the first year of the two-year GTC associate degree program. Admission to the first phase of the program at Midlands Technical College does not guarantee admission to the second phase at Greenville Technical College. Selection for admission for the limited positions held for Midlands Technical College students is based on weighted admission score ranking within the MTC cohort completing Phase I and meeting the Greenville Technical College application deadlines.

Requirements

Free Form Requirements

Special Requirements

MTC students must maintain a minimum cumulative GPA of 2.50 for all Phase I courses and must pass all Phase I courses with a minimum grade of "C" or higher on the first or second attempt.

Phase II Admission Requirements

- Attend a Career Talk session for the OTA program within 2 years of admission to Phase II.

· Attain a minimum cumulative GPA of 2.50 for all Phase I courses and have passed all Phase I courses with a minimum grade of "C" or higher on the first or second attempt.

· OTA program applicants are required to complete the **Test of Essential Academic Skills (TEAS)** prior to submitting a weighted admissions form for program admission. Scores from the TEAS test will be used in the point calculations on the Weighted Admissions form.

· Students are selected for OTA Program Phase II admission at Greenville Technical College based upon weighted admissions score. Students who complete all general education courses with the appropriate grade by the end of the fall term will be considered first. Students who complete the general education courses during the spring will be seated only when space is available. Students with the highest weighted admission score are accepted into Phase II based on space availability. Weighted admission criteria can be obtained at Career Talk session and on the Greenville Technical College OT Assistant program web page.

Major: Pre-Occupational Therapy Assistant

		CREDIT HOURS
AHS 102	Medical Terminology	3.0
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
BIO 210	Anatomy and Physiology I	4.0
MAT 120 OR MAT 110	Probability and Statistics OR College Algebra	3.0
BIO 211	Anatomy and Physiology II	4.0
PSY 203	Human Growth and Development	3.0
PSY 212	Abnormal Psychology	3.0
SPC 205	Public Speaking	3.0
PHI 115	Contemporary Moral Issues	3.0
Total Credit Hours		**32.0**

Certificate in Health Science - Phlebotomy

Program Overview

College/School
Health Care

Program Title
Certificate in Health Science - Phlebotomy

Program Code
CHS.PHL6

Degree
CHS - Cert in Health Sci

Academic or Program Level
Undergraduate

Catalog Full Description
The Phlebotomy certificate will provide the student with a foundation in health care careers, communication, soft skills, computers, and anatomy and physiology. Students will develop the basic skills necessary to perform phlebotomy procedures utilized in hospital settings, clinical facilities, and physician's offices. Instructional methods will be varied including classroom, lab, online/hybrid, simulation/virtual reality, and

clinical rotations, during which students will have comprehensive clinical experiences in medical laboratory specimen collections, transport, storage, and basic test procedures.

The Phlebotomy certificate may be an extension of the Nursing Assistant Certificate and Cardiac Care Technician to earn stackable, short-term, entry-level certificates in the health care arena. It is recommended that students complete 1 or all 3 certificate pathways (Nursing Assistant, Cardiac Care Technician and Phlebotomy Technician). This allows for increased marketability and flexibility as they enter healthcare

Upon completion of this certificate, the student will be eligible to take the National Health Career Associations (NHA) NCCA – accredited certification. Upon successful completion of this exam, the student will be able to work as a Certified Phlebotomy Technician (CPT)

Employment opportunities in South Carolina include positions in hospitals, medical and diagnostic laboratories, blood donor centers, and doctor's offices. Visit https://www.midlandstech.edu/programs-and-courses/health-care/phlebotomy-academic-certificate for more information.

Requirements

Free Form Requirements

Special Requirements

Students must receive a grade of "C" or better on all Phlebotomy certificate courses. Students must pass a final comprehensive exit examination to graduate from the program. Students may not repeat certificate courses more than once, nor may they progress to the next semester until that course is passed. Students may repeat only two Phlebotomy certificate courses.

Students are required to purchase a uniform, name tag and other supplies needed for lab/clinic.

Students will rotate through hospitals, medical and diagnostic laboratories and clinics in the MTC service area for practical experience in Phlebotomy. Students will be required to comply with regulations required by off-campus clinical sites, which might include finger printing, background checks and drug screenings.

In addition to the School of Health Care and Health Sciences Department admission requirements, specific acceptance criteria for the Phlebotomy Certificate program include:

Admission Criteria

1. Documented review of mandatory information and orientation materials
2. Signed commitment agreement (i.e. Letter of Intent)
3. Acceptable Criminal Background Check and drug screening results
4. Satisfactory compliance with required medical physical and immunization requirements
5. Current certification in CPR (American Heart for the Health Care Professional) (AHA/BLS)

CERTIFICATE: PHLEBOTOMY (23 CREDIT HOURS)		**CREDIT HOURS**
ENG 160	Technical Communications	3.0
AHS 180	Health Careers Preparation	3.0
AHS 102	Medical Terminology	3.0
BIO 110	General Anatomy and Physiology	3.0
AHS 131	Computers in Healthcare	3.0
AHS 141	Phlebotomy for the Health Care Provider	3.0
AHS 205	Ethics and Law for Allied Health Professions	3.0
AHS 142	Phlebotomy	2.0
Total Credit Hours		**23.0**

Certificate in Health Science - Community Pharm Tech

Program Overview

College/School
Health Care

Program Title
Certificate in Health Science - Community Pharm Tech

Program Code
CHS.PHM6

Degree
CHS - Cert in Health Sci

Academic or Program Level
Undergraduate

Catalog Full Description
The Community Pharmacy Technician Certificate provides pharmacy technician training with an application to community practice. The program teaches students proper pharmacy operations under the supervision of registered pharmacists. The curriculum combines classroom, online and experiential learning with duties carried out by pharmacy technicians in preparing drugs, filling prescriptions, pricing, completing patient profiles, performing drug calculations, maintaining controlled substances inventories and performing other pharmacy-related activities.

Midlands Technical College is accredited for Pharmacy Technician training by the American Society of Health Systems Pharmacists. Visit https://www.midlandstech.edu/programs-and-courses/health-care/community-pharmacy-technician for more information.

Requirements

Free Form Requirements

Special Requirements

Acceptable admissions criteria

- Acceptable criminal background check and drug screening results
- Current CPR certification at time of program entry
- Completed medical forms and immunization records
- Preadmissions interview by the Pharmacy Technician Admission Committee
- High school diploma or equivalent
- Placement in curriculum level courses

Other recommendations

- High school or college credits in mathematics/science (algebra, biology, chemistry)
- Computer skills/keyboarding skills

CERTIFICATE: COMMUNITY PHARMACY TECHNICIAN (22 CREDIT HOURS)		CREDIT HOURS
PHM 101	Introduction to Pharmacy	3.0
PHM 110	Pharmacy Practice	4.0
PHM 113	Pharmacy Technician Math	3.0
PHM 114	Therapeutic Agents I	3.0
PHM 124	Therapeutic Agents II	3.0
PHM 152	Pharmacy Technician Practicum I	2.0
PHM 164	Pharmacy Technician Practicum II	4.0
Total Credit Hours		**22.0**

Certificate in Industrial Technology - Heat, Vent, Air & Ref

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Certificate in Industrial Technology - Heat, Vent, Air & Ref

Program Code
CIT.ACR6

Degree
CIT - Cert in Ind Tech

Academic or Program Level
Undergraduate

Catalog Full Description
The certificate in Heating/Ventilation/Air Conditioning/Refrigeration is composed of the first-year technical courses of the Associate Degree in Heating, Ventilation, Air Conditioning Technology. It provides the graduate with the basic technical skills needed to enter the service industry.

Requirements

Free Form Requirements
Special Requirements

Students are required to purchase hand tools and personal safety equipment at an approximate cost of $1050.

CERTIFICATE: HEATING/VENTILATION/AIR CONDITIONING/ REFRIGERATION MECHANICS (35 CREDIT HOURS)		CREDIT HOURS
ACR 101	Fundamentals of Refrigeration	5.0
ACR 102	Tools and Service Techniques	3.0
ACR 106	Basic Electricity for HVAC/R	4.0
ACR 110	Heating Fundamentals	4.0
ACR 120	Basic Air Conditioning	4.0
ACR 130	Domestic Refrigeration	4.0
ACR 131	Commercial Refrigeration	4.0
ACR 210	Heat Pumps	4.0
ACR 250	Duct Fabrication	3.0
TOTAL CREDIT HOURS		**35.0**

Certificate in Industrial Technology - Auto Heat/Air Con Rep

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Certificate in Industrial Technology - Auto Heat/Air Con Rep

Program Code
CIT.AHA

Degree
CIT - Cert in Ind Tech

Academic or Program Level
Undergraduate

Catalog Full Description
Automotive technicians make up the largest service and repair group in the country, and the increasing application of computerized systems in cars and trucks has created a great demand for highly trained professionals.

The Automotive Technology program at Midlands Technical College is designed to provide theory and hands-on training to prepare students to be well-rounded entry-level automotive technicians. Specialization areas emphasize diagnostic and engine performance service, engine overhaul, manual and automatic transmission reconditioning and repair, heat and air conditioning, and all phases of chassis service. Graduates of the Automotive Technology program work in dealerships, independent garages and other related businesses as technicians, parts personnel, services writers and field representatives for manufacturers.

Six separate certificate programs have been developed based on eight ASE (Automotive Service Excellence) categories — engine repair; drive train repair; heating and air conditioning repair; electrical systems repair; brake, suspension and steering repair; and engine performance — to prepare students for the ASE certification exam.

Graduates of this program earn an Associate Degree in Automotive Technology. The six (6) individual certificate programs are also available.

The Automotive Technology Program is Master Certified by NATEF, the National Automotive Technicians Education Foundation. NATEF accreditation validates the quality of the curriculum, facilities and competency of the instructors. NATEF is nationally recognized as the benchmark of automotive education.

Requirements

Free Form Requirements

All Automotive Technology courses must be passed with a "C" or better to receive credit towards a degree or certificate.

Special Requirements

Students are required to purchase their own safety equipment and tools. A tool list for each course is available upon request.

Newly entering students are required to attend mandatory orientation prior to beginning AUT courses.

HEATING AND AIR CONDITIONING REPAIR (8 CREDIT HOURS)		CREDIT HOURS
AUT 141	Introduction to Heating and Air Conditioning	4.0
AUT 241	Automotive Air Conditioning	4.0
TOTAL CREDIT HOURS		**8.0**

Certificate in Industrial Technology - Carpentry

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Certificate in Industrial Technology - Carpentry

Program Code
CIT.BCT6

Degree
CIT - Cert in Ind Tech

Academic or Program Level
Undergraduate

Catalog Full Description
The Carpentry Certificate is designed to train the next generation of skilled workers needed in the construction industry. This certificate can provide multiple avenues to enter the construction industry without an associate's degree in building construction technology. Students will experience training in print reading, layout frame assembly, door and windows installation, estimating, scheduling and other job site duties. Students will construct a 1664 square foot house from start to finish. This house is built on school grounds and is used as a life-size training aid that encompasses all aspects of a construction project.

Requirements

Free Form Requirements
All Building Construction Technology courses must be passed with a "C" or better to receive credit towards a certificate.

CERTIFICATE: CARPENTRY (29 CREDIT HOURS)		CREDIT HOURS
BCT 101	Introduction to Building Construction	5.0
BCT 102	Fundamentals of Building Construction	4.0
BCT 104	Site Layout and Preparation	2.0
BCT 111	Blueprint Reading and Specifications	3.0
BCT 131	Estimating/Quantity Take-off	2.0
BCT 142	Fundamentals of Construction Safety	4.0
BCT 212	Construction Methods and Design	3.0
BCT 221	Construction Building Codes	3.0
CWE 111	Cooperative Work Experience	1.0
WLD 102	Introduction to Welding	2.0
TOTAL CREDIT HOURS		**29.0**

Certificate in Industrial Technology - Brake/Susp/Str Repair

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Certificate in Industrial Technology - Brake/Susp/Str Repair

Program Code
CIT.BSS

Degree
CIT - Cert in Ind Tech

Academic or Program Level
Undergraduate

Catalog Full Description
Automotive technicians make up the largest service and repair group in the country, and the increasing application of computerized systems in cars and trucks has created a great demand for highly trained professionals.

The Automotive Technology program at Midlands Technical College is designed to provide theory and hands-on training to prepare students to be well-rounded entry-level automotive technicians. Specialization areas emphasize diagnostic and engine performance service, engine overhaul, manual and automatic transmission reconditioning and repair, heat and air conditioning, and all phases of chassis service. Graduates of the Automotive Technology program work in dealerships, independent garages and other related businesses as technicians, parts personnel, services writers and field representatives for manufacturers.

Six separate certificate programs have been developed based on eight ASE (Automotive Service Excellence) categories — engine repair; drive train repair; heating and air conditioning repair; electrical systems repair; brake, suspension and steering repair; and engine performance — to prepare students for the ASE certification exam.

Graduates of this program earn an Associate Degree in Automotive Technology. The six (6) individual certificate programs are also available.

The Automotive Technology Program is Master Certified by NATEF, the National Automotive Technicians Education Foundation. NATEF accreditation validates the quality of the curriculum, facilities and competency of the instructors. NATEF is nationally recognized as the benchmark of automotive education.

Requirements

Free Form Requirements
All Automotive Technology courses must be passed with a "C" or better to receive credit towards a degree or certificate.

Special Requirements

Students are required to purchase their own safety equipment and tools. A tool list for each course is available upon request.

Newly entering students are required to attend mandatory orientation prior to beginning AUT courses.

BRAKE, SUSPENSION AND STEERING REPAIR (9 CREDIT HOURS)		CREDIT HOURS
AUT 112	Braking Systems	4.0
AUT 221	Suspension and Steering Diagnosis	3.0
AUT 222	Four-Wheel Alignment	2.0
TOTAL CREDIT HOURS		**9.0**

Certificate in Industrial Technology - Drive Train Repair

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Certificate in Industrial Technology - Drive Train Repair

Program Code
CIT.DTR

Degree
CIT - Cert in Ind Tech

Academic or Program Level
Undergraduate

Catalog Full Description
Automotive technicians make up the largest service and repair group in the country, and the increasing application of computerized systems in cars and trucks has created a great demand for highly trained professionals.

The Automotive Technology program at Midlands Technical College is designed to provide theory and hands-on training to prepare students to be well-rounded entry-level automotive technicians. Specialization areas emphasize diagnostic and engine performance service, engine overhaul, manual and automatic transmission reconditioning and repair, heat and air conditioning, and all phases of chassis service. Graduates of the Automotive Technology program work in dealerships, independent garages and other related businesses as technicians, parts personnel, services writers and field representatives for manufacturers.

Six separate certificate programs have been developed based on eight ASE (Automotive Service Excellence) categories — engine repair; drive train repair; heating and air conditioning repair; electrical systems repair; brake, suspension and steering repair; and engine performance — to prepare students for the ASE certification exam.

Graduates of this program earn an Associate Degree in Automotive Technology. The six (6) individual certificate programs are also available.

The Automotive Technology Program is Master Certified by NATEF, the National Automotive Technicians Education Foundation. NATEF accreditation validates the quality of the curriculum, facilities and competency of the instructors. NATEF is nationally recognized as the benchmark of automotive education.

Requirements

Free Form Requirements
All Automotive Technology courses must be passed with a "C" or better to receive credit towards a degree or certificate.

Special Requirements

Students are required to purchase their own safety equipment and tools. A tool list for each course is available upon request.

Newly entering students are required to attend mandatory orientation prior to beginning AUT courses.

DRIVE TRAIN REPAIR (13 CREDIT HOURS)		CREDIT HOURS
AUT 115	Manual Drive Train/Axle	3.0
AUT 116	Manual Transmission and Axle	4.0
AUT 151	Automatic Transmission/Transaxle	3.0
AUT 153	Automatic Transmission Diagnosis	3.0
TOTAL CREDIT HOURS		**13.0**

Certificate in Industrial Technology - Basic Elect Wiring

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Certificate in Industrial Technology - Basic Elect Wiring

Program Code
CIT.EEM6

Degree
CIT - Cert in Ind Tech

Academic or Program Level
Undergraduate

Catalog Full Description
The Basic Electrical Wiring Certificate provides a fundamental knowledge of electrical wiring and AC and DC circuits. Students become familiar with electrical codes, ordinances, print reading and electricity fundamentals. Courses taken in this program may be applied toward the Diploma in Industrial Electricity if students later elect to pursue this program.

Requirements

Free Form Requirements
Special Requirements

- Students are required to purchase a set of small hand tools at an approximate cost of $100.
- Courses taken in this program may be applied toward the Associate of Applied Science in General Technology degree program if the student later elects to pursue the degree

CERTIFICATE: BASIC ELECTRICAL WIRING (29 CREDIT HOURS)		CREDIT HOURS
EEM 117	AC/DC Circuits I	4.0
EEM 118	AC/DC Circuits II	4.0
EEM 140	National Electrical Code	3.0
EEM 141	Residential/Commercial Codes	3.0
EEM 142	Commercial/Industrial Codes	4.0
EEM 165	Residential/Commercial Wiring	3.0
EEM 166	Commercial/Industrial Wiring	4.0
EEM 172	Electrical Print Reading	4.0
TOTAL CREDIT HOURS		**29.0**

Certificate in Industrial Technology - Engine Performance

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Certificate in Industrial Technology - Engine Performance

Program Code
CIT.ENP

Degree
CIT - Cert in Ind Tech

Academic or Program Level
Undergraduate

Catalog Full Description
Automotive technicians make up the largest service and repair group in the country, and the increasing application of computerized systems in cars and trucks has created a great demand for highly trained professionals.

The Automotive Technology program at Midlands Technical College is designed to provide theory and hands-on training to prepare students to be well-rounded entry-level automotive technicians. Specialization areas emphasize diagnostic and engine performance service, engine overhaul, manual and automatic transmission reconditioning and repair, heat and air conditioning, and all phases of chassis service. Graduates of the Automotive Technology program work in dealerships, independent garages and other related businesses as technicians, parts personnel, services writers and field representatives for manufacturers.

Six separate certificate programs have been developed based on eight ASE (Automotive Service Excellence) categories — engine repair; drive train repair; heating and air conditioning repair; electrical systems repair; brake, suspension and steering repair; and engine performance — to prepare students for the ASE certification exam.

Graduates of this program earn an Associate Degree in Automotive Technology. The six (6) individual certificate programs are also available.

The Automotive Technology Program is Master Certified by NATEF, the National Automotive Technicians Education Foundation. NATEF accreditation validates the quality of the curriculum, facilities and competency of the instructors. NATEF is nationally recognized as the benchmark of automotive education.

Requirements

Free Form Requirements
All Automotive Technology courses must be passed with a "C" or better to receive credit towards a degree or certificate.

Special Requirements

Students are required to purchase their own safety equipment and tools. A tool list for each course is available upon request.

Newly entering students are required to attend mandatory orientation prior to beginning AUT courses.

ENGINE PERFORMANCE (12 CREDIT HOURS)		CREDIT HOURS
AUT 145	Engine Performance	3.0
AUT 245	Advanced Engine Performance	5.0
AUT 262	Advanced Auto Diagnosis and Repair	4.0
TOTAL CREDIT HOURS		**12.0**

Certificate in Industrial Technology - Engine Repair

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Certificate in Industrial Technology - Engine Repair

Program Code
CIT.ENR

Degree
CIT - Cert in Ind Tech

Academic or Program Level
Undergraduate

Catalog Full Description
Automotive technicians make up the largest service and repair group in the country, and the increasing application of computerized systems in cars and trucks has created a great demand for highly trained professionals.

The Automotive Technology program at Midlands Technical College is designed to provide theory and hands-on training to prepare students to be well-rounded entry-level automotive technicians. Specialization areas emphasize diagnostic and engine performance service, engine overhaul, manual and automatic transmission reconditioning and repair, heat and air conditioning, and all phases of chassis service. Graduates of the Automotive Technology program work in dealerships, independent garages and other related businesses as technicians, parts personnel, services writers and field representatives for manufacturers.

Six separate certificate programs have been developed based on eight ASE (Automotive Service Excellence) categories — engine repair; drive train repair; heating and air conditioning repair; electrical systems repair; brake, suspension and steering repair; and engine performance — to prepare students for the ASE certification exam.

Graduates of this program earn an Associate Degree in Automotive Technology. The six (6) individual certificate programs are also available.

The Automotive Technology Program is Master Certified by NATEF, the National Automotive Technicians Education Foundation. NATEF accreditation validates the quality of the curriculum, facilities and competency of the instructors. NATEF is nationally recognized as the benchmark of automotive education.

Requirements

Free Form Requirements
All Automotive Technology courses must be passed with a "C" or better to receive credit towards a degree or certificate.

Special Requirements

Students are required to purchase their own safety equipment and tools. A tool list for each course is available upon request.

Newly entering students are required to attend mandatory orientation prior to beginning AUT courses.

ENGINE REPAIR (8 CREDIT HOURS)		CREDIT HOURS
AUT 105	Beginning Engine Repair	4.0
AUT 106	Intermediate Engine Repair	4.0
TOTAL CREDIT HOURS		**8.0**

Certificate in Industrial Technology - Elect Systems Repair

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Certificate in Industrial Technology - Elect Systems Repair

Program Code
CIT.ESR

Degree
CIT - Cert in Ind Tech

Academic or Program Level
Undergraduate

Catalog Full Description
Automotive technicians make up the largest service and repair group in the country, and the increasing application of computerized systems in cars and trucks has created a great demand for highly trained professionals.

The Automotive Technology program at Midlands Technical College is designed to provide theory and hands-on training to prepare students to be well-rounded entry-level automotive technicians. Specialization areas emphasize diagnostic and engine performance service, engine overhaul, manual and automatic transmission reconditioning and repair, heat and air conditioning, and all phases of chassis service. Graduates of the Automotive Technology program work in dealerships, independent garages and other related businesses as technicians, parts personnel, services writers and field representatives for manufacturers.

Six separate certificate programs have been developed based on eight ASE (Automotive Service Excellence) categories — engine repair; drive train repair; heating and air conditioning repair; electrical systems repair; brake, suspension and steering repair; and engine performance — to prepare students for the ASE certification exam.

Graduates of this program earn an Associate Degree in Automotive Technology. The six (6) individual certificate programs are also available.

The Automotive Technology Program is Master Certified by NATEF, the National Automotive Technicians Education Foundation. NATEF accreditation validates the quality of the curriculum, facilities and competency of the instructors. NATEF is nationally recognized as the benchmark of automotive education.

Requirements

Free Form Requirements
All Automotive Technology courses must be passed with a "C" or better to receive credit towards a degree or certificate.

Special Requirements

Students are required to purchase their own safety equipment and tools. A tool list for each course is available upon request.

Newly entering students are required to attend mandatory orientation prior to beginning AUT courses.

ELECTRICAL SYSTEMS REPAIR (10 CREDIT HOURS)		CREDIT HOURS
AUT 131	Electrical Systems	3.0
AUT 132	Automotive Electricity	4.0
AUT 133	Electrical Fundamentals	3.0
TOTAL CREDIT HOURS		**10.0**

Certificate in Industrial Technology - Mach Tool(machining)

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Certificate in Industrial Technology - Mach Tool(machining)

Program Code
CIT.MCH6

Degree
CIT - Cert in Ind Tech

Academic or Program Level
Undergraduate

Catalog Full Description
The certificate in Machine Tool provides the first year of technical courses in the Associate Degree in Machine Tool Technology and can be completed in 2 semesters. It provides the student with the basic skills in manual machining to enter the manufacturing or machining industry.

Requirements

Free Form Requirements

C. ADDITIONAL COURSE REQUIREMENTS (19 CREDIT HOURS)		CREDIT HOURS
MAT 170	Algebra, Geometry, and Trigonometry	3.0
MTT 120	Machine Tool Print Reading	3.0
MTT 151	Precision Machining I	3.0
MTT 152	Precision Machining II	3.0
MTT 153	Precision Machining III	3.0
MTT 154	Precision Machining IV	3.0
MTT 105	Machine Tool Math Applications	3.0
MTT 106	Machine Tool Computer Applications	3.0
TOTAL CREDIT HOURS:		**24.0**

Certificate in Industrial Technology - Mechatronics Tech I

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title

Certificate in Industrial Technology - Mechatronics Tech I

Program Code
CIT.MCT6

Degree
CIT - Cert in Ind Tech

Academic or Program Level
Undergraduate

Catalog Full Description
MTC's Mechatronics Technology I Certificate program prepares students to work in the highly automated manufacturing environment of the 21st century. The program is a good fit for students who desire a hands-on career and are technically inclined. The Mechatronics Technology Certificate is a 25 credit hour program designed to be completed in two semesters if the student follows the program layout. Course sequencing is structured but allows students to graduate in a fairly short time frame. Course topics include: AC/DC electricity, principles of manufacturing processes and production, print reading/CAD, industrial safety, hydraulics and pneumatics, programmable logic controllers, motors, basic principles of mechanics, sensors, and machine tool basics.

Requirements

Free Form Requirements
All Mechatronics Technology courses must be passed with a "C" or better to receive credit towards a degree or certificate.

Courses taken in this program may be applied toward the Associate in Applied Science in General Technology degree program if the student later elects to pursue the degree.

CERTIFICATE: MECHATRONICS TECHNOLOGY I (25 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
IMT 104	Schematics	2.0
IMT 112	Hand Tool Operations	3.0
IMT 131	Hydraulics and Pneumatics	4.0
IMT 165	Mechanical Drives and Bearings	3.0
IMT 212	Electrical Theory	3.0
IMT 214	Industrial Wiring	3.0
IMT 233	Programmable Logic Controllers	3.0
MAT 170	Algebra, Geometry, and Trigonometry	3.0
TOTAL CREDIT HOURS:		**25.0**

Certificate in Industrial Technology - Welding & Cutting Fun

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Certificate in Industrial Technology - Welding & Cutting Fun

Program Code
CIT.WCF6

Degree
CIT - Cert in Ind Tech

Academic or Program Level
Undergraduate

Catalog Full Description
The Welding and Cutting Fundamentals Certificate includes the fundamentals of the most commonly used welding processes and provides graduates with the skills necessary to succeed in positions utilizing basic Shielded Metal Arc Welding, Gas Metal Arc Welding, Flux Cored Arc Welding, Gas Tungsten Arc Welding, Oxy-Fuel Cutting, 85 Plasma Arc Cutting, Carbon Arc Gouging, and Mechanical Cutting. Graduates entering the workforce will be well versed in multiple welding disciplines and job-site safety practices.

This certificate will is stackable with the more advanced Welding Qualifications Certificate and can be applied toward the Associate Degree in Welding Technology.

Students who have completed Welding courses in MTC's Corporate and Continuing Education may be eligible for advanced placement into this program. For more information, students should consult their Academic and Career Advisor.

Requirements

Free Form Requirements

WELDING AND CUTTING FUNDAMENTALS (24 CREDIT HOURS)		CREDIT HOURS
WLD 102	Introduction to Welding	2.0
WLD 103	Print Reading I	1.0
WLD 109	Gas Metal Arc Welding 2	3.0
WLD 110	Welding Safety and Health	1.0
WLD 111	Arc Welding I	4.0
WLD 115	Arc Welding III	4.0
WLD 120	Flux Cored Arc Welding I	4.0
WLD 134	Inert Gas Welding Non-Ferrous	3.0
WLD 202	Cutting Fundamentals	2.0
TOTAL CREDIT HOURS:		**24.0**

Certificate in Industrial Technology - Welding Qualif.

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Certificate in Industrial Technology - Welding Qualif.

Program Code
CIT.WLQ6

Degree
CIT - Cert in Ind Tech

Academic or Program Level
Undergraduate

Catalog Full Description
The Welding Qualifications Certificate covers advanced techniques in the most commonly used welding processes and provides graduates with the skills necessary to succeed in positions utilizing Shielded Metal Arc Welding, Gas Metal Arc Welding, Flux Cored Arc Welding, Gas Tungsten Arc Welding in advanced areas of manufacturing and construction to include fabrication and pipe welding. Graduates entering the workforce will be well versed in multiple welding disciplines and job-site safety practices.

This certificate will is stackable with the Welding and Cutting Fundamentals Certificate and can be applied toward the Associate Degree in Welding Technology.

Students who have completed Welding courses in MTC's Corporate and Continuing Education may be eligible for advanced placement into this program. For more information, students should consult their Academic and Career Advisor.

Requirements

Free Form Requirements

All Welding Technology courses must be passed with a "C" or better to receive credit toward a degree or certificate.

Special Requirements

- Students are required to purchase approximately $500 worth of welding tools and equipment.
- Courses taken in this program may be applied toward the Associate in Applied Science in Welding Technologies.

WELDING AND CUTTING FUNDAMENTALS (24 CREDIT HOURS)		CREDIT HOURS
WLD 105	Print Reading 2	1.0
WLD 136	Advanced Inert Gas Welding	2.0
WLD 140	Weld Testing	1.0
WLD 142	Maintenance Welding	3.0
WLD 154	Pipefitting and Welding	4.0
WLD 160	Fabrication Welding	3.0
WLD 170	Qualification Welding	4.0
WLD 228	Inert Gas Pipe Welding I	4.0
TOTAL CREDIT HOURS:		**22.0**

Certificate in Public Services - American Sign Language

Program Overview

College/School

Education and Public Service

Program Title

Certificate in Public Services - American Sign Language

Program Code

CPS.ASL6

Degree

CPS - Cert in Public Serv

Academic or Program Level

Undergraduate

Catalog Full Description

The American Sign Language (ASL) certificate is designed to prepare students for careers in the growing field of ASL communication and interpretation. The program also provides valuable language skills for a wide array of career areas including education, business, legal, heath care and human services/social work. Please note that this is not to be confused with certification. However, completion of the certificate program may enable students to transfer to an interpreting program in preparation for certification as a sign language interpreter.

Requirements

Free Form Requirements

CERTIFICATE: AMERICAN SIGN LANGUAGE (22 CREDIT HOURS)		CREDIT HOURS
ASL 101	American Sign Language I	4.0
ASL 102	American Sign Language II	4.0
ASL 110	Careers in American Sign Language	2.0
ASL 201	American Sign Language III	3.0
ASL 202	American Sign Language IV	3.0
ITP 106 OR SPC 208	Linguistics of American Sign Language OR Intercultural Communication	3.0
ITP 201	Deaf History and Culture	3.0
Subtotal		**22.0**

Certificate in Public Service - Behavioral Interventionist

Program Overview

College/School
Education and Public Service

Program Title
Certificate in Public Service - Behavioral Interventionist

Program Code
CPS.BHI

Degree
CPS - Cert in Public Serv

Academic or Program Level
Undergraduate

Certificate in Public Services - Criminal Justice

Program Overview

College/School
Education and Public Service

Program Title
Certificate in Public Services - Criminal Justice

Program Code
CPS.CRJ6

Degree
CPS - Cert in Public Serv

Academic or Program Level
Undergraduate

Catalog Full Description
This program is designed for practitioners employed by criminal justice agencies or for students wishing to diversify their major course of study. The purpose of the certificate program is to provide students with an academic post-secondary education in criminal justice. Courses taken will provide a theoretical and systems approach to the entire field of criminal justice. Courses completed satisfactorily may be used toward the Associate in Applied Science Degree in Criminal Justice Technology.

Areas of instruction focus on concepts, theories and processes pertaining to all areas of the criminal justice system, including police work and organization, criminal law, causes of criminal behavior, rules of evidence and criminal procedures, and correctional services and systems.

Requirements

Free Form Requirements

CERTIFICATE: CRIMINAL JUSTICE (21 CREDIT HOURS)		CREDIT HOURS
CRJ 101	Introduction to Criminal Justice	3.0
CRJ 115	Criminal Law I	3.0
CRJ 125	Criminology	3.0
CRJ 130	Police Administration	3.0
CRJ 220	The Judicial Process	3.0
CRJ 236	Criminal Evidence	3.0
CRJ 242	Correctional Systems	3.0
Subtotal		**21.0**

Certificate in Public Services - Early Childhood Development

Program Overview

College/School
Education and Public Service

Program Title
Certificate in Public Services - Early Childhood Development

Program Code
CPS.ECD

Degree
CPS - Cert in Public Serv

Academic or Program Level
Undergraduate

Catalog Full Description
The student in the 27-hour Early Childhood Development Certificate program will receive the tools and resources necessary to provide language and literacy rich environments, appropriate math and science skills, an inquiry based approach to learning about the world, and safe, healthy environments which promote the emotional and social well-being of all children. An emphasis will be placed on a variety of learning styles and inclusive environments to meet the needs of all children. Students will have experiences with a variety of ages and curriculum models through off-site labs in a nationally accredited child care, Head Start or Early Head Start, or public school early childhood program. This program is designed to meet the equivalency of a Child Development Associate (CDA) Credential. Courses completed satisfactorily may be used toward the Associate in Applied Science Degree in Early Care and Education.

Requirements

Free Form Requirements

CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT (27 CREDIT HOURS)		CREDIT HOURS
ECD 101	Introduction to Early Childhood	3.0
ECD 102	Growth and Development	3.0
ECD 105	Guidance and Classroom Management	3.0
ECD 107	Exceptional Children	3.0
ECD 131	Language Arts	3.0
ECD 132	Creative Experiences (30-hour practicum)	3.0
ECD 133	Science and Math Concepts	3.0
ECD 135	Health, Safety and Nutrition	3.0
ECD 203	Growth and Development II	3.0
Subtotal		**27.0**

Certificate in Public Service - Homeland Security

Program Overview

College/School
Education and Public Service

Program Title
Certificate in Public Service - Homeland Security

Program Code
CPS.HSM

Degree
CPS - Cert in Public Serv

Academic or Program Level
Undergraduate

Catalog Full Description
This certificate is designed to introduce students to basic concepts in homeland security management. The program covers a variety of topics including crisis management, intelligence, security and terrorism. The structure of the program is designed for those interested in or currently serving in the various professions related to the Criminal Justice field. All HSM courses are only offered online (asynchronous).

Requirements

Free Form Requirements

CERTIFICATE: HOMELAND SECURITY (21 CREDIT HOURS)		CREDIT HOURS
CRJ 101	Introduction to Criminal Justice	3.0
CRJ 130	Police Administration	3.0
HSM 101	Introduction to Homeland Security Management	3.0
HSM 103	Introduction to Emergency Management	3.0
HSM 104	Terrorism and Homeland Security	3.0
HSM 201	Critical Incident Management	3.0
HSM 203	Intelligence Analysis and Security Management	3.0
Subtotal		**21.0**

Certificate in Public Services - Paralegal

Program Overview

College/School
Education and Public Service

Program Title
Certificate in Public Services - Paralegal

Program Code
CPS.LEG6

Degree
CPS - Cert in Public Serv

Academic or Program Level
Undergraduate

Catalog Full Description
Well-educated paralegals are essential to the practice of law. The Paralegal Studies Program at Midlands Technical College prepares students to assist lawyers in carrying out their professional responsibilities. Classes balance legal theory with the practical paralegal skills needed to assist attorneys in the practice of law. Those practical paralegal skills include managing cases for attorneys; communicating with clients, opposing counsel, courts, and other third parties; conducting legal and investigative research; interviewing clients and witnesses; and preparing court documents and correspondence.

The structure of the program is designed for those currently serving in the legal community as well as those interested in pursuing a career in law. Whether you are seeking to advance in your existing legal career, retool for the next phase of your career, or prepare for law school, our Associate in Applied Science or Post-Baccalaureate Certificate in Paralegal Studies provides an excellent path to your goal.

Diverse employment opportunities are available as a paralegal with law firms, courts, governments, corporate offices, insurance companies, real estate offices, mortgage companies, banks, and more.

Disclaimer: Paralegals may not provide legal services directly to the public, except as permitted by law, and must be mindful of prohibitions against lay persons practicing law.

An Associate in Applied Science or Post-Baccalaureate Certificate in Paralegal Studies prepares students to support attorneys with the practical and technological skills required in today's legal environment. Our program promotes legal ethics and the professionalism of paralegals, which extend their capacity for service to the legal community and ultimately contributing to the advancement of justice in society.

This program is approved by the American Bar Association. ABA approval indicates the program's curriculum, faculty, resources, and student services have met high standards of quality.

Requirements

Free Form Requirements
Major: Paralegal Studies (24 credit hours)

Degree: Certificate

Special Requirements

If you previously earned a baccalaureate degree and are seeking to advance in your existing career, retool for the next phase of your career, or prepare for law school, our Post-Baccalaureate Certificate in Paralegal Studies provides an excellent path to your goal. To enter the Certificate Paralegal Studies' Program, students must have earned a bachelor's degree from an accredited college or university.

Students must earn a grade of "C" or better in all of the courses with an LEG prefix for the grade to be counted towards degree completion.

CERTIFICATE: PARALEGAL STUDIES (24 CREDIT HOURS)		CREDIT HOURS
LEG 120	Torts	3.0
LEG 121	Business Law I	3.0
LEG 132	Legal Bibliography	3.0
LEG 135	Introduction to Law and Ethics	3.0
LEG 201	Civil Litigation I	3.0
LEG 232	Law Office Management	3.0
	Approved LEG Elective	3.0
	Approved LEG Elective	3.0
Subtotal		**24.0**

APPROVED LEG ELECTIVES		CREDIT HOURS
LEG 121	Business Law II	3.0
LEG 212	Workers' Compensation	3.0
LEG 213	Family Law	3.0
LEG 214	Property Law	3.0
LEG 215	Bankruptcy Law	3.0
LEG 220	Intellectual Property Law	3.0
LEG 230	Legal Writing	3.0
LEG 231	Criminal Law	3.0
LEG 233	Wills, Trusts and Probate	3.0
LEG 234	Title Examination Procedures I	3.0
LEG 262	Litigation Applications	3.0
LEG 270	Paralegal Certification Preparation	3.0

Certificate in Public Service - Pre-Police Academy Training

Program Overview

College/School
Education and Public Service

Program Title
Certificate in Public Service - Pre-Police Academy Training

Program Code
CPS.PPAT

Degree
CPS - Cert in Public Serv

Academic or Program Level
Undergraduate

Catalog Full Description
This certificate 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. This program allows graduates to begin the certification process as a law enforcement officer in South Carolina.

Requirements

Free Form Requirements

CERTIFICATE: POLICE PRE-ACADEMY TRAINING (12 CREDIT HOURS)		CREDIT HOURS
CRJ 281	Police Science I	3.0
CRJ 282	Police Science II	3.0
CRJ 283	Police Science III	3.0
CRJ 284	Police Science IV	3.0
Subtotal		**12.0**

Certificate in Science - Engineering Science

Program Overview

College/School

Science, Information Technology, Engineering and Math (STEM)

Program Title

Certificate in Science - Engineering Science

Program Code

CS.ENGR

Degree

CS - Cert. in Science

Academic or Program Level

Undergraduate

Catalog Full Description

The Engineering Science Certificate is a three-semester 38-credit hour program designed for students desiring to transfer to an engineering program at a four-year institution. The Engineering Science Certificate can be combined with the Electronic and Computer Fundamentals Certificate to create an Associate in General Technology degree for students wishing to transfer to a four-year institution for Computer Science or Computer Information Systems. The student is strongly advised to consult their Engineering faculty or advisor to determine which options are right for them.

Certificate curricula are reviewed and updated periodically in response to community and industry demands. The student is cautioned to discuss certificate choices and course selections with an Engineering Advisor before each registration cycle.

Requirements

Free Form Requirements

CERTIFICATE: ENGINEERING SCIENCE (38 CREDIT HOURS)		CREDIT HOURS
CHM 110	College Chemistry I	4.0
CHM 111	College Chemistry II	4.0
PHY 221	University Physics I	4.0
PHY 222	University Physics II	4.0
MAT 140	Analytical Geometry and Calculus I	4.0
MAT 141	Analytical Geometry and Calculus II	4.0
MAT 240	Analytical Geometry and Calculus III	4.0
MAT 242	Differential Equations	4.0
	Approved EGR Transfer Course	3.0
	Approved Program Elective	3.0
Total Credit Hours		**38.0**

Diploma in Applied Science - Air Cond./Refrigeration Mech.

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Diploma in Applied Science - Air Cond./Refrigeration Mech.

Program Code
DAS.ACR1

Degree
DAS - Diploma in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
The diploma in Air Conditioning/Refrigeration Mechanics is also the first year of the Associate Degree in Heating, Ventilation, Air Conditioning Technology, including the summer semester. It provides the graduate with the basic technical, math and communication skills needed to enter the service industry.

Requirements

Free Form Requirements
Special Requirements

Students are required to purchase hand tools and personal safety equipment at a cost of approximately $1050.

Major: Air Conditioning/Refrigeration Technician (45 credit hours)

Diploma: Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (10 CREDIT HOURS)		CREDIT HOURS
MAT 155	Contemporary Mathematics	3.0
ENG 160	Technical Communications	3.0
COL 101	College Orientation	1.0
CPT 101	Introduction to Computers	3.0
Subtotal		**10.0**

B. MAJOR COURSE REQUIREMENTS (35 CREDIT HOURS)		CREDIT HOURS
ACR 101	Fundamentals of Refrigeration	5.0
ACR 102	Tools and Service Techniques	3.0
ACR 106	Basic Electricity for HVAC/R	4.0
ACR 110	Heating Fundamentals	4.0
ACR 120	Basic Air Conditioning	4.0
ACR 210	Heat Pumps	4.0
ACR 250	Duct Fabrication	3.0
ACR 130	Domestic Refrigeration	4.0
ACR 131	Commercial Refrigeration	4.0
Subtotal		**35.0**
TOTAL CREDIT HOURS		**45.0**

Diploma in Applied Science - Expanded Duty Dental Assisting

Program Overview

College/School
Health Care

Program Title
Diploma in Applied Science - Expanded Duty Dental Assisting

Program Code
DAS.DTA

Degree
DAS - Diploma in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
The Expanded Duty Dental Assisting program includes instruction in restorative dentistry and preventive oral care, including teaching patients oral self-care, applying sealants to the grooves of patients' teeth, taking impressions of teeth, producing diagnostically acceptable dental radiographs (X-rays), polishing teeth and fillings, assisting the dentist, preparing the filling materials, scheduling patients, managing health information and monitoring nitrous oxide.

Employment opportunities in South Carolina include private practice positions for example chair-side dental assistants in General Dentistry as well as many specialty practices such as Oral Surgery, Orthodontics, Endodontics, Prosthodontics, Periodontics, and Pediatric Dentistry. EDDA graduates also have opportunities as treatment coordinators, OSHA compliance specialists, dental laboratory assistants, secretarial assistants and office managers. There are also opportunities in public health settings, hospital dental practices, prison dental clinics and insurance companies.

Related careers include dental product sales representative, infection control consultant for private dental offices, dental office business manager and dental assisting educator.

The Expanded Duty Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association. Visit https://www.midlandstech.edu/programs-and-courses/health-care/expanded-duty-dental-assisting for more information. Graduates are recognized as Expanded Duty Dental Assistants (EDDA) by the SC State Board of Dentistry.

Graduates are eligible to be credentialed as Certified Dental Assistants (CDA) upon satisfactory completion of the three examinations administered by the Dental Assisting National Board.

Requirements

Free Form Requirements

Special Requirements

Students must receive a grade of "C" or better on all Expanded Duty Dental Assisting courses, as well as math, and science courses. Math and science courses must be completed according to the timeframe established for Health Science Programs. Students are required to pass a comprehensive examination in each clinical course to continue in the program the following semester. Additionally, they must pass a final comprehensive exit examination to graduate from the program. Students may not repeat Expanded Duty Dental Assisting courses more than once, nor may they progress to the next semester until that course is passed. Students may repeat only two Expanded Duty Dental Assisting courses.

Students are required to purchase and maintain a set of X-ray instruments, dental instruments, dentoforms, laboratory coats, standard uniforms (to include gloves and masks), shoes, name pin and safety glasses at an approximate cost of $2,000.

Students are encouraged to join the Student American Dental Assistants' Association and to participate in its scheduled activities, including attendance at the annual meeting of the South Carolina Dental Assistants' Association. In addition, they are required to participate in scheduled activities, such as visits to elementary schools for dental health educational presentations, and to take three national examinations (ICE, RHS, GC).

Students will rotate through private dental offices and clinics in the MTC service area for practical experience in Expanded Duty Dental Assisting. Students will be required to comply with regulations of off-campus clinical sites, which might include background checks and drug screenings.

In addition to the college and Health Sciences Department admission requirements, specific eligibility criteria for the Expanded Duty Dental Assisting program include:

Admission Criteria

- Successful completion of all pre-requisite coursewor
- Complete application
- Successful program interview
- Acceptable criminal background check and drug screening results
- High school diploma or equivalent

Major: Expanded Duty Dental Assisting (49 credit hours)

Diploma: Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (13 CREDIT HOURS)		CREDIT HOURS
COL 106	Skills for College Success	1.0
ENG 160	Technical Communications	3.0
MAT 155	Contemporary Mathematics	3.0
PSY 201	General Psychology	3.0
BIO 110	Basic Anatomy and Physiology	3.0
Subtotal		**13.0**

B. MAJOR COURSE REQUIREMENTS (13 CREDIT HOURS)		CREDIT HOURS
DAT 113	Dental Materials	4.0
DAT 154	Clinical Procedures I	4.0
DAT 118	Dental Morphology	2.0
DAT 115	Ethics and Professionalism	1.0
DAT 122	Dental Office Management	2.0
Subtotal		**13.0**

C. ADDITIONAL COURSE REQUIREMENTS (23 CREDIT HOURS)		CREDIT HOURS
DAT 127	Dental Radiography	4.0
DAT 123	Oral Medicine/Oral Biology	3.0
DAT 121	Dental Health Education	2.0
DAT 174	Office Rotations	4.0
DAT 177	Dental Office Experience	7.0
DAT 183	Specialty Functions	3.0
Subtotal		**23.0**
Total Credit Hours		**49.0**

Diploma in Applied Science - Ind. Electricity/Electronics

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Diploma in Applied Science - Ind. Electricity/Electronics

Program Code
DAS.EEM1

Degree
DAS - Diploma in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description

Midlands Technical College

The Industrial Electricity/Electronics Diploma program emphasizes theory and hands-on training in electrical wiring, including the applications to residential, commercial and industrial installations. Although basic installation of electrical components is an important part of the technician's job, increased emphasis has been placed on wiring and programming of programmable logic controllers. Entry-level positions for graduates are available with local electrical contractors, industrial plants, hospitals, power companies, government agencies and other related businesses.

Requirements

Free Form Requirements

All Industrial Electricity/Electronics courses must be passed with a "C" or better to receive credit towards a diploma or certificate.

Special Requirements

- Students are required to purchase a set of small hand tools at an approximate cost of $100.
- Courses taken in this program may be applied toward the Associate in Applied Science in General Technology degree program if the student later elects to pursue the degree.

Major: Industrial Electricity/Electronics (49 credit hours)

Diploma: Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (9 CREDIT HOURS)		CREDIT HOURS
ENG 160	Technical Communications	3.0
MAT 170	Algebra, Geometry & Trigonometry	3.0
PSC 215	State & Local Government	3.0
Subtotal		**9.0**

B. MAJOR COURSE REQUIREMENTS (15 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
EEM 117	AC/DC Circuits I	4.0
EEM 140	National Electrical Code	3.0
EEM 151	Motor Controls I	4.0
EEM 201	Electronic Devices I	3.0
Subtotal		**15.0**

C. ADDITIONAL COURSE REQUIREMENTS (25 CREDIT HOURS)		CREDIT HOURS
EEM 118	AC/DC Circuits II	4.0
EEM 141	Residential/Commercial Codes	3.0
EEM 142	Commercial/Industrial Codes	3.0
EEM 165	Residential/Commercial Wiring	4.0
EEM 166	Commercial/Industrial Wiring	4.0
EEM 172	Electrical Print Reading	4.0
EEM 251	Programmable Controllers	3.0
Subtotal		**25.0**
TOTAL CREDIT HOURS		**49.0**

Diploma in Applied Science - Machine Tool

Program Overview

College/School
Advanced Manufacturing and Skilled Trades

Program Title
Diploma in Applied Science - Machine Tool

Program Code
DAS.MTT1

Degree
DAS - Diploma in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
The diploma in Machine Tool is the first year of the Associate Degree in Machine Tool Technology and can be completed in 3 semesters. It provides the student with the basic skills in manual machining to enter the manufacturing or machining industry as well as general education courses that will enhance effectiveness in the workplace.

Requirements

Free Form Requirements
Major: Machine Tool (44 credit hours)

Diploma: Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (9 CREDIT HOURS)		CREDIT HOURS
ENG 160	Technical Communications	3.0
MAT 170	Algebra, Geometry & Trigonometry I	3.0
PSY 201	General Psychology	3.0
Subtotal		**9.0**

B. MAJOR COURSE REQUIREMENTS (15 CREDIT HOURS)		CREDIT HOURS
MTT 151	Precision Machining I	3.0
MTT 152	Precision Machining II	3.0
MTT 153	Precision Machining III	3.0
MTT 154	Precision Machining IV	3.0
MTT 250	Principles of CNC	3.0
Subtotal		**15.0**

C. ADDITIONAL COURSE REQUIREMENTS (19 CREDIT HOURS)		CREDIT HOURS
COL 101	College Orientation	1.0
MTT 105	Machine Tool Math Applications	3.0
MTT 106	Machine Tool Computer Applications	3.0
MTT 212	Tool Design	4.0
MTT 120	Machine Tool Print Reading	3.0
MTT 141	Metals and Heat Treatment	3.0
MTT 155	Precision Grinding	3.0
Subtotal		**20.0**
TOTAL CREDIT HOURS:		**44.0**

Diploma in Applied Science - Practical Nursing (PN)

Program Overview

College/School
Health Care

Program Title
Diploma in Applied Science - Practical Nursing (PN)

Program Code
DAS.PNR

Degree
DAS - Diploma in Applied Science

Academic or Program Level
Undergraduate

Catalog Full Description
The Practical Nursing program is designed to help students develop basic nursing skills in medical, surgical, obstetrical and pediatric nursing. The role of the practical nurse focuses on the technical skills, general knowledge and judgment necessary to organize and provide caring interventions to patients with commonly occurring medical conditions. The practical nurse participates in health promotion/maintenance activities for the individual in the context of the family. The practical nurse is prepared to provide nursing care within the scope of practice defined by the South Carolina Board of Nursing under the direct supervision of the registered nurse and/or other health care provider. The course of study balances classroom instruction with relevant clinical experience and provides the opportunity for students to gain the knowledge and skills necessary to become effective practitioners of practical nursing. Visit https://www.midlandstech.edu/programs-and-courses/health-care/practical-nursing-lpn for more information.

The *Nursing Student Handbook* further outlines progression policies in the nursing program.

Requirements

Free Form Requirements
Entrance Requirements

In addition to the college's admission requirement, all required prerequisite courses are completed in order to be admitted to the Nursing program. Admission to the nursing program is by competitive application.

Ensure all required prerequisite courses are completed in order to submit a competitive Nursing program application.

LPN Prerequisite Courses:

1. ENG 101

2. PSY 201
3. PSY 203
4. BIO 210 (must be completed within 5 years of starting NUR 134 or NUR-203)
5. BIO 211 (must be completed within 5 years of starting NUR 134 or NUR-203)
6. MAT 102 or higher

NOTE: No grade can be lower than a "C". No more than one repeat attempt per course at Midlands Technical College or any post-secondary institution, with no more than 2 courses repeated/attempted. "W"s awarded since Fall 2018 count as an attempt or a repeat with the exception of "W"s awarded in Spring 2020, Summer 2020, Fall 2020, Spring 2021, and Summer 2021. Due to COVID-19, "W"s awarded during those semesters will not count as an attempt nor count against the students in future semesters.

Beginning Summer 2024, "W"s awarded in general education courses beginning this semester will not count as an attempt. Biology and math courses must be completed within 5 years.

Applications for all Nursing programs are released once your advisor deems you will, or should, meet eligibility requirements for on open application date. It is your responsibility as the student to submit the application once requirements are met. **If an application is submitted too early, too late, or without meeting requirements it will not be reviewed.**

Open Application dates for Fall Semester starts are January 15 – May 15.

- Applications will be accepted for ADN, LPN and Transition.
- Notification of acceptance or denial into the Nursing program will be received by June 15.

Open Application dates for Spring Semester starts are May 25 – August 25.

- Applications will only be accepted for **ADN and LPN.**
- Notification of acceptance or denial into the Nursing program will be received by September 15.

Open Application dates for Summer Semester starts are September 15 – December 15.

- Applications will be accepted for ADN and LPN.
- Notification of acceptance or denial into the Nursing program will be received by January 15.

Additional Requirements

- High school or college credits in biology and algebra are recommended
- Emotional and physical ability to carry out normal activities of nursing care as determined by physical examination
- Cleared background check; negative drug screen; physical exam; immunizations such as Hepatitis B, Varicella, and MMR; a two-step TB skin test (PPD) or Quantiferon Gold; and CPR (American Heart Association BLS for Healthcare Providers) are required to enter clinical courses.
- Qualified applicants must attend a two-part orientation session.

Applicants must have a cumulative 2.0 GPA for all Midlands Technical College course work for entrance into and progression through the nursing curriculum.

The *Nursing Student Handbook* outlines other policies relevant to students in the program.

Special Requirements

Students are required to take and pass the comprehensive competency exams each semester while in the nursing program and at the end of the nursing program. If the student is not successful in the comprehensive competency exams, remediation is mandatory for progression in the nursing program.

A negative drug screen is required for clinical placement experiences. Students may be subject to random drug screens throughout the program.

Criminal background checks are required for clinical placement. Students may be subject to additional clinical background checks based on clinical affiliate requirements.

Any student convicted of a crime or felony must contact the South Carolina Board of Nursing to determine eligibility for taking the NCLEX-PN licensure exam.

Students in nursing courses are required to attend nursing courses and clinical experiences during the weekday, weekends, and evening hours.

Progression

All courses in the curriculum must be passed with a grade of "B" or better. Courses may be repeated only once to obtain a grade of "B" or better. Students must pass math competency tests throughout the program. Students must have satisfactory clinical performance in every clinical nursing course.

To progress in the curriculum, the student must meet the specified academic performance standards set forth below:

- Obtain the program grade point average (GPA) required by the Nursing Department, not to drop below a 2.0
- Obtain a grade of "B" or better in each course
- Repeat no course in the PN curriculum more than
- Repeat no more than 2 curriculum courses (NUR only) within the PN program
- A withdrawal (W) awarded since spring 2018 counts as an attempt or a repeat

Students who withdraw from or receive a grade lower than a "B" in any clinical nursing course must seek readmission to the program in order to repeat the course. A student may be readmitted on a space available basis and a cumulative GPA of 2.0 prior to having failed the course.

Attempts include W, D, C and F. Readmission is based on space availability and eligibility. The dropped, withdrawn or failed course must be successfully completed before the student can take another nursing course.

Students who have not completed a nursing clinical course within the last nine months are required to validate knowledge for previously completed clinical nursing courses.

CPR certification and TB skin testing must be kept current in order to remain in the program.

The *Nursing Student Handbook* outlines other policies relevant to students in the program.

Major: Nursing (44 credit hours)

Diploma: Applied Science

A. GENERAL EDUCATION COURSE REQUIREMENTS (9 CREDIT HOURS)		**CREDIT HOURS**
ENG 101	English Composition I	3.0
MAT 102 OR MAT 120	Intermediate Algebra OR Probability and Statistics	3.0
PSY 201	General Psychology	3.0
Subtotal		**9.0**

B. MAJOR COURSE REQUIREMENTS (19 CREDIT HOURS)		**CREDIT HOURS**
NUR 134	Beginning Nursing Skills	5.0
NUR 155	Contemporary Nursing Practice I	6.0
NUR 235	Contemporary Medical Surgical Nursing Concepts	5.0
PSY 203	Human Growth and Development	3.0
Subtotal		**19.0**

C. ADDITIONAL COURSE REQUIREMENTS (16 CREDIT HOURS)		CREDIT HOURS
BIO 210	Anatomy and Physiology I	4.0
BIO 211	Anatomy and Physiology II	4.0
NUR 141	Pharmacological Therapies I	2.0
NUR 158	Health Promotion for Families I	4.0
NUR 131	Introduction to Pharmacology	1.0
NUR 166	Issues in Practical Nursing	1.0
Subtotal		**16.0**
Total Credit Hours		**44.0**

All Courses

ACC101 - Accounting Principles I

Course Overview

Subject Code
ACC

Course Number
101

Course Title
Accounting Principles I

Course Description
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. Students identify sound ethical and personal values.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100, and either MAT-101 or MAT-152 with a grade of C or better.

ACC102 - Accounting Principles II

Course Overview

Subject Code
ACC

Course Number
102

Course Title

Accounting Principles II

Course Description
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ACC-101 with a grade of C or better.

ACC110 - Accounting for Entrepreneurs

Course Overview
Subject Code
ACC

Course Number
110

Course Title
Accounting for Entrepreneurs

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT-101 or CPT-170

ACC111 - Accounting Concepts

Course Overview
Subject Code
ACC

Course Number
111

Course Title

Accounting Concepts

Course Description
This course is a study of the principles of the basic accounting functions--collecting, recording, analyzing, and reporting information.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete the following courses with a grade of C or better: RDG-100 and MAT-032

ACC124 - Individual Tax Procedures

Course Overview
Subject Code
ACC

Course Number
124

Course Title
Individual Tax Procedures

Course Description
This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

ACC150 - Payroll Accounting

Course Overview
Subject Code
ACC

Course Number
150

Course Title
Payroll Accounting

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ACC-101 or ACC-112

ACC201 - Intermediate Accounting I

Course Overview
Subject Code
ACC

Course Number
201

Course Title
Intermediate Accounting I

Course Description
This course explores fundamental processes of accounting theory, including the preparation of financial statements. Also covered are the time value of money, cash and receivables, and the valuation of inventories. Professional ethics and generally accepted accounting principles are introduced.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ACC-101 or ACC-112

ACC202 - Intermediate Accounting II

Course Overview
Subject Code
ACC

Course Number
202

Course Title
Intermediate Accounting II

Course Description
This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports. Accounting for the acquisition and disposal of long-term assets and procedures for handling current and long-term liabilities are covered.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ACC-201 with a grade of C or better.

ACC224 - Business Taxation

Course Overview
Subject Code
ACC

Course Number
224

Course Title
Business Taxation

Course Description
This course is an introduction to tax reporting requirements and taxation of the proprietorship, partnership, S Corporation, C Corporation, and limited liability company. Some form preparation is required.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ACC-101 or ACC-112

ACC230 - Cost Accounting I

Course Overview
Subject Code
ACC

Course Number
230

Course Title

Cost Accounting I

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

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete the following course with a grade of C or better: ACC-102

ACC240 - Computerized Accounting

Course Overview
Subject Code
ACC

Course Number
240

Course Title
Computerized Accounting

Course Description
This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ACC-101 or ACC-112, and either CPT-101 or CPT-170

ACC242 - Small Business Software

Course Overview
Subject Code
ACC

Course Number
242

Course Title
Small Business Software

Course Description
This course includes the use of current integrated software suitable for small business operations.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Complete 1 course from the following with a grade of C or better: ACC-101 or ACC-111

ACC245 - Accounting Applications

Course Overview
Subject Code
ACC

Course Number
245

Course Title
Accounting Applications

Course Description
This course introduces microcomputer accounting using data base software and/or electronic spreadsheets.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ACC 101 or ACC-112, and either CPT 101 or CPT 170

ACC246 - Integrated Accounting Software

Course Overview
Subject Code
ACC

Course Number
246

Course Title
Integrated Accounting Software

Course Description
This course includes the use of pre-designed integrated accounting software for accounting problems.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ACC 101 or ACC-112, and either CPT 101 or CPT 170

ACC260 - Auditing

Course Overview
Subject Code
ACC

Course Number
260

Course Title
Auditing

Course Description
This course is a study of the procedures for conducting audits and investigations of various enterprises. Attention is given to the nature and purpose of auditing, auditing standards, professional conduct and ethics, auditor's legal liability and the approaches followed in performing audits of financial statements.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ACC-101 or ACC-112

ACC265 - Not-For-Profit Accounting

Course Overview
Subject Code
ACC

Course Number
265

Course Title
Not-For-Profit Accounting

Course Description
This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ACC-101 or ACC-112

ACC275 - Selected Topics in Accounting

Course Overview
Subject Code
ACC

Course Number
275

Course Title
Selected Topics in Accounting

Course Description
This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem solving.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ACC-124 and ACC-224

ACC291 - Certified Bookkeeper Review

Course Overview
Subject Code
ACC

Course Number
291

Course Title
Certified Bookkeeper Review

Course Description
This course is designed to help students prepare for the Certified Bookkeeper Exam.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ACC-201 and ACC-150

ACR101 - Fundamentals of Refrigeration

Course Overview
Subject Code
ACR

Course Number
101

Course Title
Fundamentals of Refrigeration

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

Credit Hours

Credit Hours Min
5

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100. Corequisites: Take ACR-102 and ACR-106

ACR102 - Tools and Service Techniques

Course Overview
Subject Code
ACR

Course Number
102

Course Title
Tools and Service Techniques

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

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 Corequisites: Take ACR-101 and ACR-106

ACR106 - Basic Elec for HVAC/R

Course Overview
Subject Code
ACR

Course Number
106

Course Title
Basic Elec for HVAC/R

Course Description
This course includes a basic study of electricity, including Ohm's law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 Corequisites: Take ACR-101 and ACR-102

ACR110 - Heating Fundamentals

Course Overview
Subject Code
ACR

Course Number
110

Course Title
Heating Fundamentals

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

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete ACR-101, ACR-102, and ACR-106 with a grade of C or better. Corequisite: Take ACR-120

ACR120 - Basic Air Conditioning

Course Overview
Subject Code
ACR

Course Number
120

Course Title
Basic Air Conditioning

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

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete ACR-101, ACR-102 and ACR-106 with a grade of C or better. Corequisite: Take ACR-110

ACR130 - Domestic Refrigeration

Course Overview
Subject Code
ACR

Course Number
130

Course Title
Domestic Refrigeration

Course Description
This course is a study of domestic refrigeration equipment.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete ACR 101, ACR 102 and ACR 106 with a grade of C or better. Corequisite: Take ACR-131

ACR131 - Commercial Refrigeration

Course Overview
Subject Code
ACR

Course Number
131

Course Title
Commercial Refrigeration

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

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete ACR 101, ACR 102 and ACR 106 with a grade of C or better. Corequisite: Take ACR-130

ACR206 - Advanced Electricity for Hvac/R

Course Overview
Subject Code
ACR

Course Number
206

Course Title
Advanced Electricity for Hvac/R

Course Description
This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete ACR-110, ACR-120, ACR-210, and ACR-250 with a grade of C or better.

ACR207 - Advanced Refrigeration Electricity

Course Overview
Subject Code
ACR

Course Number
207

Course Title
Advanced Refrigeration Electricity

Course Description
This course covers the theory and application of electrical circuits and starting components in commercial and industrial refrigeration.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take ACR-130 ACR-131

ACR210 - Heat Pumps

Course Overview
Subject Code
ACR

Course Number
210

Course Title
Heat Pumps

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

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete ACR-110 and ACR-120 with a minimum grade of C Corequisite: Take ACR-250

ACR220 - Advanced Air Conditioning

Course Overview
Subject Code
ACR

Course Number
220

Course Title
Advanced Air Conditioning

Course Description
This course is an advanced study of air conditioning systems.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete ACR-110, ACR-120, ACR-210, and ACR-250 with a grade of C or better.

ACR221 - Residential Load Calculations

Course Overview
Subject Code
ACR

Course Number
221

Course Title
Residential Load Calculations

Course Description
This course is a study of heat losses/gains in residential structures.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Take ACR-110 ACR-120 ACR-210 ACR-250

ACR224 - Codes and Ordinances

Course Overview
Subject Code
ACR

Course Number
224

Course Title
Codes and Ordinances

Course Description
This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Take ACR-110 ACR-120 ACR-210 ACR-250

ACR231 - Advanced Refrigeration

Course Overview
Subject Code
ACR

Course Number
231

Course Title
Advanced Refrigeration

Course Description
This course is an in-depth study of commercial and industrial refrigeration equipment.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Take ACR-130 ACR-131

ACR232 - Refrig, Calculation & Equip Selection

Course Overview
Subject Code
ACR

Course Number
232

Course Title
Refrig, Calculation & Equip Selection

Course Description
This course involves a study of load calculations and selection of refrigeration equipment and components.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ACR-130 and ACR-131 with a grade of C or better.

ACR250 - Duct Fabrication

Course Overview
Subject Code
ACR

Course Number
250

Course Title
Duct Fabrication

Course Description
This course covers the design, fabrication, and installation of air duct systems.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ACR-110 and ACR-120 with a grade of C or better. Corequisite: Take ACR-210

AET101 - Building Systems I

Course Overview
Subject Code
AET

Course Number
101

Course Title
Building Systems I

Course Description
This course is a study of the fundamental concepts of design and construction techniques in residential, commercial, and industrial buildings.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-101

AET103 - International Building and Residential C

Course Overview
Subject Code
AET

Course Number
103

Course Title
International Building and Residential C

Course Description
This course is an introduction to the international building codes and the international residential codes, as well as local code requirements.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-101

AET105 - Construction Documents

Course Overview
Subject Code
AET

Course Number
105

Course Title
Construction Documents

Course Description
This course covers the interpretation of residential, commercial, and industrial building construction documents, including construction specifications, general conditions, and construction industry symbols.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-100.

AET110 - Architectural Graphics I

Course Overview
Subject Code
AET

Course Number
110

Course Title
Architectural Graphics I

Course Description
This course is an introduction to the skills of architectural manual drafting. The principles of architectural design and model construction are also studied.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-152 or a higher level math course

AET111 - Architectural Computer Graphics I

Course Overview
Subject Code
AET

Course Number
111

Course Title
Architectural Computer Graphics I

Course Description
This course includes architectural/construction, basic computer-aided design commands, and creation of construction industry symbols and standards.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-100

AET120 - Architectural Graphics II

Course Overview
Subject Code
AET

Course Number
120

Course Title
Architectural Graphics II

Course Description
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. This course is also a further study of architectural design. Perspective construction is introduced.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete AET-110 or AET-123.

AET122 - Basic Design Theory

Course Overview
Subject Code
AET

Course Number
122

Course Title
Basic Design Theory

Course Description
This course will research the elements of design and incorporate ideas into simple design projects. Topics include developing written programs, diagrams and flow-charts, 2-D manual and CAD drawings, as well as 3-D models. Students will analyze and synthesize information to develop design skills.

Credit Hours

Credit Hours Min
3

AET123 - Architectural Drafting

Course Overview
Subject Code
AET

Course Number
123

Course Title
Architectural Drafting

Course Description
This course provides an introduction to the principles of architectural planning and design with an emphasis on residential and light commercial construction.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-152 or a higher level math course

AET201 - Building Systems II

Course Overview
Subject Code
AET

Course Number
201

Course Title
Building Systems II

Course Description
This course covers mechanical systems, electrical systems and code requirements for residential, commercial, and industrial buildings.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete AET-101.

AET202 - History of Architecture

Course Overview
Subject Code
AET

Course Number
202

Course Title
History of Architecture

Course Description
This course is a study of the origins, influences and aesthetics that underlie the various styles of architecture from prehistoric times to the present.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-100

AET221 - Architectural Computer Graphics II

Course Overview
Subject Code
AET

Course Number
221

Course Title
Architectural Computer Graphics II

Course Description
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. Using the computer as the drafting tool.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete AET-110 or AET-123

AET230 - Architect Graphics III

Course Overview
Subject Code
AET

Course Number
230

Course Title
Architect Graphics III

Course Description
This course encompasses a model and set of working drawings of a complex architectural project.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete AET-221 or AET-122.

AET232 - Architectural CAD Applications

Course Overview
Subject Code
AET

Course Number
232

Course Title
Architectural CAD Applications

Course Description
This course covers advanced architectural cad applications, such as 3-D building drawing and data base manipulations.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Take AET-111 or EGT-251

AET235 - Architectural Three-D Rendering

Course Overview
Subject Code
AET

Course Number
235

Course Title
Architectural Three-D Rendering

Course Description
Topics in this course include Three-D rendering of residential and commercial buildings, walk-through animations, animated site plans and advanced graphics topics and their relationship to illustration of code compliance and project planning.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete AET-221

AHS102 - Medical Terminology

Course Overview
Subject Code
AHS

Course Number
102

Course Title
Medical Terminology

Course Description
This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG 100 and RDG 100 with a minimum grade of C.

AHS106 - Cardiopulmonary Resuscitation

Course Overview
Subject Code
AHS

Course Number
106

Course Title
Cardiopulmonary Resuscitation

Course Description
This course provides a study of the principles of cardiopulmonary resuscitation.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

AHS113 - Head and Neck Anatomy

Course Overview
Subject Code
AHS

Course Number
113

Course Title
Head and Neck Anatomy

Course Description
This course provides a detailed study of the structure of the head and neck with special emphasis on structure as it pertains to the study of dental science.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Corequisite: Take DHG-151 and DHG-125

AHS117 - The Care of Patients

Course Overview
Subject Code
AHS

Course Number
117

Course Title
The Care of Patients

Course Description
This course includes a study of concepts required to assist in nurse assisting.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete 1 of the following courses with a grade of C or better: BIO-110, BIO-112, BIO-210 or BIO-211. Prerequisite: Complete the following with a grade of C or better: ENG-160 or ENG-101 and SPC-205

AHS127 - Basic Patient Care

Course Overview
Subject Code
AHS

Course Number
127

Course Title
Basic Patient Care

Course Description
This course is a study of basic procedures for patient care for health professionals including vital signs, patient transport, patient care relations and patient communications.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take AHS-102

AHS128 - Health Sciences Introduction

Course Overview
Subject Code
AHS

Course Number
128

Course Title
Health Sciences Introduction

Course Description
This course is a study of the core competencies common to numerous health science professions.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete AHS-102 and either AHS-119 or AHS-180

AHS131 - Computers in Healthcare

Course Overview
Subject Code
AHS

Course Number
131

Course Title
Computers in Healthcare

Course Description
This course is the study of the hardware and software used in various healthcare settings including information systems, computerized medical interfaces, telemedicine, networking, as well as other basic computer applications.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete the following courses with a grade of C or better:AHS-102 and AHS-180

AHS141 - Phlebotomy for Health Career Provider

Course Overview
Subject Code
AHS

Course Number
141

Course Title
Phlebotomy for Health Career Provider

Course Description
This course contains the essential theory, skills, and special procedures required to meet the venipuncture needs in hospitals, clinics, and other health care settings.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete the following groups with a grade of C or better: Group 1: AHS-102 Group 2: BIO-110, BIO-112, BIO-210, or BIO-211
Prerequisite: Complete the following with a grade of C or better: ENG-160 or ENG-101 and SPC-205

AHS142 - Phlebotomy

Course Overview
Subject Code
AHS

Course Number
142

Course Title
Phlebotomy

Course Description
This course is a study of phlebotomy procedures utilized in clinical facilities and physicians' offices.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete AHS-141 with a grade of C or better.

AHS145 - Electrocardiography

Course Overview
Subject Code
AHS

Course Number
145

Course Title
Electrocardiography

Course Description
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 ECGs.

Credit Hours

Credit Hours Min
2

Requirements

Free Form Requirements
Prerequisite: Complete the following groups with a grade of C or better: Group 1: AHS-102 Group 2: BIO-110, BIO-112, BIO-210, or BIO-211
Prerequisite: Complete the following with a grade of C or better: ENG-160 or ENG-101 and SPC-205

AHS153 - Concepts of Geriatric Ca

Course Overview

Subject Code
AHS

Course Number
153

Course Title
Concepts of Geriatric Ca

Course Description
This course includes a study of developmental theory, modern concepts of aging, and geriatric health care concepts.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete AHS-102, and either AHS-119 or AHS-180

AHS156 - Electrocardiography Prac

Course Overview

Subject Code
AHS

Course Number
156

Course Title
Electrocardiography Prac

Course Description
This course provides a detailed study and practice 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 ECGs.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Complete the following groups with a grade of C or better: Group 1: AHS-102 Group 2: BIO-110, BIO-112, BIO-210 or BIO-211
Prerequisite: Complete the following with a grade of C or better: ENG-160 or ENG-101 and SPC-205

AHS177 - Cardiac Monitoring Application

Course Overview
Subject Code
AHS

Course Number
177

Course Title
Cardiac Monitoring Application

Course Description
This course is a study of cardiac monitoring techniques including basic cardiovascular anatomy and physiology, electrophysiology, rhythms and dysrhythmia recognition and equipment maintenance.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete AHS-145 and AHS-156 with a grade of C or higher, or by permission from the Program Director

AHS180 - Health Careers Preparation

Course Overview
Subject Code
AHS

Course Number
180

Course Title
Health Careers Preparation

Course Description
This course includes selected topics such as study skills, test-taking skills, critical thinking, problem solving, ethics, health careers test preparation and other topics to promote student success.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100

AHS205 - Ethics and Law for Allied Health Profess

Course Overview
Subject Code
AHS

Course Number
205

Course Title
Ethics and Law for Allied Health Profess

Course Description
This course is an introduction to ethical, bioethical and legal concepts related to allied health professions.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete AHS-102, AHS-128 or NUR-115.

AHS206 - Cross-Section Anatomy for Medical Imag

Course Overview
Subject Code
AHS

Course Number
206

Course Title
Cross-Section Anatomy for Medical Imag

Course Description
This course is a study of human anatomy as viewed in cross-sectional planes. This is used in medical imaging modalities such as computed tomography, Magnetic Resonance Imaging, and Ultrasound.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete RAD-103 and RAD-145 with a grade of C or higher

AHS208 - Health Management

Course Overview
Subject Code
AHS

Course Number
208

Course Title
Health Management

Course Description
This course is a study of the principles of management in a health care environment, including supervision, medically ethical decision making, medical team concepts, human resource management, supervision of medical professionals at various levels, & organizational structure in health care settings.

Credit Hours

Credit Hours Min
3

AMT103 - Sensors

Course Overview
Subject Code
AMT

Course Number
103

Course Title
Sensors

Course Description
This course covers the theory of operation of various processes and discrete sensors used in modern industrial plants plus the techniques of interfacing these sensors with controllers (i.e., robot, work cell, programmable and process).

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-170 or a higher level math course.

AMT105 - Robotics & Mechatronics Systems

Course Overview
Subject Code
AMT

Course Number
105

Course Title
Robotics & Mechatronics Systems

Course Description
This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-170 or a higher level math course.

AMT160 - Prin of Quality & Continous Improvement

Course Overview
Subject Code
AMT

Course Number
160

Course Title
Prin of Quality & Continous Improvement

Course Description
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.

Credit Hours

Credit Hours Min
3

ANT101 - General Anthropology

Course Overview

Subject Code
ANT

Course Number
101

Course Title
General Anthropology

Course Description
This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primetology, human palentology, human variation, archeology and ethnology.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

ANT202 - Cultural Anthropology

Course Overview

Subject Code
ANT

Course Number
202

Course Title
Cultural Anthropology

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

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

ANT203 - Physical Anthropology and Archaeology

Course Overview
Subject Code
ANT

Course Number
203

Course Title
Physical Anthropology and Archaeology

Course Description
This course includes an exploration of human origins, human evolution, human prehistory, and cultural existence from its less complex forms to early civilizations. The course also includes an introduction to the concepts, methods, and data of physical, biological, and archaeological anthropology.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

AOT105 - Keyboarding

Course Overview
Subject Code
AOT

Course Number
105

Course Title
Keyboarding

Course Description
This course focuses on the mastery of touch keyboarding.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-032

AOT110 - Document Formatting

Course Overview
Subject Code
AOT

Course Number
110

Course Title
Document Formatting

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

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take AOT-105 or keyboard placement

AOT133 - Professional Development

Course Overview
Subject Code
AOT

Course Number
133

Course Title
Professional Development

Course Description
This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

AOT134 - Office Communications

Course Overview
Subject Code
AOT

Course Number
134

Course Title
Office Communications

Course Description
This course is a study of grammar, punctuation, and written communication skills for the office environment.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-100.

AOT143 - Office Systems and Procedures

Course Overview
Subject Code
AOT

Course Number
143

Course Title
Office Systems and Procedures

Course Description
This course emphasizes procedures and applications used in the office environment.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 & AOT-105 or keyboard placement

AOT161 - Records Management

Course Overview
Subject Code
AOT

Course Number
161

Course Title
Records Management

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

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

AOT164 - Medical Information Processing

Course Overview
Subject Code
AOT

Course Number
164

Course Title
Medical Information Processing

Course Description
This course emphasizes development of proficiency in producing medical documents typical of those used in health care settings.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100, ENG-100 and either AOT-105 or keyboarding placement test

AOT180 - Customer Service

Course Overview
Subject Code
AOT

Course Number
180

Course Title
Customer Service

Course Description
This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

AOT196 - Office Confidentiality and Security

Course Overview
Subject Code
AOT

Course Number
196

Course Title
Office Confidentiality and Security

Course Description
This course is the study of legal issues encountered in the office environment to include accessibility, interviewing, HIPPA and other rules as they apply to specific types of offices. Office security issues and basic response to crisis are also reviewed.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-100 and RDG-100.

AOT210 - Document Production

Course Overview
Subject Code
AOT

Course Number
210

Course Title
Document Production

Course Description
This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take AOT-110

AOT212 - Medical Document Production

Course Overview
Subject Code
AOT

Course Number
212

Course Title
Medical Document Production

Course Description
This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take AOT-110

AOT220 - Medical Office Administrative Procedures

Course Overview
Subject Code
AOT

Course Number
220

Course Title
Medical Office Administrative Procedures

Course Description
This course provides a study of insurance processing, medical insurance coding, electronic health records, computer applications and the use of other business machines for the medical receptionist and other front-office medical personnel.

Credit Hours

Credit Hours Min
4

AOT234 - Administrative Office Communications

Course Overview
Subject Code
AOT

Course Number
234

Course Title
Administrative Office Communications

Course Description
This course emphasizes communication skills necessary in the business environment. It includes composing business correspondence, developing and giving oral presentations, practicing recording and translating information using the latest technology, and developing effective communication skills.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take AOT-110

AOT250 - Advanced Information Processin

Course Overview
Subject Code
AOT

Course Number
250

Course Title
Advanced Information Processin

Course Description
This course emphasizes complex applications of information processing software using advanced features and concepts.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete AOT-164, and AOT-110.

AOT252 - Medical Systems and Procedures

Course Overview
Subject Code
AOT

Course Number
252

Course Title
Medical Systems and Procedures

Course Description
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take AOT-110

AOT255 - Senior Practicum

Course Overview
Subject Code
AOT

Course Number
255

Course Title
Senior Practicum

Course Description
This course includes practical experience in an approved office setting as well as class meetings. Emphasis is placed on such topics as career planning, ethics, attitude, and other subjects which enhance employability skills.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take AOT-110, AOT-265, CPT-172, CPT-174, CPT-179, AOT-143, & AOT-161

AOT265 - Office Desktop Publishing

Course Overview
Subject Code
AOT

Course Number
265

Course Title
Office Desktop Publishing

Course Description
This course emphasizes the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take CPT-179

AOT267 - Integrated Information Processing

Course Overview
Subject Code
AOT

Course Number
267

Course Title
Integrated Information Processing

Course Description
This course emphasizes the application of integrated computer software.

Credit Hours

Credit Hours Min
3

AOT269 - Internet Skills for Work

Course Overview
Subject Code
AOT

Course Number
269

Course Title
Internet Skills for Work

Course Description
This course is designed to enhance work place productivity through the use of the Internet. Emphasis will be placed on the following topics: search engines, Internet research, image and text formats, downloading from the Internet, "netiquette," and introduction to Web page design.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete AOT-105, CPT-101, or CPT-170

AOT271 - SCWE in Administrative Office Technolog

Course Overview
Subject Code
AOT

Course Number
271

Course Title
SCWE in Administrative Office Technolog

Course Description
This course integrates office skills within an approved work site related to administrative office technology.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete AHS-102, CPT-170, and AOT-252.

ART101 - Art History and Appreciation

Course Overview
Subject Code
ART

Course Number
101

Course Title
Art History and Appreciation

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

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements

Prerequisite: Complete RDG-100

ART105 - Film As Art

Course Overview

Subject Code
ART

Course Number
105

Course Title
Film As Art

Course Description
This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete ENG-100 and RDG-100.

ART107 - History of Early Western Art

Course Overview

Subject Code
ART

Course Number
107

Course Title
History of Early Western Art

Course Description
This course is a visual and historical survey of western art from the paleolithic age to the renaissance. The techniques, forms, and expressive content of painting, sculpture and architecture are studied within the context of the cultural environment which produced them.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements

Prerequisite: Complete RDG-100

ART108 - History of Western Art

Course Overview

Subject Code
ART

Course Number
108

Course Title
History of Western Art

Course Description
This course is a visual and historical survey of western art from the renaissance through modern times. The techniques, forms, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environment which produced them.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100

ART111 - Basic Drawing I

Course Overview

Subject Code
ART

Course Number
111

Course Title
Basic Drawing I

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

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100.

ART112 - Basic Drawing II

Course Overview

Subject Code
ART

Course Number
112

Course Title
Basic Drawing II

Course Description
This course covers a study of the materials and basic techniques of drawing.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete ART-111.

ART121 - 2-D Design Fundamentals

Course Overview

Subject Code
ART

Course Number
121

Course Title
2-D Design Fundamentals

Course Description
This foundation course covers the visual elements and principles of design including color theory. Projects in a variety of media focus on compositional organization and the development of design skills.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete ART-101.

ART122 - 3-D Design Fundamentals

Course Overview

Subject Code
ART

Course Number
122

Course Title
3-D Design Fundamentals

Course Description
This foundation course introduces students to 3-D design concepts and basic sculptural materials. Projects address a variety of design problems unique to 3-D art forms.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete ART-101.

ART202 - Ceramics I

Course Overview

Subject Code
ART

Course Number
202

Course Title
Ceramics I

Course Description
This course is a study of historical investigation of and introduction to design basics, techniques, and processes unique to the construction of clay forms. Projects include hand building and wheel throwing, clay mixing, firing, glazing, and embellishment.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

ART211 - Introduction to Painting

Course Overview

Subject Code
ART

Course Number
211

Course Title
Introduction to Painting

Course Description
This course is an introduction to materials and techniques of painting.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100.

ART212 - Introduction to Watercolor

Course Overview

Subject Code
ART

Course Number
212

Course Title
Introduction to Watercolor

Course Description
This course is an introduction to the transparent american watercolor technique, emphasizing the creation of landscapes and still-life subjects that utilize appropriate brush techniques and proper color mixing for this medium.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100.

ART214 - Art History Study Abroad

Course Overview

Subject Code
ART

Course Number
214

Course Title
Art History Study Abroad

Course Description
This course provides a study abroad experience for students studying art history. The course includes travel to selected regions outside the United States and provides a field study of historical and contemporary art, artists, and architecture, with emphasis on art history.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete ENG-032 and RDG-100

ARV121 - Design

Course Overview

Subject Code
ARV

Course Number
121

Course Title
Design

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

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100.

ARV211 - Digital Media Design

Course Overview

Subject Code
ARV

Course Number
211

Course Title
Digital Media Design

Course Description
This course is an introduction to the core concepts of digital media design and a survey of digital media trends. Students will produce and format raster and vector graphics for digital media.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

ASL101 - American Sign Language I

Course Overview

Subject Code
ASL

Course Number
101

Course Title
American Sign Language I

Course Description
This course is a study of visual readiness and basic vocabulary, grammar features, and non-manual behaviors, all focusing on receptive language skill developments.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete ENG-100 and RDG-100.

ASL102 - American Sign Language II

Course Overview

Subject Code
ASL

Course Number
102

Course Title
American Sign Language II

Course Description
This course is a continuation of American Sign Language I, designed to expose students to additional vocabulary, grammar features, and non-manual behaviors, all focusing on conversational skills.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete ASL-101.

ASL110 - Careers in American Sign Language

Course Overview

Subject Code
ASL

Course Number
110

Course Title
Careers in American Sign Language

Course Description
This course will provide students with a knowledge of various career options related to the field of sign language interpretation and deafness. Students will observe, research, and analyze various settings in ASL.

Credit Hours

Credit Hours Min
2

Requirements

Free Form Requirements
Prerequisite: Complete ENG-100 & RDG-100.

ASL201 - American Sign Language III

Course Overview

Subject Code
ASL

Course Number
201

Course Title
American Sign Language III

Course Description
This course is a continuation of American Sign Language II and covers additional vocabulary, grammar features, and non-manual behaviors, all focusing on conversational skills.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete ASL-102.

ASL202 - American Sign Language IV

Course Overview

Subject Code
ASL

Course Number
202

Course Title
American Sign Language IV

Course Description
This course concentrates on intermediate conversational and discourse skills using American Sign Language. This course is conducted entirely using American Sign Language.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete ASL-201

AST101 - Solar System Astronomy

Course Overview

Subject Code
AST

Course Number
101

Course Title
Solar System Astronomy

Course Description
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.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100.

AST102 - Stellar Astronomy

Course Overview

Subject Code
AST

Course Number
102

Course Title
Stellar Astronomy

Course Description
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.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100

AUT105 - Beginning Engine Repair

Course Overview

Subject Code
AUT

Course Number
105

Course Title
Beginning Engine Repair

Course Description
This course is a basic study of minor engine repairs, including in-frame repairs and cylinder head reconditioning.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete MAT-032 and RDG 100. Corequisite: Take AUT-106

AUT106 - Intermediate Engine Repair

Course Overview

Subject Code
AUT

Course Number
106

Course Title
Intermediate Engine Repair

Course Description
This course includes an application of the fundamentals of engine diagnosis and repair, including engine removal and installation procedures.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete MAT-032 and RDG 100. Corequisite: Take AUT-105

AUT112 - Braking Systems

Course Overview

Subject Code
AUT

Course Number
112

Course Title
Braking Systems

Course Description
This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete MAT-032 and RDG-100. Corequisites: Take AUT-221 and AUT-222

AUT115 - Manual Drive Train/Axle

Course Overview

Subject Code
AUT

Course Number
115

Course Title
Manual Drive Train/Axle

Course Description
This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle set up.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Corequisites: Take AUT-116, AUT-151 and AUT-153

AUT116 - Manual Transmission and Axle

Course Overview

Subject Code

AUT

Course Number
116

Course Title
Manual Transmission and Axle

Course Description
This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles and manual transmissions and transaxles.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Corequisites: Take AUT-115, AUT-151 and AUT-153

AUT131 - Electrical Systems

Course Overview
Subject Code
AUT

Course Number
131

Course Title
Electrical Systems

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-032 and RDG-100. Corequisites: Take AUT-132 and AUT-133

AUT132 - Automotive Electricity

Course Overview

Subject Code
AUT

Course Number
132

Course Title
Automotive Electricity

Course Description
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.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete MAT-032 and RDG-100. Corequisites: Take AUT-131 and AUT-133

AUT133 - Electrical Fundamentals

Course Overview
Subject Code
AUT

Course Number
133

Course Title
Electrical Fundamentals

Course Description
This course is a study of the theories of electricity, including magnetism, series and parallel circuits, ohm's law and an introduction to the use of various electrical test equipment.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite; Complete MAT-032 and RDG-100. Corequisites: Take AUT-131 and AUT-132

AUT141 - Intro to Heating and Air Conditioning

Course Overview

Subject Code
AUT

Course Number
141

Course Title
Intro to Heating and Air Conditioning

Course Description
This course is a basic study of the principles of heat transfer and refrigeration in automotive technology.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and MAT-032. Corequisite: Take AUT-241

AUT145 - Engine Performance

Course Overview
Subject Code
AUT

Course Number
145

Course Title
Engine Performance

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite; Complete AUT-105, AUT-106, AUT-131, AUT-132 and AUT-133 with a grade of C or better. Corequisites: Take AUT-262 and AUT-245

AUT151 - Automotive Transmission/Transaxle

Course Overview

Subject Code
AUT

Course Number
151

Course Title
Automotive Transmission/Transaxle

Course Description
This course is a basic study of automotive transmission and transaxle service, including proper procedures for doing minor transmission and transaxle removal and replacement procedures.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Corequisites: Take AUT-153, AUT-115 and AUT-116

AUT153 - Automatic Transmission Diagnosis

Course Overview
Subject Code
AUT

Course Number
153

Course Title
Automatic Transmission Diagnosis

Course Description
This course is a basic study of powerflow charts and their use in diagnosing automatic transmissions, including the use of pressure testing in diagnosing automatic transmission concerns. Automatic transmission overhaul is included.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Corequisites: Take AUT-151, AUT-115 and AUT-116

AUT221 - Suspension and Steering Diagnosis

Course Overview

Subject Code
AUT

Course Number
221

Course Title
Suspension and Steering Diagnosis

Course Description
This course covers the diagnosis and repair of front and rear suspension, using suspension diagnostic charts, shop manuals, and alignment equipment.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-032 and RDG-100. Corequisites: Take AUT-112 and AUT-222

AUT222 - Four Wheel Alignment

Course Overview
Subject Code
AUT

Course Number
222

Course Title
Four Wheel Alignment

Course Description
This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete MAT-032 and RDG-100. Corequisites: Take AUT-221 and AUT-112

AUT241 - Automotive Air Conditioning

Course Overview

Subject Code
AUT

Course Number
241

Course Title
Automotive Air Conditioning

Course Description
This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and MAT-032. Corequisite: Take AUT-141

AUT245 - Advanced Engine Performance

Course Overview
Subject Code
AUT

Course Number
245

Course Title
Advanced Engine Performance

Course Description
This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems.

Credit Hours

Credit Hours Min
5

Requirements
Free Form Requirements
Prerequisite; Complete AUT-105, AUT-106, AUT-131, AUT-132 and AUT-133 with a grade of C or better. Corequisites: Take AUT-145 and AUT-262

AUT262 - Advanced Automotive Diagnosis and Repair

Course Overview

Subject Code
AUT

Course Number
262

Course Title
Advanced Automotive Diagnosis and Repair

Course Description
This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tool and digital multi-meter operation.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete AUT-105, AUT-106, AUT-131, AUT-132 and AUT-133 with a grade of C or better. Corequisites: Take AUT-145 and AUT-245

BAF101 - Personal Finance

Course Overview

Subject Code
BAF

Course Number
101

Course Title
Personal Finance

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG 100.

BAF201 - Principles of Finance

Course Overview

Subject Code
BAF

Course Number
201

Course Title
Principles of Finance

Course Description
This is an introductory course to the field of finance. The monetary and credit system are examined along with how the demand for funds is met in both the public and private sector. Quantitative features include financial ratios, the time value of money, capital budgeting and working capital budgeting.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete ACC-101 and either MAT-101, MAT-155, or a higher level Math course with a grade of C or better.

BCT101 - Introduction to Building Construction

Course Overview

Subject Code
BCT

Course Number
101

Course Title
Introduction to Building Construction

Course Description
This course is an introduction to residential and light commercial construction, construction terms, tools of the trade and their safe use.

Credit Hours

Credit Hours Min
5

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 Corequisite: Complete BCT-142.

BCT102 - Fundamentals of Building Construction

Course Overview

Subject Code
BCT

Course Number
102

Course Title
Fundamentals of Building Construction

Course Description
This course is a study of framing for residential and light commercial buildings.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete BCT-101

BCT104 - Site Layout and Preparation

Course Overview

Subject Code
BCT

Course Number
104

Course Title
Site Layout and Preparation

Course Description
This course is a study of principles, equipment, and methods used to perform site layouts and distance measurements.

Credit Hours

Credit Hours Min
2

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100

BCT108 - Finish Trim

Course Overview

Subject Code
BCT

Course Number
108

Course Title
Finish Trim

Course Description
This course covers the intricacies of cutting and installing finish moldings using hand and power tools. It also includes the installation of doors, casings, baseboards, shelving and stair parts.

Credit Hours

Credit Hours Min
2

Requirements

Free Form Requirements
Prerequisite: Complete BCT-102.

BCT111 - Blueprint Reading and Specifications

Course Overview

Subject Code
BCT

Course Number
111

Course Title
Blueprint Reading and Specifications

Course Description
This course is an introductory study of construction plans and specifications and how they represent finished buildings.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100

BCT131 - Estimating/Quantity Take Off

Course Overview

Subject Code
BCT

Course Number
131

Course Title
Estimating/Quantity Take Off

Course Description
This course covers construction estimation and quantity take off for construction trades based on local and national building codes.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100

BCT132 - Introduction to Commerical Estimating

Course Overview
Subject Code
BCT

Course Number
132

Course Title
Introduction to Commerical Estimating

Course Description
This course is a study of the commercial estimating practices, techniques and software as it applies to the construction of light commercial building projects, such as schools, office building, retail facilities and other buildings used by commercial businesses.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete BCT-131

BCT142 - Fundamentals of Construction Safety

Course Overview
Subject Code

BCT

Course Number
142

Course Title
Fundamentals of Construction Safety

Course Description
This course covers safety standards and practices as they apply to the building construction industry.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 Corequisite: Complete BCT-101.

BCT209 - Construction Project Management

Course Overview
Subject Code
BCT

Course Number
209

Course Title
Construction Project Management

Course Description
This is a course designed with projects using building construction skills.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete BCT-101 and BCT-102

BCT212 - Construction Methods and Design

Course Overview
Subject Code
BCT

Course Number
212

Course Title
Construction Methods and Design

Course Description
This course covers residential construction methods and designs.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete BCT-101 and BCT-102

BCT221 - Construction Building Code

Course Overview
Subject Code
BCT

Course Number
221

Course Title
Construction Building Code

Course Description
This course is a study of local, state, and national building code requirements as they apply to residential and commercial construction.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete BCT-101 and BCT-102.

BCT223 - Residential Mechanical Systems

Course Overview
Subject Code
BCT

Course Number
223

Course Title
Residential Mechanical Systems

Course Description
This course is a study of the workings of the basic HVAC, electrical, and plumbing systems found in residential structures.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete BCT-111

BIO101 - Biological Science I

Course Overview
Subject Code
BIO

Course Number
101

Course Title
Biological Science I

Course Description
This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, mendelian genetics, population genetics, natural selection, evolution, and ecology.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100. (ENG-101 is recommended)

BIO102 - Biological Science II

Course Overview
Subject Code
BIO

Course Number
102

Course Title

Biological Science II

Course Description
This course is a study of 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.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Take BIO-101

BIO110 - General Anatomy and Physiology

Course Overview
Subject Code
BIO

Course Number
110

Course Title
General Anatomy and Physiology

Course Description
This course is a general introduction to the anatomy and physiology of the human body. Emphasis is on the organ systems of the human and their interrelationships.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

BIO112 - Basic Anatomy and Physiology

Course Overview
Subject Code
BIO

Course Number
112

Course Title

Basic Anatomy and Physiology

Course Description
This course is a basic integrated study of the structure and function of the human body.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 (BIO 100 & ENG 101 recommended)

BIO115 - Basic Microbiology

Course Overview
Subject Code
BIO

Course Number
115

Course Title
Basic Microbiology

Course Description
This is a general course in microbiology, including epidemiology, presence, control, and identification of microorganisms.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete BIO-112 or BIO-211.

BIO205 - Ecology

Course Overview
Subject Code
BIO

Course Number
205

Course Title
Ecology

Course Description
This course introduces basic principles of population biology, ecology, and environmental science as applied to the study of the interactions between human kind and the biosphere.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

BIO206 - Ecology Lab

Course Overview
Subject Code
BIO

Course Number
206

Course Title
Ecology Lab

Course Description
This ecology laboratory experience consists of discussions, demonstrations, experiments, films, and field trips pertaining to the relationships of man to the biosphere, human ecology, resource use, and environmental impact.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

BIO210 - Anatomy and Physiology I

Course Overview
Subject Code
BIO

Course Number
210

Course Title
Anatomy and Physiology I

Course Description
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. Emphasis is placed on the manner in which systems interact to maintain homeostasis. The study includes general chemistry principles, biochemistry, cells and tissues and the following systems will be covered: integumentary, skeletal, muscular, nervous and special senses.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete RDG 100 (BIO-101 or BIO-110 & ENG 101 recommended)

BIO211 - Anatomy and Physiology II

Course Overview
Subject Code
BIO

Course Number
211

Course Title
Anatomy and Physiology II

Course Description
This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. Emplasis is placed on the manner in which systems interact to maintain homeostasis. The following systems will be covered: endocrine, lymphatic, immune, circulatory, respiratory, digestive, urinary and reproductive.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete BIO-210 with a grade of C or better.

BIO225 - Microbiology

Course Overview
Subject Code
BIO

Course Number
225

Course Title

Microbiology

Course Description
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.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete BIO-211 or BIO-101.

BIO240 - Nutrition

Course Overview
Subject Code
BIO

Course Number
240

Course Title
Nutrition

Course Description
This course is an introduction to the essential aspects concerning the science of nutrition. Particular emphasis is on the classes of nutrients and their physiological uses in the body. Body energy requirements and the nutritional status of the world are considered.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete BIO-112 or BIO-210.

BUS101 - Introduction to Business

Course Overview
Subject Code
BUS

Course Number
101

Course Title

Introduction to Business

Course Description
This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG 100.

BUS115 - Introduction to Entrepreneurship

Course Overview
Subject Code
BUS

Course Number
115

Course Title
Introduction to Entrepreneurship

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

BUS116 - Business Opportunity Analysis

Course Overview
Subject Code
BUS

Course Number
116

Course Title

Business Opportunity Analysis

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete BUS-131.

BUS121 - Business Law I

Course Overview
Subject Code
BUS

Course Number
121

Course Title
Business Law I

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-101 or ENG-160.

BUS130 - Business Communications

Course Overview
Subject Code
BUS

Course Number
130

Course Title

Business Communications

Course Description
This course covers the application of communication skills to situations routinely encountered in business environments. Students will generate oral and written reports and presentation.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take ENG 101

BUS131 - Entrepreneurial Leadership

Course Overview
Subject Code
BUS

Course Number
131

Course Title
Entrepreneurial Leadership

Course Description
This course is designed to provide students with the entrepreneurial leadership perspective necessary for a business owner, economic and social contexts of entrepreneurialism, traits of historically successful entrepreneurs, and analyzes the adversity of modern-day entrepreneurs.

Credit Hours

Credit Hours Min
3

BUS180 - Social Media in Business

Course Overview
Subject Code
BUS

Course Number
180

Course Title
Social Media in Business

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MKT-140

BUS210 - Introduction to E-Commerce in Business

Course Overview
Subject Code
BUS

Course Number
210

Course Title
Introduction to E-Commerce in Business

Course Description
This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.

Credit Hours

Credit Hours Min
3

BUS240 - Business Statistics

Course Overview
Subject Code
BUS

Course Number
240

Course Title
Business Statistics

Course Description
This course is a study of statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-101, MAT-102 and either CPT-101 or CPT-170.

BUS250 - Introduction to International Business

Course Overview
Subject Code
BUS

Course Number
250

Course Title
Introduction to International Business

Course Description
This is a survey course in international business designed to enhance the global perspective of business students. Emphasis is placed on the legal, cultural, economic and political factors faced in operating an international business.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete BUS-101.

BUS268 - Special Projects in Business

Course Overview
Subject Code
BUS

Course Number
268

Course Title
Special Projects in Business

Course Description
This course includes research, reporting, and special activities for successful employment in the business world.

Credit Hours

Credit Hours Min
3

BUS275 - Business Internship

Course Overview

Subject Code
BUS

Course Number
275

Course Title
Business Internship

Course Description
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.

Credit Hours

Credit Hours Min
3

CET105 - Surveying I

Course Overview

Subject Code
CET

Course Number
105

Course Title
Surveying I

Course Description
This course includes surveying theory and practice; care and use of instruments; traversing procedures; and computation of closure. Also included in this course are differential and trigonometric leveling and computation of the area of real property.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements

Prerequisite: Complete MAT-110

CET120 - Construction Materials

Course Overview

Subject Code
CET

Course Number
120

Course Title
Construction Materials

Course Description
This course includes a study of basic materials used in construction, including research of building product specifications.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete MAT-152 or a higher level math course

CET205 - Surveying II

Course Overview

Subject Code
CET

Course Number
205

Course Title
Surveying II

Course Description
This course includes electro-optical instrumentation techniques and complex computations used in surveying. Also included are field astronomy, highway curves and topographic surveying.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete CET-105

CET216 - Soil Mechanics

Course Overview

Subject Code
CET

Course Number
216

Course Title
Soil Mechanics

Course Description
This course covers soil types, their engineering properties, and techniques of field and laboratory identification and testing. Also covered is analysis and design of soil-related structures, including spread footings and retaining walls.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete EGR-194

CET218 - Hydraulics

Course Overview

Subject Code
CET

Course Number
218

Course Title
Hydraulics

Course Description
This course includes the fundamentals of flow, control, disposal of water, and flow through open and closed conduits, orifices, and weirs.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete MAT-111

CET220 - Concrete and Steel Design

Course Overview

Subject Code
CET

Course Number
220

Course Title
Concrete and Steel Design

Course Description
This course covers the study of reinforced concrete and steel structural components.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete EGR-194

CET235 - Construction Methods and Estimating

Course Overview

Subject Code
CET

Course Number
235

Course Title
Construction Methods and Estimating

Course Description
This course covers basic construction techniques with emphasis on cost estimating. This course includes quantity takeoff and tabulation of data spreadsheet format. Oral and written presentations are included.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete MAT-110

CET246 - Environmental Systems Technology

Course Overview

Subject Code
CET

Course Number
246

Course Title
Environmental Systems Technology

Course Description
This course covers a study of the sources, treatment, collection and distribution of water and waste water. Also included are water and sewer pipe hydraulics and loads on buried pipes.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete CET-218

CET251 - Highway Design

Course Overview

Subject Code
CET

Course Number
251

Course Title
Highway Design

Course Description
This course covers a study of the design and construction of a highway. Topics include geometric design, earthwork computations and drainage.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Corequisite: Take CET-205.

CGC101 - Introduction to Graphic Techniques

Course Overview

Subject Code
CGC

Course Number
101

Course Title
Introduction to Graphic Techniques

Course Description
This course covers the processes of printed reproduction with an emphasis on offset printing. A variety of printing equipment and operating techniques are included.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 and MAT-032. Corequisite: Take CGC-111

CGC105 - Basic Photography

Course Overview

Subject Code
CGC

Course Number
105

Course Title
Basic Photography

Course Description
This course covers the fundamentals of the photographic process, including principles of picture composition, camera operation, and darkroom techniques.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100.

CGC111 - Imaging for Graphic Industry

Course Overview

Subject Code
CGC

Course Number
111

Course Title
Imaging for Graphic Industry

Course Description
This is an introductory course to the fundamentals of the software and hardware used in the production of images for the graphics industry. This course will include typography and layout.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete MAT-032 and ENG-032 Corequisite: Take CGC-101

CGC112 - Imaging Graphics Industry II

Course Overview

Subject Code
CGC

Course Number
112

Course Title
Imaging Graphics Industry II

Course Description
This course provides a comprehensive study in the variety of software and hardware used in the production of images for the graphics industry.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete CGC-101, and CGC-111 with a minimum grade of C

CGC120 - Graphic Processes

Course Overview

Subject Code
CGC

Course Number
120

Course Title
Graphic Processes

Course Description
This course is an introduction to the variety of output processes for graphic arts production.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete CGC-101, and CGC-111 with a minimum grade of C

CGC132 - Screen Printing

Course Overview

Subject Code
CGC

Course Number
132

Course Title
Screen Printing

Course Description
This course covers an introduction to screenprinting terminology, equipment, and processes.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete ENG-032 and RDG-100.

CGC135 - Commercial Graphics Operations

Course Overview

Subject Code
CGC

Course Number
135

Course Title
Commercial Graphics Operations

Course Description
This course is a study of customer service, cost factors, quality issues, and daily operations associated with the commercial graphics industry.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Take CGC-101 & CGC-111

CGC140 - Industry Exploration

Course Overview

Subject Code
CGC

Course Number
140

Course Title
Industry Exploration

Course Description
This course explores the various opportunities in the graphic arts industry through tours, guest speakers, and research topics.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete CGC-101, and CGC-111 with a minimum grade of C

CGC211 - Digital Art Creation

Course Overview

Subject Code

CGC

Course Number
211

Course Title
Digital Art Creation

Course Description
This course covers basic image creation software used in the graphics industry for the production of images.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CGC-101, and CGC-111 with a grade of C or higher

CGC212 - Digital Image Manipulation

Course Overview
Subject Code
CGC

Course Number
212

Course Title
Digital Image Manipulation

Course Description
This course covers digital image manipulation software used in the graphics industry for the production of graphic images.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CGC-211 with a grade of C or better

CGC215 - Advanced Digital Photography

Course Overview
Subject Code
CGC

Course Number
215

Course Title
Advanced Digital Photography

Course Description
This course is an advanced study of the generation and manipulation of digital images with emphasis being placed on composition, tone management, and end-use resolution.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CGC-105

CGC220 - Graphic Processes II

Course Overview
Subject Code
CGC

Course Number
220

Course Title
Graphic Processes II

Course Description
This intermediate course will cover a variety of output processes for graphic arts production.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CGC-120 with a grade of C or higher

CGC226 - Advanced Printing

Course Overview
Subject Code
CGC

Course Number

226

Course Title
Advanced Printing

Course Description
This course covers a variety of advanced printing projects.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CGC-122, and CGC-206

CGC228 - Digital Image Assembly

Course Overview
Subject Code
CGC

Course Number
228

Course Title
Digital Image Assembly

Course Description
This course is an in-depth study of the techniques necessary to assemble various images into completed files that can be used for graphic arts production.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CGC-212 with a grade of C or higher

CGC240 - Senior Project in Commercial Graphics

Course Overview
Subject Code
CGC

Course Number
240

Course Title
Senior Project in Commercial Graphics

Course Description
This course consists of advanced projects related to the commerical graphics industry.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CGC-220.

CGC250 - Special Projects in Commerical Graphics

Course Overview
Subject Code
CGC

Course Number
250

Course Title
Special Projects in Commerical Graphics

Course Description
This course consists of special projects related to the commercial graphics industry.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CGC-122, and CGC-206

CHM105 - General Organic and Biochemistry

Course Overview
Subject Code
CHM

Course Number
105

Course Title
General Organic and Biochemistry

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

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete RDG 100, and either MAT 101 or MAT 155

CHM106 - Contemporary Chemistry I

Course Overview
Subject Code
CHM

Course Number
106

Course Title
Contemporary Chemistry I

Course Description
This is a survey course in chemistry for non-science majors emphasizing basic principles. Topics include atomic and molecular structure, nuclear chemistry, formulas and nomenclature, states of matter, chemical reactions, acids and bases. Laboratory sections emphasize applications of basic techniques and supplement lecture topics.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100, MAT-102 and EGR-109

CHM110 - College Chemistry I

Course Overview
Subject Code
CHM

Course Number
110

Course Title
College Chemistry I

Course Description
This is the first course in a sequence that includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete MAT-102 and RDG-100.

CHM111 - College Chemistry II

Course Overview
Subject Code
CHM

Course Number
111

Course Title
College Chemistry II

Course Description
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.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete CHM 110 and MAT 110.

CHM112 - College Chemistry II

Course Overview
Subject Code
CHM

Course Number
112

Course Title
College Chemistry II

Course Description
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.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete CHM-110 or CHM-106, MAT-110 and EGR-109

CHM211 - Organic Chemistry I

Course Overview
Subject Code
CHM

Course Number
211

Course Title
Organic Chemistry I

Course Description
This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Take CHM-111 or CHM-112

CHM212 - Organic Chemistry II

Course Overview
Subject Code
CHM

Course Number
212

Course Title
Organic Chemistry II

Course Description
This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Take CHM-211

CHT224 - Current Topics in Industrial Chemistry

Course Overview
Subject Code
CHT

Course Number
224

Course Title
Current Topics in Industrial Chemistry

Course Description
This course covers topics of current interest to industrial chemists.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete CHM-110 or CHM-106

CHT230 - Survey in Engineering Chemistry

Course Overview
Subject Code
CHT

Course Number
230

Course Title
Survey in Engineering Chemistry

Course Description

Topics in this course include supplement to general chemistry with emphasis on engineering applications, basic physical chemistry principles,organics and the properties of polymers, chemical nomenclature, chemical thermodynamics and other topics of interest to the chemical technician.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CHM-110 or CHM-106

CHT250 - Methods in Analytical Chemistry I

Course Overview
Subject Code
CHT

Course Number
250

Course Title
Methods in Analytical Chemistry I

Course Description
Topics in this course include wet chemistry techniques & standard non-automated laboratory procedures used in engineering and manufacturing environments, including separations, titrations, gravimetric analysis, volumetric analysis, pH, refractive index, molecular weight & other standard procedures.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CHM-110 or CHM-106

CHT252 - Methods in Analytical Chemistry II

Course Overview
Subject Code
CHT

Course Number
252

Course Title
Methods in Analytical Chemistry II

Course Description
Topics in this course include the theory & operation of instruments used for chemical analysis in engineering and manufacturing environments including spectroscopy, chromatography, & electrochemical analyses among others. It covers both automated and semi-automated systems, sample preparation, etc.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CHT-250 and MAT-110

CHT275 - Chemical Process Technology

Course Overview
Subject Code
CHT

Course Number
275

Course Title
Chemical Process Technology

Course Description
Topics in this course include lecture & labs designed to teach systematic methods for the quantitative description of chemical engineering systems including the theory of chemical processing, modeling, simulation, process control,systems control & analytical software common in the industry.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CHM-111 or CHM-112

CHT276 - Advanced Chemical Process Tech

Course Overview
Subject Code
CHT

Course Number
276

Course Title
Advanced Chemical Process Tech

Course Description
Topics in this course include lectures and labs designed to teach in-depth studies of chemical engineering systems with a focus on the operation and function of chemical plant unit operation systems and components.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CHT-275

COL101 - College Orientation

Course Overview
Subject Code
COL

Course Number
101

Course Title
College Orientation

Course Description
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

Credit Hours

Credit Hours Min
1

COL102 - Introduction to College

Course Overview
Subject Code
COL

Course Number
102

Course Title
Introduction to College

Course Description
This course may include selected topics such as career planning study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Take COL-106

COL103 - College Skills

Course Overview
Subject Code
COL

Course Number
103

Course Title
College Skills

Course Description
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success. It focuses on listening skills, note-taking strategies, time management, textbook mastery, memory techniques and test- taking skills.

Credit Hours

Credit Hours Min
3

COL104 - Study Skills

Course Overview
Subject Code
COL

Course Number
104

Course Title
Study Skills

Course Description
This course includes selected topics under study skills and student success.

Credit Hours

Credit Hours Min
1

COL105 - Freshman Seminar

Course Overview

Subject Code
COL

Course Number
105

Course Title
Freshman Seminar

Course Description
This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills.

Credit Hours

Credit Hours Min
3

COL106 - Skills for College Success

Course Overview

Subject Code
COL

Course Number
106

Course Title
Skills for College Success

Course Description
This course is designed to enhance the skills of entering freshmen to facilitate their ability to succeed in the college environment. The course topics include student/instructor expectations, time management, library/computer orientation, listening/note-taking, studying for success, learning styles/personality types, and diversity and differences on campus.

Credit Hours

Credit Hours Min
1

COL109 - Advanced Academic Study Skills

Course Overview

Subject Code
COL

Course Number
109

Course Title
Advanced Academic Study Skills

Course Description
The course is designed to develop advanced study skills for enhanced contextual readings in an academic setting.

Credit Hours

Credit Hours Min
1

COL250 - Information Literacy

Course Overview

Subject Code
COL

Course Number
250

Course Title
Information Literacy

Course Description
Course introduces students to a wide range of print and electronic information resources and literacy skills basic to success in their academic work, their career, & in life long learning. (Note: Course is designed for transfer from OCTC and MTC to USC-Cola's College of Education Dept of Instr & Teacher Ed.)

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

CPT101 - Introduction to Computers

Course Overview

Subject Code
CPT

Course Number
101

Course Title
Introduction to Computers

Course Description
This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG 100 .

CPT104 - Introduction to Information Technology

Course Overview
Subject Code
CPT

Course Number
104

Course Title
Introduction to Information Technology

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and either MAT-152 or MAT-101.

CPT113 - Information Systems

Course Overview
Subject Code
CPT

Course Number
113

Course Title
Information Systems

Course Description
This course is an introduction to the principles and technologies used in modern management information systems.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take RDG 100 or ESL 100

CPT114 - Computers and Programming

Course Overview
Subject Code
CPT

Course Number
114

Course Title
Computers and Programming

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take RDG-100 and MAT-101;

CPT115 - Cobol Programming I

Course Overview
Subject Code
CPT

Course Number

115

Course Title
Cobol Programming I

Course Description
This course introduces the nature and use of the common business oriented language -- cobol.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT-101 or CPT-104

CPT136 - Computer Programming Laboratory

Course Overview
Subject Code
CPT

Course Number
136

Course Title
Computer Programming Laboratory

Course Description
This course provides a closed lab environment for the practice of introductory programming concepts. Students develop solutions to a variety of programs under the guidance of an instructor.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and MAT-102. Corequisite: Take CPT-236.

CPT170 - Microcomputer Applications

Course Overview
Subject Code
CPT

Course Number
170

Course Title
Microcomputer Applications

Course Description
This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs, and their integration.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and MAT-032.

CPT172 - Computer Database

Course Overview
Subject Code
CPT

Course Number
172

Course Title
Computer Database

Course Description
This course introduces computer database concepts, including generating reports from database, creating, maintaining, and modifying databases.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take CPT-101 or CPT-104 or CPT-170

CPT174 - Computer Spreadsheets

Course Overview
Subject Code
CPT

Course Number
174

Course Title

Computer Spreadsheets

Course Description
This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take CPT-101 or CPT-104 or CPT-170

CPT176 - Microcomputer Operating Systems

Course Overview
Subject Code
CPT

Course Number
176

Course Title
Microcomputer Operating Systems

Course Description
This course covers operating system concepts of microcomputers, including file maintenance, disk organization, batch files and subdirectory concepts. This course also provides the knowledge and skills needed to perform post-installation and day-to-day administration on task in a single- domain or multiple-domain Microsoft Windows NT-based network. Instruction includes: disk resources and management; tracking usage and disk space; creating and administering user and group accounts; administering the MS Windows NT Server and Windows NT Workstation operating system in a real world environment.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT-101, CPT-170 or IST-201

CPT179 - Microcomputer Word Processing

Course Overview
Subject Code
CPT

Course Number

179

Course Title
Microcomputer Word Processing

Course Description
This course introduces microcomputer word processing. Topics include creating, editing, formatting, and printing documents.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT 101 or CPT-104 or CPT 170

CPT180 - Shell Scripting

Course Overview
Subject Code
CPT

Course Number
180

Course Title
Shell Scripting

Course Description
This course is a study of shell scripting and emphasizes the designing, coding, and testing of scripts. This course will cover shell scripting from both the command line and the Graphical User Interface.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-193 or IST-257 with a grade of C or better.

CPT185 - Event-Driven Programming

Course Overview
Subject Code
CPT

Course Number
185

Course Title
Event-Driven Programming

Course Description
This course introduces the student to development of professional- looking, special purpose windows applications using the graphical user interface of windows.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT-236 with a grade of C or better.

CPT189 - Data Science I

Course Overview
Subject Code
CPT

Course Number
189

Course Title
Data Science I

Course Description
This course is an introduction to foundational topics in data science. Topics include data collection, integration, management, modeling, analysis, visualization, presentation, and decision making.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete the following courses: RDG-100 and either MAT-152 or a higher level math course.

CPT208 - Special Topics in Computer Technology

Course Overview
Subject Code
CPT

Course Number
208

Course Title
Special Topics in Computer Technology

Course Description
This course focuses on changes in computer technology.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take CPT-104 or IST-200.

CPT209 - Computer Systems Management

Course Overview
Subject Code
CPT

Course Number
209

Course Title
Computer Systems Management

Course Description
This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting. This course also serves as foundational training in supporting the MS Windows NT operating system. Students learn to boot up, install, configure and trouble shoot the Windows NT operating system. Instruction includes how to manage system policies; file systems, how to configure protocols; NT networking services; remote access; implementing network clients; file synchronization and directory replication.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take CPT-101 CPT-170 or IST-201

CPT210 - Computer Resource Management

Course Overview
Subject Code
CPT

Course Number

210

Course Title
Computer Resource Management

Course Description
This course examines the interaction of people, systems and computers, strategic management issues unique to the information technology environment are discussed.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT-104 and IST-225

CPT236 - Introduction to Java Programming

Course Overview
Subject Code
CPT

Course Number
236

Course Title
Introduction to Java Programming

Course Description
Topics will cover java syntax and classes for use in the development of java application and applets.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and MAT-102. Corequisite: Take CPT-136.

CPT237 - Advanced JAVA Programming

Course Overview
Subject Code
CPT

Course Number
237

Course Title
Advanced JAVA Programming

Course Description
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 fava bean component model, network programming and server-side programming.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT-244 with a grade of C or better.

CPT240 - Internet Programming With Databases

Course Overview
Subject Code
CPT

Course Number
240

Course Title
Internet Programming With Databases

Course Description
This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content to client browser.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-225 and CPT-185

CPT242 - Database

Course Overview
Subject Code
CPT

Course Number
242

Course Title
Database

Course Description
This course introduces data base models and the fundamentals of data base design. Topics include data base structure, data base processing, and application programs which access a data base.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT-104

CPT244 - Data Structures

Course Overview
Subject Code
CPT

Course Number
244

Course Title
Data Structures

Course Description
This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT-236 with a grade of C or better.

CPT246 - Introduction to XML

Course Overview
Subject Code
CPT

Course Number
246

Course Title
Introduction to XML

Course Description
This course is an introduction to the extensible makeup language (XML) and will examine how XML can be used to describe data in a structured manner for the use on the World Wide Web.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-225 and IST-242 with a grade of C or better.

CPT247 - UNIX Operating System

Course Overview
Subject Code
CPT

Course Number
247

Course Title
UNIX Operating System

Course Description
This course is a study of basic Unix commands including the vi editor, file structures, and shell programming.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT-104 or EGR-281

CPT255 - Operating System Fundamentals

Course Overview
Subject Code
CPT

Course Number
255

Course Title

Operating System Fundamentals

Course Description
This course examines popular operating systems of several different types of computers. Topics include command languages, utility programs, and screen design. This course also examines designing, implementing and supporting the Window NT Server network operating system in a multidomain enterprise environment.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take CPT-209 or IST-165.

CPT257 - Operating Systems

Course Overview
Subject Code
CPT

Course Number
257

Course Title
Operating Systems

Course Description
This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT-104 with a grade of C or better

CPT262 - Advanced Web Page Publishing

Course Overview
Subject Code
CPT

Course Number
262

Course Title

Advanced Web Page Publishing

Course Description
This course is a study of advanced techniques in web page design and implementation. The course focuses on designing website interfaces for effective communication, navigation, visibility and accessibility.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-226

CPT263 - Advanced Multimedia for Web Pages

Course Overview
Subject Code
CPT

Course Number
263

Course Title
Advanced Multimedia for Web Pages

Course Description
This course is a study of advanced topics in graphics, audio, and video elements to be used in the design and implementation of effective web pages. Animation, graphics editing, and graphics based interactivity are applied to the design of website interfaces.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take CPT-290, IST-225

CPT264 - Systems and Procedures

Course Overview
Subject Code
CPT

Course Number
264

Course Title

Systems and Procedures

Course Description
This course covers the techniques of system analysis, design, development, and implementation.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT-236 with a grade of C or better.

CPT267 - Technical Support Concepts

Course Overview
Subject Code
CPT

Course Number
267

Course Title
Technical Support Concepts

Course Description
This course is a study of technical support/help desk concepts and techniques for supporting computers and computer services.

Credit Hours

Credit Hours Min
3

CPT268 - Computer End-User Support

Course Overview
Subject Code
CPT

Course Number
268

Course Title
Computer End-User Support

Course Description
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).

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take CPT-267

CPT272 - Advanced Microcomputer Data Base

Course Overview
Subject Code
CPT

Course Number
272

Course Title
Advanced Microcomputer Data Base

Course Description
This course emphasizes accessing data bases using advanced concepts in microcomputer data base application software. Techniques include sql, application generators, and data base programming to generate various applications.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take CPT-172

CPT273 - Data Visualization

Course Overview
Subject Code
CPT

Course Number
273

Course Title
Data Visualization

Course Description
This course explores key concepts in data visualization and reporting. Topics include methods used in graphical representation of data, exploration and reporting of data, and basic predictive modeling methods.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-230.

CPT274 - Advanced Microcomputer Spreadsheets

Course Overview
Subject Code
CPT

Course Number
274

Course Title
Advanced Microcomputer Spreadsheets

Course Description
This course emphasizes complex applications of spreadsheet software for the microcomputer using advanced concepts.

Credit Hours

Credit Hours Min
3

CPT279 - Advanced Microcomputer Word Processing

Course Overview
Subject Code
CPT

Course Number
279

Course Title
Advanced Microcomputer Word Processing

Course Description
This course emphasizes complex applications of word processing software for the microcomputer using advanced concepts.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT-179 with a grade of C or better.

CPT282 - Information Systems Security

Course Overview
Subject Code
CPT

Course Number
282

Course Title
Information Systems Security

Course Description
This course is the study of the protection of information and equipment in computer systems. Topics include all aspects of systems protection, including physical secruity, hardware, software and communications security. Addresses technical,legal and ethical issues.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT-104, CPT-236 and IST-225 with a grade of C or better.

CPT285 - PC Hardware Concepts

Course Overview
Subject Code
CPT

Course Number
285

Course Title
PC Hardware Concepts

Course Description
This course focuses on installing and upgrading microcomputer hardware and identifying malfunctions.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100.

CPT289 - Data Science II

Course Overview

Subject Code
CPT

Course Number
289

Course Title
Data Science II

Course Description
This course explores popular data science programming tools. Students will review and assess the features, capabilities, and limitations of open-source, commercial, and cloud-based solutions.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete CPT-189.

CPT290 - Comp Multimedia Concepts & Applications

Course Overview

Subject Code
CPT

Course Number
290

Course Title
Comp Multimedia Concepts & Applications

Course Description
This course will cover introductory computer multimedia concepts and applications. The course will utilize text, graphics, animation, sound, video, and various multimedia applications in the design, development, and creation of multimedia presentations.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete CPT-104

CPT297 - Big Data Analytics

Course Overview

Subject Code
CPT

Course Number
297

Course Title
Big Data Analytics

Course Description
This course introduces big data concepts and the fundamentals of providing efficient analytics for extremely large datasets.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete IST-230.

CRJ101 - Introduction to Criminal Justice

Course Overview

Subject Code
CRJ

Course Number
101

Course Title
Introduction to Criminal Justice

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements

Prerequisite: Complete RDG-100 and ENG-100.

CRJ115 - Criminal Law I

Course Overview

Subject Code
CRJ

Course Number
115

Course Title
Criminal Law I

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete CRJ 101 and ENG 100

CRJ125 - Criminology

Course Overview

Subject Code
CRJ

Course Number
125

Course Title
Criminology

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements

Prerequisite: Take CRJ 101, & ENG 100 or ESL 110

CRJ130 - Police Administration

Course Overview

Subject Code
CRJ

Course Number
130

Course Title
Police Administration

Course Description
This course is a study of the organization, administration, and management of law enforcement agencies. Students are introduced to the principles of organization and management and to concepts such as organizational behavior, planning and research, budgeting, selection and training of personnel, and coordination of services.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete CRJ-101, and ENG-100 or ESL-110

CRJ210 - The Juvenile and the Law

Course Overview

Subject Code
CRJ

Course Number
210

Course Title
The Juvenile and the Law

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

CRJ220 - The Judicial Process

Course Overview

Subject Code
CRJ

Course Number
220

Course Title
The Judicial Process

Course Description
This course includes an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete CRJ-101, and ENG-100.

CRJ230 - Criminal Investigation I

Course Overview

Subject Code
CRJ

Course Number
230

Course Title
Criminal Investigation I

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

CRJ236 - Criminal Evidence

Course Overview

Subject Code
CRJ

Course Number
236

Course Title
Criminal Evidence

Course Description
This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete CRJ-101, and ENG-100.

CRJ242 - Correctional Systems

Course Overview

Subject Code
CRJ

Course Number
242

Course Title
Correctional Systems

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements

Prerequisite: Complete CRJ-101, and ENG-100.

CRJ246 - Special Probelms in Criminal Justice.

Course Overview

Subject Code
CRJ

Course Number
246

Course Title
Special Probelms in Criminal Justice.

Course Description
In this course issues are examined within the criminal justice community/profession which are of special concern to students and practitioners because of such elements as timeliness, local concern, legalistics, and or other dynamic factors of such issues.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete ENG-100 and RDG-100.

CRJ250 - Criminal Justice Internship I

Course Overview

Subject Code
CRJ

Course Number
250

Course Title
Criminal Justice Internship I

Course Description
This course includes practical experience in a criminal justice or private security setting.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete CRJ-101 and a minimum of two other CRJ courses. Approval of CRJ Program Director

CRJ281 - Police Science I

Course Overview

Subject Code
CRJ

Course Number
281

Course Title
Police Science I

Course Description
Course topics include but are not limited to: Intro to Criminal Law, Courts, Crimes, and Procedures, First Amend., Basic Patrol Operations, and Traffic Law. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100.

CRJ282 - Police Science II

Course Overview

Subject Code
CRJ

Course Number
282

Course Title
Police Science II

Course Description
Course topics include but are not limited to: Domestic Violence, Juv. Procedures, and Victimology. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements

Prerequisite: Complete RDG-100.

CRJ283 - Police Science III

Course Overview

Subject Code
CRJ

Course Number
283

Course Title
Police Science III

Course Description
Course topics include but are not limited to: Report Writing, Interviewing, Officer Survival, Drug Enforcement, and Crime Scene and Physical Evidence. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100.

CRJ284 - Police Science IV

Course Overview

Subject Code
CRJ

Course Number
284

Course Title
Police Science IV

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100.

CWE111 - Cooperative Work Experience I

Course Overview

Subject Code
CWE

Course Number
111

Course Title
Cooperative Work Experience I

Course Description
This course includes cooperative work experience in an approved setting.

Credit Hours

Credit Hours Min
1

CWE112 - Cooperative Work Experience I

Course Overview

Subject Code
CWE

Course Number
112

Course Title
Cooperative Work Experience I

Course Description
This course includes cooperative work experience in an approved setting.

Credit Hours

Credit Hours Min
2

CWE113 - Cooperative Work Exp I

Course Overview

Subject Code
CWE

Course Number
113

Course Title
Cooperative Work Exp I

Course Description
This course includes cooperative work experience in an approved setting.

Credit Hours

Credit Hours Min
3

CWE121 - Cooperative Work Exp II

Course Overview

Subject Code
CWE

Course Number
121

Course Title
Cooperative Work Exp II

Course Description
This course includes cooperative work experience in an approved setting.

Credit Hours

Credit Hours Min
1

CWE122 - Cooperative Work Experience II

Course Overview

Subject Code
CWE

Course Number
122

Course Title
Cooperative Work Experience II

Course Description
This course includes cooperative work experience in an approved setting.

Credit Hours

Credit Hours Min
2

CWE123 - Cooperative Work Exp II

Course Overview

Subject Code
CWE

Course Number
123

Course Title
Cooperative Work Exp II

Course Description
This course includes cooperative work experience in an approved setting.

Credit Hours

Credit Hours Min
3

CWE131 - Cooperative Work Exp III

Course Overview

Subject Code
CWE

Course Number
131

Course Title
Cooperative Work Exp III

Course Description
This course includes cooperative work experience in an approved setting.

Credit Hours

Credit Hours Min
1

CWE133 - Cooperative Work Exp III

Course Overview

Subject Code
CWE

Course Number
133

Course Title
Cooperative Work Exp III

Course Description

This course includes cooperative work experience in an approved setting.

Credit Hours

Credit Hours Min
3

DAT113 - Dental Materials

Course Overview

Subject Code
DAT

Course Number
113

Course Title
Dental Materials

Course Description
This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Accepted into the Dental Assisting Program and Complete MAT-155 or a higher level math course.

DAT115 - Ethics and Professionalism

Course Overview

Subject Code
DAT

Course Number
115

Course Title
Ethics and Professionalism

Course Description
This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The state dental practice act is reviewed.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Accepted into the Dental Assisting Program and complete ENG-160 and MAT-155 or ENG-101, SPC-205 and MAT-155.

DAT118 - Dental Morphology

Course Overview
Subject Code
DAT

Course Number
118

Course Title
Dental Morphology

Course Description
This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures. This course also covers the embryology and histology of the head and neck.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Accepted into the Dental Assisting Program and complete BIO-110 or BIO-112 or BIO-210 and BIO-211.

DAT121 - Dental Health Education

Course Overview
Subject Code
DAT

Course Number
121

Course Title
Dental Health Education

Course Description
This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Corequisite: Take DAT-174. Prerequisite: Take DAT-113, DAT-118, and DAT-154.

DAT122 - Dental Office Management

Course Overview
Subject Code
DAT

Course Number
122

Course Title
Dental Office Management

Course Description
This course provides a study of the business aspect of a dental office. It includes exposure to dental practice management software.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete DAT-154.

DAT123 - Oral Medicine/Oral Biology

Course Overview
Subject Code
DAT

Course Number
123

Course Title
Oral Medicine/Oral Biology

Course Description
This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.

Credit Hours

Credit Hours Min
3

DAT127 - Dental Radiography

Course Overview

Subject Code
DAT

Course Number
127

Course Title
Dental Radiography

Course Description
This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Accepted into the Dental Assisting Program and complete MAT-155 or a higher level math course and BIO-110 or BIO-112 or BIO-210 + BIO-211.

DAT154 - Clinical Procedures I

Course Overview

Subject Code
DAT

Course Number
154

Course Title
Clinical Procedures I

Course Description
This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistants' role in dental instrumentation.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Accepted into the Dental Assisting Program and complete PSY-201.

DAT174 - Office Rotations

Course Overview
Subject Code
DAT

Course Number
174

Course Title
Office Rotations

Course Description
This is an introductory course to a general office with emphasis placed on chairside assisting and office management.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete DAT-113. Corequisites: Take DAT-121, DAT-127 and DAT-183.

DAT177 - Dental Office Experience

Course Overview
Subject Code
DAT

Course Number
177

Course Title
Dental Office Experience

Course Description
This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

Credit Hours

Credit Hours Min
7

Requirements
Free Form Requirements
Prerequisite: Take DAT-127 & DAT-174

DAT183 - Specialty Functions

Course Overview
Subject Code
DAT

Course Number
183

Course Title
Specialty Functions

Course Description
This course is an introduction to dental specialties, the refinement, the roles served by assistants in the dental specialties, and the expanded legal functions for qualified assistants.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take DAT-113 DAT-154 Corequisites: Take DAT-174 and DAT-127

DHG115 - Medical and Dental Emergencies

Course Overview
Subject Code
DHG

Course Number
115

Course Title
Medical and Dental Emergencies

Course Description
This course provides a study of the various medical/dental emergencies and appropriate treatment measures. Additionally, it includes managing medically compromised dental patients, and provides for CPR certification.

Credit Hours

Credit Hours Min
2

DHG121 - Dental Radiography

Course Overview

Subject Code
DHG

Course Number
121

Course Title
Dental Radiography

Course Description
This course provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating, and interpreting dental radiographs. Radiation safety is stressed.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Take DHG-151

DHG125 - Tooth Morphology and Histology

Course Overview

Subject Code
DHG

Course Number
125

Course Title
Tooth Morphology and Histology

Course Description
This course covers the embryogenesis and histology of the head and neck structures with primary emphasis on the oral cavity. The formation, eruption patterns, and morphology of primary and permanent dentitions are studied.

Credit Hours

Credit Hours Min
2

DHG140 - General and Oral Pathology

Course Overview

Subject Code
DHG

Course Number
140

Course Title
General and Oral Pathology

Course Description
This course provides a correlation of basic pathologic principles to disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment and prognosis of diseases affecting the head and neck are discussed.

Credit Hours

Credit Hours Min
2

Requirements

Free Form Requirements
Prerequisite: Take DHG-175

DHG141 - Periodontology

Course Overview

Subject Code
DHG

Course Number
141

Course Title
Periodontology

Course Description
This course presents a study of the principles, etiologies, classifications and treatments of periodontal disease with emphasis on the role of the dental hygienist.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Take DHG-151

DHG143 - Dental Pharmacology

Course Overview
Subject Code
DHG

Course Number
143

Course Title
Dental Pharmacology

Course Description
This course provides a study of drugs used in dentistry. Emphasis is placed on the physical and chemical properties of the drugs, dosages and therapeutic effects, methods of administration, and indications/contraindications for the use of the drug. A study of dental anesthetics is included.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Take DHG-151

DHG151 - Dental Hygiene

Course Overview
Subject Code
DHG

Course Number
151

Course Title
Dental Hygiene

Course Description
This course is a study of the principles of infection control and hazardous waste communication; instrumentation, instrument design; operator and patient positioning;, operation of basic dental equipment; patient evaluation and medical history review.

Credit Hours

Credit Hours Min
5

DHG161 - Clinical DHG I Foundations

Course Overview

Subject Code
DHG

Course Number
161

Course Title
Clinical DHG I Foundations

Course Description
This course completes the basic instrumentation instruction; introduces polishing and anticaries therapies; presents periodontal health assessment and introduces the clinical setting for application of dental hygiene skills for patient care.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete DHG-151.

DHG175 - Clinical Dental Hygiene II

Course Overview

Subject Code
DHG

Course Number
175

Course Title
Clinical Dental Hygiene II

Course Description
This course provides for the continued development of the skills necessary to perform dental hygiene care. Emphasis is placed on total patient care and treatment planning. Introduction to dental hygiene supportive functions is presented.

Credit Hours

Credit Hours Min
5

Requirements
Free Form Requirements
Prerequisite: Take DHG-161

DHG230 - Public Health Dentistry

Course Overview
Subject Code
DHG

Course Number
230

Course Title
Public Health Dentistry

Course Description
This course provides a study of oral health and the prevention of oral disease in a community. Emphasis is on assessment of community groups and dental health needs, planning, implementation, and evaluation of community programs.

Credit Hours

Credit Hours Min
3

DHG231 - Dental Health Education

Course Overview
Subject Code
DHG

Course Number
231

Course Title
Dental Health Education

Course Description
This course provides an opportunity for the dental hygiene student to present and apply dental health information to various community groups and organizations. Project implementation and evaluation are included. Public speaking concepts will be addressed in this course.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Take DHG-175

DHG239 - Dental Assisting for DHG's

Course Overview
Subject Code
DHG

Course Number
239

Course Title
Dental Assisting for DHG's

Course Description
This course introduces the dental assisting role and responsibilities. Emphasis is on four-handed dentistry, the use and manipulations of dental materials, and office management.

Credit Hours

Credit Hours Min
2

DHG241 - Integrated Dental Hygiene I

Course Overview
Subject Code
DHG

Course Number
241

Course Title
Integrated Dental Hygiene I

Course Description
This course provides for the integration of the basic and dental hygiene sciences with current concepts of clinical dental hygiene practice. Client case studies will be used to enhance clinical decision making skills.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Take DHG-151

DHG242 - Integrated Dental Hygiene II

Course Overview
Subject Code
DHG

Course Number
242

Course Title
Integrated Dental Hygiene II

Course Description
This course provides for the integration of the basic and dental sciences with current dental hygiene concepts. Emphasis is placed on ethical/legal aspects of dental hygiene practice and practice management techniques. Topics dealing with evidence based practices, dental hygiene research, and transition to non- academic clinical settings will be studied.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Take DHG-175

DHG243 - Nutrition and Dental Health

Course Overview
Subject Code
DHG

Course Number
243

Course Title
Nutrition and Dental Health

Course Description
This course provides a study of nutrients, their nature, source and utilization. Emphasis is placed on the relationship between diet and oral health. Oral manifestations of nutritional deficiencies are also studied.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Take DHG-175

DHG255 - Clinical Dental Hygiene III

Course Overview
Subject Code
DHG

Course Number
255

Course Title
Clinical Dental Hygiene III

Course Description
This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient's oral health needs. Also included in this course are concepts and experiences with geriatic patients, introduction to recent technological advances for periodontal debridement, and pain control for dental hygiene procedures via infiltration anesthesia and nitrousoxide sedation monitoring.

Credit Hours

Credit Hours Min
5

Requirements
Free Form Requirements
Prerequisite: Take DHG-175

DHG265 - Clinical Dental Hygiene IV

Course Overview
Subject Code
DHG

Course Number
265

Course Title
Clinical Dental Hygiene IV

Course Description

This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance. Dental ethics and jurisprudence are addressed in this course.

Credit Hours

Credit Hours Min
5

Requirements
Free Form Requirements
Prerequisite: Take DHG-175

ECD101 - Introduction to Early Childhood

Course Overview
Subject Code
ECD

Course Number
101

Course Title
Introduction to Early Childhood

Course Description
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 practical applications based on historical and theoretical models in early care and education are highlighted in this course.

Credit Hours

Credit Hours Min
3

ECD102 - Growth and Development I

Course Overview
Subject Code
ECD

Course Number
102

Course Title
Growth and Development I

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

ECD105 - Guidance-Classroom Management

Course Overview
Subject Code
ECD

Course Number
105

Course Title
Guidance-Classroom Management

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG 100 and ENG 100

ECD107 - Exceptional Children

Course Overview
Subject Code
ECD

Course Number
107

Course Title
Exceptional Children

Course Description
This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ECD-102

ECD108 - Family and Community Relation

Course Overview
Subject Code
ECD

Course Number
108

Course Title
Family and Community Relation

Course Description
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 communications skills.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ECD-101 and ENG-101

ECD109 - Administration and Supervision

Course Overview
Subject Code
ECD

Course Number
109

Course Title
Administration and Supervision

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ECD-101 & ENG-101

ECD131 - Language Arts

Course Overview
Subject Code
ECD

Course Number
131

Course Title
Language Arts

Course Description
This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation, and presentation of children's literature are included.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

ECD132 - Creative Experiences

Course Overview
Subject Code
ECD

Course Number
132

Course Title
Creative Experiences

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ECD-102

ECD133 - Science and Math Concepts

Course Overview
Subject Code
ECD

Course Number
133

Course Title
Science and Math Concepts

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

ECD135 - Health, Safety, and Nutrition

Course Overview
Subject Code
ECD

Course Number
135

Course Title
Health, Safety, and Nutrition

Course Description
This course covers a review of health/safety practices recommended for child care 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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

ECD138 - Movement and Music for Children

Course Overview
Subject Code
ECD

Course Number
138

Course Title
Movement and Music for Children

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

ECD200 - Curriculum Issues in Infant/Toddler Dev

Course Overview
Subject Code
ECD

Course Number
200

Course Title
Curriculum Issues in Infant/Toddler Dev

Course Description

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ECD-101 and ECD-102

ECD201 - Prin of Ethics & Leadership in ECE

Course Overview
Subject Code
ECD

Course Number
201

Course Title
Prin of Ethics & Leadership in ECE

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ECD-101 and ENG-101.

ECD203 - Growth and Development II

Course Overview
Subject Code
ECD

Course Number
203

Course Title
Growth and Development II

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ECD-102

ECD205 - Social & Group Care of Infants & Toddler

Course Overview
Subject Code
ECD

Course Number
205

Course Title
Social & Group Care of Infants & Toddler

Course Description
This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ECD-101 and ECD-102

ECD207 - Inclusive Care for Infants and Toddlers

Course Overview
Subject Code
ECD

Course Number
207

Course Title
Inclusive Care for Infants and Toddlers

Course Description
This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take ECD-101 ECD-102

ECD210 - Early Childhood Intervention

Course Overview
Subject Code
ECD

Course Number
210

Course Title
Early Childhood Intervention

Course Description
This course provides a study of a variety of intervention procedures reflecting various models, including child centered, child directed, behavioral, cognitive, and social approaches to instruction.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

ECD237 - Methods and Materials

Course Overview
Subject Code
ECD

Course Number
237

Course Title
Methods and Materials

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ECD-132.

ECD243 - Supervised Field Experience I

Course Overview
Subject Code
ECD

Course Number
243

Course Title
Supervised Field Experience I

Course Description
This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ECD-237

ECD251 - Sup Field Exper in Infant/Toddler Enviro

Course Overview
Subject Code
ECD

Course Number
251

Course Title
Sup Field Exper in Infant/Toddler Enviro

Course Description
This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.

Credit Hours

Credit Hours Min
3

ECE101 - Electrical and Electronic Engineering

Course Overview

Subject Code
ECE

Course Number
101

Course Title
Electrical and Electronic Engineering

Course Description
This course is a study of entertainment, communication, and computer technology.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete MAT-110

ECE102 - Instrument Control

Course Overview

Subject Code
ECE

Course Number
102

Course Title
Instrument Control

Course Description
This course is a study of automated instrument control and data acquisition.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-140.

ECE205 - Electrical and Computer Lab I

Course Overview
Subject Code
ECE

Course Number
205

Course Title
Electrical and Computer Lab I

Course Description
This course covers basic test and measurement instrumentation, basic electrical components and circuits, and technical writing using word processing.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ECE-221

ECE211 - Introduction to Computer Engineering I

Course Overview
Subject Code
ECE

Course Number
211

Course Title
Introduction to Computer Engineering I

Course Description
This course covers digital systems and employs basic mathematical techniques used in the design of conventional and sequential systems.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-111.

ECE212 - Introduction to Computer Engineering II

Course Overview
Subject Code
ECE

Course Number
212

Course Title
Introduction to Computer Engineering II

Course Description
This course applies the overall concepts of microprocessor orientation and architecture and fundamental concepts of assembly-level programming.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ECE-211 & EGR-281

ECE221 - Introduction to Electrical Engineering I

Course Overview
Subject Code
ECE

Course Number
221

Course Title
Introduction to Electrical Engineering I

Course Description
This course introduces the basic concepts of circuit analysis, applying fundamental laws and principles, resistor circuits, and first and second-order linear circuits in the time domain using calculus-based solutions where applicable.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-141 and ECE-102

ECE222 - Intro to Electrical Engineering II

Course Overview
Subject Code
ECE

Course Number
222

Course Title
Intro to Electrical Engineering II

Course Description
This course covers sinusoidal steady-state analysis of AC circuits, complex frequency analysis, Fourier series analysis and Laplace transforms.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ECE-221 and MAT-242

ECE240 - Introduction to Software Engineering

Course Overview
Subject Code
ECE

Course Number
240

Course Title
Introduction to Software Engineering

Course Description
This course covers fundamentals of software design and development,software implementation strategies, object-oriented design techniques, and ethics in software development.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take EGR-283

ECE245 - Object-Oriented Programming Techniques

Course Overview
Subject Code
ECE

Course Number
245

Course Title
Object-Oriented Programming Techniques

Course Description
This course is a study of advanced object-oriented concepts and techniques, multiple inheritance, memory management, operator overloading, polymorphism, and performance issues.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete EGR-283.

ECO201 - Economics Concepts

Course Overview
Subject Code
ECO

Course Number
201

Course Title
Economics Concepts

Course Description
This course is a study of micro- and macro-economic concepts and selected economic problems. Topics include the economizing problem and opportunity cost, operation of product and factor markets and the mechanics of pricing, production costs and profit maximizing behavior of business firms, short run instability and long run economics growth, fiscal policy and budget deficits, AD-AS Model, money and monetary policy,

and international trade.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 and either MAT-152 or MAT-155. MAT-101 is allowed.

ECO210 - Macroeconomics

Course Overview

Subject Code
ECO

Course Number
210

Course Title
Macroeconomics

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 and either MAT-152 or MAT-155. MAT-101 is allowed.

ECO211 - Microeconomics

Course Overview

Subject Code
ECO

Course Number
211

Course Title
Microeconomics

Course Description

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.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 and either MAT-152 or MAT-155. MAT-101 is also allowed.

EDU201 - Classroom Inquiry With Technology

Course Overview

Subject Code
EDU

Course Number
201

Course Title
Classroom Inquiry With Technology

Course Description
This course explores teaching as a data driven, reflective practice. The students will use research tools to understand teaching and learning within a classroom context and reflect on the relationship among and between technology, theory, student learning, and instructional practices. This course includes a practicum requirement of 30 hours service/observation in public schools as designated by the instructor.

Credit Hours

Credit Hours Min
3

EDU230 - Schools in Communities

Course Overview

Subject Code
EDU

Course Number
230

Course Title
Schools in Communities

Course Description
This course provides students with a basic understanding of the social, political, and historical aspects of diverse educational institutions in American culture with an emphasis on families, schools, and communities. [NOTE: This course is designed for transfer from OCTC and MTC to USC-Columbia's College of Education - Department of Instruction and Teacher Education. The course description is copied directly from the USC Catalog of Approved Courses.]

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

EDU241 - Learners and Diversity

Course Overview
Subject Code
EDU

Course Number
241

Course Title
Learners and Diversity

Course Description
This course is a study of lifespan development and learning with an emphasis on individual & group diversity. The students are required to participate in a field experience. This course transfers to USC College of Education. This course includes a practicum requirement of 30 hours service/observation in public schools as designated by the instructor.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

EEM117 - AC/DC Circuits I

Course Overview
Subject Code
EEM

Course Number
117

Course Title
AC/DC Circuits I

Course Description
This course is a study of direct and alternating theory, ohm's law, series, parallel, and combination circuits. Circuits are constructed and tested.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete RDG-032.

EEM118 - AC/DC Circuits II

Course Overview
Subject Code
EEM

Course Number
118

Course Title
AC/DC Circuits II

Course Description
This course is a continuation of the study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete EEM-117.

EEM140 - National Electrical Code

Course Overview
Subject Code
EEM

Course Number
140

Course Title
National Electrical Code

Course Description
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).

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-032.

EEM141 - Residential/Commercial Codes

Course Overview
Subject Code
EEM

Course Number
141

Course Title
Residential/Commercial Codes

Course Description
This course covers national electrical code (NEC), including a study in, and application of, the NEC and city and county electrical ordinances as pertaining to residential and commercial wiring.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Corequisite: Complete EEM-140.

EEM142 - Commercial/Industrial Codes

Course Overview
Subject Code
EEM

Course Number
142

Course Title
Commercial/Industrial Codes

Course Description
This course covers national electrical code (NEC), including a study in, and application of, the NEC and city and county electrical ordinances as pertaining to commercial and industrial wiring.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take EEM-141

EEM151 - Motor Controls I

Course Overview
Subject Code
EEM

Course Number
151

Course Title
Motor Controls I

Course Description
This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete EEM-118

EEM165 - Residential/Commercial Wiring

Course Overview
Subject Code
EEM

Course Number
165

Course Title
Residential/Commercial Wiring

Course Description
This course is a study of wiring methods and practices used in residential and commercial applications.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Corequisite: Complete EEM-117.

EEM166 - Commercial/Industrial Wiring

Course Overview
Subject Code
EEM

Course Number
166

Course Title
Commercial/Industrial Wiring

Course Description
This course is a study of wiring methods and practices in commercial and industrial applications.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Take EEM-165

EEM172 - Electrical Print Reading

Course Overview
Subject Code
EEM

Course Number
172

Course Title
Electrical Print Reading

Course Description
This course is a study of electrical prints as they pertain to layout, planning, and installation of wiring systems in residential, commercial and/or industrial complexes.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: EEM-165 May be taken previously or concurrently.

EEM201 - Electronic Devices I

Course Overview
Subject Code
EEM

Course Number
201

Course Title
Electronic Devices I

Course Description
This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take EEM-117 & EEM-118

EEM215 - Dc/Ac Machine

Course Overview
Subject Code
EEM

Course Number
215

Course Title
Dc/Ac Machine

Course Description
This course is a study of applications, operations, and construction of DC and AC machines.

Credit Hours

Credit Hours Min
3

EEM243 - Introduction to Computer Servicing

Course Overview

Subject Code
EEM

Course Number
243

Course Title
Introduction to Computer Servicing

Course Description
This course is an introduction to the fundamental operation and capabilities of peripheral devices. Topics such as input/output standards and interfacing to minicomputers are covered.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100, MAT-100 or equivalent placement test scores.

EEM251 - Programmable Controllers

Course Overview

Subject Code
EEM

Course Number
251

Course Title
Programmable Controllers

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete EEM-151.

EET102 - Introduction to Data Acquisition

Course Overview
Subject Code
EET

Course Number
102

Course Title
Introduction to Data Acquisition

Course Description
This course is the study of the basics of acquiring test and measurement data from equipment through the use of specialized computer software and instrumentation hardware, including transducers, analog/digital converters, and data logging.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and either MAT-152, or MAT-101. Corequisite: Take EET-103.

EET103 - Introduction to Electronics

Course Overview
Subject Code
EET

Course Number
103

Course Title
Introduction to Electronics

Course Description
This course is an introduction to simple linear circuits, voltage, current, resistance, ohm's law, power, AC versus DC, linear solutions to diode, transistor circuits, ideal operational amplifiers and essential terminology.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and either MAT-152, or MAT-101. Corequisite: Take EET-102.

EET113 - Electrical Circuits I

Course Overview
Subject Code
EET

Course Number
113

Course Title
Electrical Circuits I

Course Description
This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm's Law, kirchhoff's laws, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete EET-102, EET-103 and MAT-102.

EET114 - Electrical Circuits II

Course Overview
Subject Code
EET

Course Number
114

Course Title
Electrical Circuits II

Course Description
This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete EET-113, EGR-120 and MAT-110.

EET141 - Electronic Circuits

Course Overview
Subject Code
EET

Course Number
141

Course Title
Electronic Circuits

Course Description
This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete EET-113, EGR-120, and MAT-110.

EET210 - Digital Integrated Circuits

Course Overview
Subject Code
EET

Course Number
210

Course Title
Digital Integrated Circuits

Course Description
This course is a study of digital integrated circuits, including multiplexers, demultiplexers, buffers, decoders, encoders, converters, memory devices, and programmable logic devices. Circuits are modeled, constructed, and tested.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete EET-102, EET-103, and MAT-101.

EET220 - Analog Integrated Circuits

Course Overview
Subject Code
EET

Course Number
220

Course Title
Analog Integrated Circuits

Course Description
This course includes analysis, application, and experiments involving such integrated circuits as op-amps, timers and IC regulators. Circuits are modeled, constructed, and tested.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete EET-141, EET-114, and MAT-111

EET227 - Electrical Machinery

Course Overview
Subject Code
EET

Course Number
227

Course Title
Electrical Machinery

Course Description
This course is a study of AC and DC electro-mechanical energy conversion devices, theory applications and control. Devices are tested and verified using electrical instruments.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete EET-114

EET235 - Programmable Controllers

Course Overview
Subject Code
EET

Course Number
235

Course Title
Programmable Controllers

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete EET-251 and EET-227

EET251 - Microprocessor Fundamentals

Course Overview
Subject Code
EET

Course Number
251

Course Title
Microprocessor Fundamentals

Course Description
This course is a study of binary numbers; micro-processor operation, architecture, instruction sets, and interfacing with operating systems; and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete EET-210 and EGR-120.

EET255 - Advanced Microprocessors

Course Overview
Subject Code
EET

Course Number
255

Course Title
Advanced Microprocessors

Course Description
This course is a study of advanced microprocessor, controllers, and hardware/software interfacing techniques for controlling external devices, hardware is designed and constructed, and control programs are written and tested.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete EET-251

EET273 - Electronics Senior Project

Course Overview
Subject Code
EET

Course Number
273

Course Title
Electronics Senior Project

Course Description
This course includes the construction and testing of an instructor- approved project.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Complete EET-251, EET-114, and EET-141

EGR101 - Introduction to Engineering Technology

Course Overview
Subject Code
EGR

Course Number
101

Course Title
Introduction to Engineering Technology

Course Description
This course is an introduction to computers and reporting formats.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

EGR103 - Preparation for Engineering Technology

Course Overview
Subject Code
EGR

Course Number
103

Course Title
Preparation for Engineering Technology

Course Description
This course covers the opportunities available and basic skills needed for careers in engineering technology. Topics of study include concepts and terminologies used in engineering technology, use of scientific calculators, problem solving techniques, and SI system of measurements. Students are introduced to computers and their usage as a tool in engineering technology.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

EGR104 - Engineering Technology Foundations

Course Overview
Subject Code
EGR

Course Number
104

Course Title
Engineering Technology Foundations

Course Description
This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical, and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications, and teamwork are integrated into the course.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and MAT-152

EGR109 - Engineering Project Management

Course Overview
Subject Code
EGR

Course Number
109

Course Title
Engineering Project Management

Course Description
This course is the study of integrataed project management for the engineering technologist with emphasis on the methods and sofeware used by engineers including task lists, Gantt charts, discussion of critical path, statistical resource management, scheduling, budgeting, and economic

factors.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take RDG 100

EGR110 - Introduction to Computer Environment

Course Overview
Subject Code
EGR

Course Number
110

Course Title
Introduction to Computer Environment

Course Description
This course provides an overview of computer hardware, available software, operating systems, and applications. This course also includes fundamental techniques of programming in one or more languages used in engineering technology.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-100 and MAT-152

EGR120 - Engineering Computer Applications

Course Overview
Subject Code
EGR

Course Number
120

Course Title
Engineering Computer Applications

Course Description
This course includes the utilization of applications software to solve engineering technology problems.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-102.

EGR170 - Engineering Materials

Course Overview
Subject Code
EGR

Course Number
170

Course Title
Engineering Materials

Course Description
This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-110.

EGR175 - Manufacturing Processes

Course Overview
Subject Code
EGR

Course Number
175

Course Title
Manufacturing Processes

Course Description
This course includes the processes, alternatives, and operations in the manufacturing environment.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-110 or a higher level approved math course.

EGR176 - Manufacturing Industries

Course Overview
Subject Code
EGR

Course Number
176

Course Title
Manufacturing Industries

Course Description
This course introduces the concepts and principles of the manufacturing industries and technologies. Plant visits supplement study of industrial. Organizations, economics, management, production and products.

Credit Hours

Credit Hours Min
3

EGR194 - Statics and Strength of Materials

Course Overview
Subject Code
EGR

Course Number
194

Course Title
Statics and Strength of Materials

Course Description
This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete MAT-111

EGR209 - Statistics for Engineers

Course Overview
Subject Code
EGR

Course Number
209

Course Title
Statistics for Engineers

Course Description
This course covers basic probability and statistics with applications and examples in engineering. Topics include elementary probability, random variables and their distributions, random processes, statistical inference, linear regression, correlation, and basic design of experiments. *Note: This course was developed as a transfer course for use at MTC due to an agreement with the UofSC.*

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-141 or MAT-130.

EGR260 - Engineering Statics

Course Overview
Subject Code
EGR

Course Number
260

Course Title
Engineering Statics

Course Description
This course is an introduction to the principles of engineering mechanics as applied to forces and force systems. The techniques of vector mathematics are employed. This course also includes a study of equilibrium of particles and rigid bodies, distributed forces, centroids and

centers of gravity, moments of inertia of areas, analysis of simple structures and machines, and a study of friction.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-140.

EGR261 - Mechanical Engineering Lab I

Course Overview
Subject Code
EGR

Course Number
261

Course Title
Mechanical Engineering Lab I

Course Description
This course prepares students with the foundational skills in mechanical engineering. Topics include measurements, experimental design, data analysis, preparation of laboratory reports, and making technical presentations. *Note: This course was developed as a transfer course for use at MTC due to an agreement with the UofSC.*

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete EGR-260, EGR-266, PHY-222, and EGR-209 **PLEASE NOTE** EGR-260 and EGR-266 can be a Prerequisite or a Corerequisite.

EGR262 - Engineering Dynamics

Course Overview
Subject Code
EGR

Course Number
262

Course Title
Engineering Dynamics

Course Description
This course is an introduction to the principles of engineering as applied to kinematics and kinetics of particles and rigid bodies. The techniques of vector mathematics are employed. This course also includes an emphasis on Newton's second law along with energy and momentum methods.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete EGR-260

EGR264 - Intro to Engineering Mechanics of Solids

Course Overview
Subject Code
EGR

Course Number
264

Course Title
Intro to Engineering Mechanics of Solids

Course Description
This course covers the relationships between external loads on solid bodies or members and the resulting internal effects and dimensional changes. Included are concepts of stress and strain, stress analysis of basic structural members, combined stress including Mohr's circle, and introductory analysis of deflection and buckling of columns.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete EGR-260 and MAT-240.

EGR266 - Engineering Thermodynamics Fundamentals

Course Overview
Subject Code
EGR

Course Number
266

Course Title

Engineering Thermodynamics Fundamentals

Course Description
This course is an introduction to the first and second laws of thermodynamics as applied to engineering systems. Definitions, work, heat, energy and first law analyses of systems and control volumes are included.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-240.

EGR268 - Engineering Fluid Mechanics

Course Overview
Subject Code
EGR

Course Number
268

Course Title
Engineering Fluid Mechanics

Course Description
This course covers the basic principles of fluid statics and dynamics, including conservation of mass, momentum, energy, similitude, dimensional analysis, open and closed channel flow, lift and drag forces, and an introduction to turbulent flow. *Note: This course was developed as a transfer course for use at MTC due to an agreement with the UofSC.*

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete EGR-260 and MAT-141

EGR270 - Introduction to Engineering

Course Overview
Subject Code
EGR

Course Number
270

Course Title
Introduction to Engineering

Course Description
This course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high level language, spread sheets, and word processing applications.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-102.

EGR274 - Engineering App of Numerical Methods

Course Overview
Subject Code
EGR

Course Number
274

Course Title
Engineering App of Numerical Methods

Course Description
This course is a calculus-based study of the application of numerical methods to the solution of engineering problems. Techniques include iterative solution techniques, methods of solving systems of equations, numerical integration, differentiation and graphical analysis.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-141.

EGR275 - Intro to Engineering/Computer Graphics

Course Overview
Subject Code
EGR

Course Number
275

Course Title
Intro to Engineering/Computer Graphics

Course Description
(Transfer Course) This course is a study of basic graphical concepts needed for engineering applications.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-102

EGR280 - Chemical Process Principles

Course Overview
Subject Code
EGR

Course Number
280

Course Title
Chemical Process Principles

Course Description
This course is a study of chemical process principles. Topics include material and energy balances in the chemical industry, including reactive and non-reactive systems. Properties of gases, liquids and solids are also emphasized.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CHM-110 and MAT-140.

EGR281 - Introduction to Algrithmic Design I

Course Overview
Subject Code
EGR

Course Number
281

Course Title

Introduction to Algrithmic Design I

Course Description
This course integrates a presentation of concepts of object-oriented programming, including program structures, objects, code, and programming styles.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete MAT-111.

EGR283 - Introduction to Algorithmic Design II

Course Overview
Subject Code
EGR

Course Number
283

Course Title
Introduction to Algorithmic Design II

Course Description
This course is a study of rigorous development of algorithms and computer programs, including elementary data structures.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete EGR-281

EGT106 - Print Reading and Sketching

Course Overview
Subject Code
EGT

Course Number
106

Course Title
Print Reading and Sketching

Course Description
This course covers the interpretation of basic engineering drawings and sketching techniques for making multi-view pictorial representations. This course also includes an introduction to engineering technology, and an introduction to Computer Aided Design (CAD).

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-100 and MAT-102.

EGT151 - Introduction to Cad

Course Overview
Subject Code
EGT

Course Number
151

Course Title
Introduction to Cad

Course Description
This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-152 or a higher level math course.

EGT156 - Intermediate Cad Applications

Course Overview
Subject Code
EGT

Course Number
156

Course Title
Intermediate Cad Applications

Course Description
This course builds on the fundamentals of computer-aided drafting and includes such concepts as 3D modeling and user interface customization. This course also provides the foundation for advanced computer-aided drafting concepts and applications.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-110.

EGT245 - Principles of Parametric CAD

Course Overview
Subject Code
EGT

Course Number
245

Course Title
Principles of Parametric CAD

Course Description
This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-110.

EGT251 - Principles of Cad

Course Overview
Subject Code
EGT

Course Number
251

Course Title
Principles of Cad

Course Description

This course includes the additional use of CAD software for production of technical drawings and related documentation.

Credit Hours

Credit Hours Min
3

EGT256 - Modeling Mechanical Systems

Course Overview

Subject Code
EGT

Course Number
256

Course Title
Modeling Mechanical Systems

Course Description
This course includes 3D modeling of mechanical systems in residential structures using applicable software.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete EGT-156 and MAT-110.

EGT257 - Advanced Civil Cad

Course Overview

Subject Code
EGT

Course Number
257

Course Title
Advanced Civil Cad

Course Description
This course is a study of the advanced use of CAD in the field of civil engineering. Students will complete drawing projects using concepts related to planning, data capture, and project design.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete EGT-151

EGT258 - Applications of CAD

Course Overview
Subject Code
EGT

Course Number
258

Course Title
Applications of CAD

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete EGT-106

EGT285 - Integrated Rapid Prototyping Application

Course Overview
Subject Code
EGT

Course Number
285

Course Title
Integrated Rapid Prototyping Application

Course Description
This course includes generating a prototype for a real-world problem utilizing 3-D modeling and rapid prototyping technologies.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete EGT-245 or EGT-156.

EMS110 - Emergency Medical Technician

Course Overview
Subject Code
EMS

Course Number
110

Course Title
Emergency Medical Technician

Course Description
This is an introductory course to the health care system and the function, role, and responsibility of emergency medical providers within the system. Emphasis is placed on legal and ethical practices and stress management. A team approach is emphasized in the study of the initial assessment and management of illness and injury.

Credit Hours

Credit Hours Min
5

Requirements
Free Form Requirements
Prerequisite: Complete ENG-100 and MAT-100.

EMS150 - Introduction to Advanced Care

Course Overview
Subject Code
EMS

Course Number
150

Course Title
Introduction to Advanced Care

Course Description
This course covers advanced care preparatory material, trauma, advanced airway material, and shock management.

Credit Hours

Credit Hours Min
5

Requirements
Free Form Requirements
Prerequisite: Complete BIO-112, ENG-160, MAT-155 and EMS-110

EMS151 - Paramedics Clinical I

Course Overview
Subject Code
EMS

Course Number
151

Course Title
Paramedics Clinical I

Course Description
This course provides an introduction to hospital care in an emergency and trauma setting. Emphasis is placed on care for adult, obstetrical, pediatric, and behavioral patients.

Credit Hours

Credit Hours Min
2

EMS216 - Principles of Rescue

Course Overview
Subject Code
EMS

Course Number
216

Course Title
Principles of Rescue

Course Description
This course covers concepts and skills related to the access, stabilization, packaging and removal of patients trapped in wrecked vehicles, endangered by hazardous materials, trapped by structural members, and endangered due to location. Focus is on vehicle rescue, water rescue, remote slope rescue, rescue from hazardous situations, and rescue from mass casualty situations.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete EMS-110

EMS230 - Advanced Emergency Medical Care I

Course Overview
Subject Code
EMS

Course Number
230

Course Title
Advanced Emergency Medical Care I

Course Description
This course provides an introduction to pre-hospital pharmacology and cardiology as they relate specifically to patient care. Emphasis is placed on the appropriate methods for patient physical exams and solicitation of medical history to maximize patient outcomes.

Credit Hours

Credit Hours Min
5

Requirements
Free Form Requirements
Prerequisite: Complete EMS-150 and EMS-151

EMS231 - Paramedic Clinical II

Course Overview
Subject Code
EMS

Course Number
231

Course Title
Paramedic Clinical II

Course Description
This course provides application of the knowledge and skills learned in the classroom to patients in the emergency department setting and in other appropriate clinical facilities.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete EMS-150 and EMS-151

EMS232 - Paramedic Internship I

Course Overview
Subject Code
EMS

Course Number
232

Course Title
Paramedic Internship I

Course Description
This course provides application of the knowledge and skills learned in the classroom using the team approach to emergency medical patients in the pre-hospital environment.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete EMS-150 and EMS-151

EMS240 - Advanced Emergency Medical Care II

Course Overview
Subject Code
EMS

Course Number
240

Course Title
Advanced Emergency Medical Care II

Course Description
This course is a study of complex recurring emergency medical conditions that encompass all stages of the patient's life span.

Credit Hours

Credit Hours Min
5

Requirements
Free Form Requirements
Prerequisite: Complete EMS-230, EMS-231, and EMS-232

EMS242 - Paramedic Internship II

Course Overview
Subject Code
EMS

Course Number
242

Course Title
Paramedic Internship II

Course Description
This course provides hands-on experience for initial patient care in the pre-hospital environment and focuses on the ability to assess, care for, and transport medical and trauma patients.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete EMS-230, EMS-231, and EMS-232

EMS270 - Nremt Review

Course Overview
Subject Code
EMS

Course Number
270

Course Title
Nremt Review

Course Description
This course provides the opportunity to practice and demonstrate proficiency in all of the required National Registry of Emergency Medical Technician (NREMT) skill stations.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete EMS-240 and EMS-242

EMS271 - Advanced Emergency Operations

Course Overview
Subject Code
EMS

Course Number
271

Course Title
Advanced Emergency Operations

Course Description
This course introduces the concepts of EMS procedures including vehicle operations, hazardous materials response, and interaction with larger teams of emergency responders.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete EMS-240 and EMS-242

EMS272 - Paramedic Capstone

Course Overview
Subject Code
EMS

Course Number
272

Course Title
Paramedic Capstone

Course Description
This course provides the opportunity for the student to function as a team leader in a 911 response agency by managing and accounting for all aspects of the emergency scene and patient care.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete EMS-240, and EMS-242

ENG010 - Developmental English

Course Overview
Subject Code
ENG

Course Number
010

Course Title
Developmental English

Course Description
Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure. Emphasis is on writing in response to readings. A short grammar review is included.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Corequisite: ENG-101 is a required Course Requisite.

ENG011 - Developmental English Basics Workshop

Course Overview
Subject Code
ENG

Course Number
011

Course Title
Developmental English Basics Workshop

Course Description
This course provides support for basic English competencies (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects).

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Corequisite: ENG-160 is a required Course Requisite.

ENG032 - Developmental English

Course Overview
Subject Code
ENG

Course Number
032

Course Title
Developmental English

Course Description
Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.

Credit Hours

Credit Hours Min
3

ENG100 - Introduction to Composition

Course Overview
Subject Code
ENG

Course Number
100

Course Title
Introduction to Composition

Course Description
This course is a study of basic writing and different modes of composition and may include a review of usage. English 100 will develop basic composition skills by requiring frequent writing of short (three- to five-paragraph) essays. Those grammar and usage errors that occur frequently and disrupt writing will also be stressed. This course does not meet the requirements for an associate degree, but may meet requirements for a diploma or certificate.

Credit Hours

Credit Hours Min
3

ENG101 - English Comp I

Course Overview

Subject Code
ENG

Course Number
101

Course Title
English Comp I

Course Description
This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100. Corequisite: Register for ENG-010 ONLY if advised. It may be required based on College Placement Test Scores and/or High School GPA.

ENG102 - English Comp II

Course Overview

Subject Code
ENG

Course Number
102

Course Title
English Comp II

Course Description
This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-101.

ENG160 - Technical Communications

Course Overview
Subject Code
ENG

Course Number
160

Course Title
Technical Communications

Course Description
This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-100 and RDG-100 Corequisite: Register for ENG-011 ONLY if advised. It may be required based on College Placement Test Scores and/or High School GPA.

ENG165 - Professional Communications

Course Overview
Subject Code
ENG

Course Number
165

Course Title
Professional Communications

Course Description
This course develops practical written, and oral professional communication skills. The course is oriented to current needs in industry and business, and assignments are drawn from students' majors.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-101 or ENG-160

ENG175 - Proofreading and Editing

Course Overview
Subject Code
ENG

Course Number
175

Course Title
Proofreading and Editing

Course Description
This course presents intensive application of advanced proofreading and editing skills, including usage and punctuation.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-101 or ENG-160

ENG203 - American Literature Survey

Course Overview
Subject Code
ENG

Course Number
203

Course Title
American Literature Survey

Course Description
This course is a survey of American literature: major authors, genres, and periods. The course emphasizes historical, descriptive and analytical modes of study.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-102 or ENG-165.

ENG205 - English Literature I

Course Overview
Subject Code
ENG

Course Number
205

Course Title
English Literature I

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-102 or ENG-165.

ENG206 - English Literature II

Course Overview
Subject Code
ENG

Course Number
206

Course Title
English Literature II

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-102 or ENG-165

ENG207 - Literature for Children

Course Overview
Subject Code
ENG

Course Number
207

Course Title
Literature for Children

Course Description
This course provides an introduction to children's literature in America through an examination of picture books & novels that depict Americans of various backgrounds and experiences. It focuses on defining quality in children's book writing & illustration, and assessing concerns in the field.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-102 or ENG-165.

ENG208 - World Literature I

Course Overview
Subject Code
ENG

Course Number
208

Course Title
World Literature I

Course Description
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century. Works studied are selected from various cultures throughout the world.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-102 or ENG-165

ENG209 - World Literature II

Course Overview
Subject Code
ENG

Course Number
209

Course Title
World Literature II

Course Description
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. Works studied are selected from various cultures throughout the world.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-102 or ENG-165.

ENG210 - Asian Literature

Course Overview
Subject Code
ENG

Course Number
210

Course Title
Asian Literature

Course Description
This course is a survey of the major works, genres and writers of several asian countries including china and Japan, emphasizing their relationships with the histories and culture of the region.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-102 or ENG-165.

ENG211 - African Literature

Course Overview
Subject Code
ENG

Course Number
211

Course Title
African Literature

Course Description
This course is a survey of the major works, genres, and writers of Africa. The relationship between the literataure, the culture, and the history of Africa will be emphasized.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-102 or ENG-165.

ENG212 - Latin American Literature

Course Overview
Subject Code
ENG

Course Number
212

Course Title
Latin American Literature

Course Description
This course is survey of the major works, genres, and writers of Latin America. The relationships among the literature, culture, and history of Latin America will emphasized.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-102 or ENG-165.

ENG214 - Fiction

Course Overview
Subject Code
ENG

Course Number
214

Course Title
Fiction

Course Description
This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. It concentrates particularly on analytic reading and writing skills.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-165 or ENG-102. Corequisite: ENG-102 maybe taken previously or concurrently.

ENG218 - Drama

Course Overview
Subject Code
ENG

Course Number
218

Course Title
Drama

Course Description
This course is a study of drama from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-102 or ENG-165.

ENG222 - Poetry

Course Overview
Subject Code
ENG

Course Number
222

Course Title
Poetry

Course Description
This course is a study of poetry from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. It concentrates on analytical reading and writing skills to increase understanding and appreciation of poetry.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-102 or ENG-165.

ENG228 - Studies in Film Genre

Course Overview
Subject Code
ENG

Course Number
228

Course Title
Studies in Film Genre

Course Description
This course is a critical examination of significant films. Films representing a variety of genres (western, film noir, screwball comedy, etc) and countries will be viewed and analyzed.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-102 or ENG-165.

ENG230 - Women in Literature

Course Overview
Subject Code
ENG

Course Number
230

Course Title
Women in Literature

Course Description
This course is a critical study of women's writings examined from historical, social, and psychological points of view.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-102 or ENG-165;

ENG236 - African American Literature

Course Overview
Subject Code
ENG

Course Number
236

Course Title
African American Literature

Course Description
This course is a critical study of African American literature examined from historical, social, and psychological perspectives.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-102 or ENG-165.

ENG238 - Creative Writing

Course Overview
Subject Code
ENG

Course Number
238

Course Title
Creative Writing

Course Description
This course presents an introduction to creative writing in various genres.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-165 or ENG-102. ENG-102 can be taken concurrently with ENG-238.

ENG260 - Advanced Technical Communications

Course Overview
Subject Code
ENG

Course Number
260

Course Title
Advanced Technical Communications

Course Description
This course develops skills in research techniques and increases proficiency in technical communications.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-102 or ENG-165

ENG263 - Writing for Social Media

Course Overview
Subject Code
ENG

Course Number
263

Course Title
Writing for Social Media

Course Description
This course emphasizes the rhetorical strategies needed to employ social media for professional purposes.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-102 or ENG-165

ENG299 - Special Topics in English

Course Overview
Subject Code
ENG

Course Number
299

Course Title
Special Topics in English

Course Description
This course focuses on a specific purpose for, issue in, or type of English such as South Carolina literature, writing for the Web, or a history of literature censorship in the US.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-203, ENG-205, ENG-206, ENG-208, or ENG-209.

EVT102 - Basic Water Treatment

Course Overview
Subject Code
EVT

Course Number
102

Course Title
Basic Water Treatment

Course Description
This course will enable the student to have a general concept of groundwater and surface water treatment techniques as well as the physical and chemical unit processes applied to drinking water treatment and the daily routine tasks associated with the operation of potable water supply systems.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CHM-110 or CHM-106.

EVT111 - Intro to Water and Wastewater Treatment

Course Overview
Subject Code
EVT

Course Number
111

Course Title
Intro to Water and Wastewater Treatment

Course Description
This course introduces the chemical and biological analytical techniques used to measure water and wastewater quality.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Complete CHM-110 or CHM-106.

EVT271 - Special Topics in Environmental Engineer

Course Overview
Subject Code
EVT

Course Number
271

Course Title
Special Topics in Environmental Engineer

Course Description
This course covers specific topics related to environmental engineering technology.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CHM-111 or CHM-112.

FRE101 - Elementary French I

Course Overview
Subject Code
FRE

Course Number
101

Course Title
Elementary French I

Course Description
This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete ENG-100 and have never studied French or placed by examination into FRE 101.

FRE102 - Elementary French II

Course Overview
Subject Code
FRE

Course Number
102

Course Title
Elementary French II

Course Description
This course continues the development of basic language skills and includes a study of French culture. It stresses the grammar and vocabulary necessary for fundamental communications skills.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Take FRE 101 with a "C" or better or have placed by examination into FRE-102.

GEO101 - Introduction to Geography

Course Overview
Subject Code
GEO

Course Number
101

Course Title
Introduction to Geography

Course Description
This courses is an introduction to the principles and methods of geographic inquiry.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

GEO102 - World Geography

Course Overview
Subject Code
GEO

Course Number
102

Course Title
World Geography

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

GEO201 - Geography of North America

Course Overview
Subject Code
GEO

Course Number
201

Course Title
Geography of North America

Course Description
This course surveys terrain, climate, and vegetation, as well as economic, social, cultural, and political aspects of various North American regions. Similarities, differences, and interrelationships among regions will be explored, including interactions between people and their environments.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

GEO205 - Physical Geography

Course Overview
Subject Code
GEO

Course Number
205

Course Title
Physical Geography

Course Description
This course introduces the basic principles and methods of physical geography and applies them to the study of the Earth's atmosphere, hydrosphere, lithosphere, and biosphere.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

HIS101 - Western Civilization to 1689

Course Overview
Subject Code
HIS

Course Number
101

Course Title
Western Civilization to 1689

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG 100 and ENG 100 .

HIS102 - Western Civilization Post 1689

Course Overview
Subject Code
HIS

Course Number
102

Course Title
Western Civilization Post 1689

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

HIS104 - World History I

Course Overview
Subject Code
HIS

Course Number
104

Course Title
World History I

Course Description
This course covers world history from prehistory to circa 1500 A.D., focusing on economic, social, political, and cultural aspects of people before the onset of western dominance and identifying major patterns and trends which characterized the world in each era.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100

HIS105 - World History II

Course Overview
Subject Code
HIS

Course Number
105

Course Title
World History II

Course Description
This course covers world history from circa 1500 A.D. to the present, focusing on the development of a system of interrelationships based on western expansion and on the economic, social, political, and cultural aspects of each era.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

HIS106 - Introduction to Africian History

Course Overview
Subject Code
HIS

Course Number
106

Course Title
Introduction to Africian History

Course Description
This course is an examination of several traditional sub-saharan African societies and their political and economic transformation in the modern, colonial, and post-independence periods.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

HIS107 - Intro to the Middle East

Course Overview
Subject Code
HIS

Course Number
107

Course Title
Intro to the Middle East

Course Description
This course analyzes the evolution of diverse social, political, environmental, & cultural patterns in the Middle East. Emphasis is placed on the development of historical, geographical, & religious constructs and their effect on rural, urban, & global relationships across the historical timeline.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

HIS108 - Introduction to East Asian Civilization

Course Overview
Subject Code
HIS

Course Number
108

Course Title
Introduction to East Asian Civilization

Course Description
This course is an analysis of the evolution of social, political, and cultural patterns in east Asia, emphasizing the development of philosophical, religious, and political institutions and their relationship to literary and artistic forms in china and Japan.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

HIS109 - Intro to Latin American Civilization

Course Overview
Subject Code
HIS

Course Number
109

Course Title
Intro to Latin American Civilization

Course Description
This course is an analysis of the political, cultural, and economic forces which have shaped the development of institutions and ideas in spanish and portuguese america.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

HIS113 - Native American History

Course Overview
Subject Code
HIS

Course Number
113

Course Title
Native American History

Course Description
This course is the study of several Native American societies and their cultural, political, and economic transformation in the pre-Columbian, colonial, and modern periods.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

HIS130 - African-American History to 1877

Course Overview
Subject Code
HIS

Course Number
130

Course Title
African-American History to 1877

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

HIS131 - African-American History: 1877-PRESENT

Course Overview
Subject Code
HIS

Course Number
131

Course Title
African-American History: 1877-PRESENT

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

HIS201 - American History: Discovery to 1877

Course Overview
Subject Code
HIS

Course Number
201

Course Title
American History: Discovery to 1877

Course Description
This course is a survey of u.s. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

HIS202 - American History: 1877 to Present

Course Overview
Subject Code
HIS

Course Number
202

Course Title
American History: 1877 to Present

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

HIS220 - American Studies I

Course Overview
Subject Code
HIS

Course Number
220

Course Title
American Studies I

Course Description
This course is an interdisciplinary study of selected topics and eras in U.S. history.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100. Recommended: HIS 201 or HIS 202.

HIS230 - The American Civil War

Course Overview
Subject Code
HIS

Course Number
230

Course Title
The American Civil War

Course Description
This course explores the history of the civil war from the election of 1860 through the end of reconstruction in 1877.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100. Recommended: HIS-201 or HIS-202, ENG-101

HIS235 - American Military History

Course Overview
Subject Code
HIS

Course Number
235

Course Title
American Military History

Course Description
This course explores the development of the american military from the 1600's through the Vietnam War. Study focuses on the military's actions during conflicts with other nations, its relation to society, and its role in the evolution of the american nation.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100. Recommended: HIS-201 or HIS-202, ENG-101

HSM101 - Introduction to Homeland Security

Course Overview
Subject Code
HSM

Course Number
101

Course Title
Introduction to Homeland Security

Course Description
This course is an overview of homeland security as an interdisciplinary system. The components of the homeland security system and their relationships will be examined, including law enforcement, intelligence, transportation and border security, emergency management and public health preparedness.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

HSM103 - Introduction to Emergency Management

Course Overview
Subject Code
HSM

Course Number
103

Course Title
Introduction to Emergency Management

Course Description
This course is a study of techniques used to establish and maintain an emergency management system in the public sector. The four functions of emergency management are introduced (i.e., mitigation, preparedness, response, and recovery), and students will explore the emergency manager's role in each.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

HSM104 - Terrorism and Homeland Security

Course Overview
Subject Code
HSM

Course Number
104

Course Title
Terrorism and Homeland Security

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

HSM201 - Critical Incident Management

Course Overview
Subject Code
HSM

Course Number
201

Course Title
Critical Incident Management

Course Description
This course explores the management and leadership principles necessary for the successful resolution of critical incidents. The National Incident Management System and the Incident Command System will be examined to provide an all hazard, interdisciplinary approach to critical incident management.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

HSM203 - Intelligence Analysis and Security Manag

Course Overview
Subject Code
HSM

Course Number
203

Course Title
Intelligence Analysis and Security Manag

Course Description

This course examines intelligence analysis and its relationship to the security management of terrorist attacks, man-made disasters and natural disasters. Topics will also include the related vulnerabilities of our national defense and private sectors.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

HSS100 - Cultural Contexts

Course Overview
Subject Code
HSS

Course Number
100

Course Title
Cultural Contexts

Course Description
This course guides students through a survey of cultural concepts, provides a foundation for dealing with ideas and develops awareness of cultural diversity. This course does not meet the requirements for an associate degree, but may meet the requirements for a diploma or a certificate.

Credit Hours

Credit Hours Min
3

HSS105 - Technology and Culture

Course Overview
Subject Code
HSS

Course Number
105

Course Title
Technology and Culture

Course Description
This course provides a study of the impact of technological change on cultural values, society, and the individual.

Credit Hours

Credit Hours Min
3

HUS101 - Introduction to Human Services

Course Overview

Subject Code
HUS

Course Number
101

Course Title
Introduction to Human Services

Course Description
This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included. This course also includes an overview of agencies in the service area, curriculum requirements and career opportunities. A 20-hour practicum in a social service organization is required.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete ENG-100 and RDG-100.

HUS102 - Pers & Prof Dev in the Help Prof

Course Overview

Subject Code
HUS

Course Number
102

Course Title
Pers & Prof Dev in the Help Prof

Course Description
This course provides students with the opportunity to gain a greater awareness of "self" through values clarification activities, reflective writing, etc., and to understand how attitudes, values and beliefs impact both their personal and professional lives.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-032 and ENG-032.

HUS204 - Introduction to Social Work

Course Overview
Subject Code
HUS

Course Number
204

Course Title
Introduction to Social Work

Course Description
This course includes a general introduction to social work, including history, philosophy, organization, methods, and settings with emphasis on rehabilitation and other community services.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete HUS-101 with a grade of C or better and ENG-100.

HUS206 - Death and Dying

Course Overview
Subject Code
HUS

Course Number
206

Course Title
Death and Dying

Course Description
This course is a study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death and grief are covered in the course. An examinatin of the sociocultural issues surrounding death and the process of dying in society are made.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100 with a grade of C or better.

HUS208 - Alcohol and Drug Abuse

Course Overview
Subject Code
HUS

Course Number
208

Course Title
Alcohol and Drug Abuse

Course Description
This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation, and preventive education.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take RDG 100 or ESL 100, ENG 100 or ESL 110. They must be completed with minimum grades of C.

HUS209 - Case Management

Course Overview
Subject Code
HUS

Course Number
209

Course Title
Case Management

Course Description
This course covers accepted methods and strategies for effectively assessing client needs, accessing necessary provider agencies, and monitoring and properly documenting service delivery and client welfare.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-101 and PSY-201 with a grade of C or better.

HUS212 - Survey of Disabilities and Disorders

Course Overview
Subject Code
HUS

Course Number
212

Course Title
Survey of Disabilities and Disorders

Course Description
This course is a survey of the major categories of disabilities and disorders with which the helping professional is most likely to work. These will include, but not be limited to, developmental and psychological disorders, visual and hearing impairment and physical disabilities resulting from injury or disease. Students will learn to understand and appreciate the challenges and abilities of these clients, as well as enabling resources and practices.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take BIO-101, BIO-110, BIO-112 or BIO-210 with a minimum grade of C

HUS217 - Addictions Counseling

Course Overview
Subject Code
HUS

Course Number
217

Course Title
Addictions Counseling

Course Description
This course provides specific skills for the diagnosis and treatment of substance abuse and addictions. Topics to be discussed include causes and

diagnoses of addictions, and treatment modalities.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100 with a grade of C or better.

HUS221 - Prof Ethics in Human Services Practice

Course Overview
Subject Code
HUS

Course Number
221

Course Title
Prof Ethics in Human Services Practice

Course Description
This course is an in-depth analysis of human services ethics, application of NOHSE codes of ethics, and concepts and dilemmas specific to helping relationships.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete HUS-102 with a grade of C or higher.

HUS222 - Leadership Development in Human Services

Course Overview
Subject Code
HUS

Course Number
222

Course Title
Leadership Development in Human Services

Course Description
This course is an overview of human services leadership and professional development principles, historical and contemporary issues common

to human services management and administration, and comparative analyses of the personal and professional development philosophies of leaders in the human services field.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100 with a grade of C or better.

HUS230 - Interviewing Techniques

Course Overview

Subject Code
HUS

Course Number
230

Course Title
Interviewing Techniques

Course Description
This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge later on their supervised field placements.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG 100 and ENG-100 with a grade of C or better.

HUS231 - Counseling Techniques

Course Overview

Subject Code
HUS

Course Number
231

Course Title
Counseling Techniques

Course Description

This course is a study of a variety of counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings. Students will demonstrate procedures and knowledge of basic counseling theories and techniques related to human services.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete ENG-101, HUS-230, HUS-237, and PSY-201 with a grade of C or better.

HUS235 - Group Dynamics

Course Overview

Subject Code
HUS

Course Number
235

Course Title
Group Dynamics

Course Description
This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings related to human services.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Take ENG 101, HUS 101, HUS 230, PSY 201. They must be completed with a minimum grades of C.

HUS237 - Crisis Intervention

Course Overview

Subject Code
HUS

Course Number
237

Course Title
Crisis Intervention

Course Description

This course is a study of the effects of crisis on people, the methods of intervention, and other use of multiple resources to reestablish individual function. Students are required to demonstrate mock crisis activities.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete HUS-101 and HUS-102.

HUS250 - Supervised Field Placement I

Course Overview
Subject Code
HUS

Course Number
250

Course Title
Supervised Field Placement I

Course Description
This course includes work experience assignments in selected human services agencies.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete HUS 209 with grade of C or better; 30 credit hours completed or permission from HUS Program Director.

HUS251 - Supervised Field Placement II

Course Overview
Subject Code
HUS

Course Number
251

Course Title
Supervised Field Placement II

Course Description
This course includes work assignments in selected human services agencies.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete HUS-250 with a grade of "C" or better.

HUS260 - Human Services Special Topics

Course Overview
Subject Code
HUS

Course Number
260

Course Title
Human Services Special Topics

Course Description
This course is a study of special topics of interest to particular populations and locations.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100 with a grade of C or better.

IDS102 - Personal and Career Assessment

Course Overview
Subject Code
IDS

Course Number
102

Course Title
Personal and Career Assessment

Course Description
This course covers an in-depth examination of personal needs, wants, values, strengths, abilities, and interests of an individual. Multiple inventories and evaluation strategies allow the student to evaluate and apply individual data to a personal careerchoice.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take RDG 032 or Asset Reading 35+ or Compass Reading 61+

IDS112 - Employability Skills for Careers

Course Overview
Subject Code
IDS

Course Number
112

Course Title
Employability Skills for Careers

Course Description
This course develops employability skills including resume writing, interviewing, presentation delivery and soft skills.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Complete COL-101 and ACC-101

IDS201 - Leadership Development

Course Overview
Subject Code
IDS

Course Number
201

Course Title
Leadership Development

Course Description
This course focuses on the development of leadership, including philosophy, moral/ethics, and individual ability/style. It is designed to increase students understanding of themselves and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application within a group setting.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

IMT102 - Industrial Safety

Course Overview
Subject Code
IMT

Course Number
102

Course Title
Industrial Safety

Course Description
This course covers safety awareness and practices found in industry.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and MAT-100 or a higher level math course.

IMT104 - Schematics

Course Overview
Subject Code
IMT

Course Number
104

Course Title
Schematics

Course Description
This course covers the interpretation of mechanical, fluid power, and/or electrical schematics.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete RDG-032, ENG-032 and MAT-032.

IMT107 - Basic Principles of Mechanics

Course Overview
Subject Code
IMT

Course Number
107

Course Title
Basic Principles of Mechanics

Course Description
This course covers the physical properties of material and general design principles of structures and machines encountered in the industrial workplace.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete IMT-108, IMT-112, IMT-214 and IMT-251.

IMT108 - Introduction to Industrial Technology

Course Overview
Subject Code
IMT

Course Number
108

Course Title
Introduction to Industrial Technology

Course Description
This course will provide information needed to help in choosing a career in selected industrial areas. The student will be subjected to some of the tasks and skills that would be expected of a person working in the field.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete ENG-032, RDG-100 and MAT-100.

IMT110 - Industrial Instrumentation

Course Overview
Subject Code
IMT

Course Number
110

Course Title
Industrial Instrumentation

Course Description
This course covers fundamentals of pressure, flow, level, and temperature instrumentation.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-170.

IMT112 - Hand Tool Operations

Course Overview
Subject Code
IMT

Course Number
112

Course Title
Hand Tool Operations

Course Description
This course covers the use of hand tools and their applications in industrial and service areas.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-032, ENG-032, and MAT-032.

IMT131 - Hydraulics and Pneumatics

Course Overview
Subject Code
IMT

Course Number
131

Course Title
Hydraulics and Pneumatics

Course Description
This course covers the basic technology and principles of hydraulics and pneumatics.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete RDG-032.

IMT140 - Industrial Electricity

Course Overview
Subject Code
IMT

Course Number
140

Course Title
Industrial Electricity

Course Description
This course covers basic electrical fundamentals, including measuring devices, circuitry and controls for industrial circuits.

Credit Hours

Credit Hours Min
5

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and MAT-100 or a higher level math course.

IMT142 - Electric Motors

Course Overview
Subject Code
IMT

Course Number
142

Course Title
Electric Motors

Course Description
This course covers theory, operations, and maintenance of AC/DC motors as used in industry.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete MAT-170.

IMT151 - Piping Systems

Course Overview
Subject Code
IMT

Course Number
151

Course Title
Piping Systems

Course Description
This course covers plumbing and piping systems used in industrial commercial and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-170 or a higher level math course.

IMT160 - Preventive Maintenance

Course Overview
Subject Code
IMT

Course Number
160

Course Title
Preventive Maintenance

Course Description
This course covers preventive maintenance techniques.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and MAT-101 or a higher level math course.

IMT165 - Mechanical Drives and Bearings

Course Overview
Subject Code
IMT

Course Number
165

Course Title
Mechanical Drives and Bearings

Course Description
This course provides an introduction to mechanical drives, 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 couplings.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-170.

IMT202 - Electrical Troubleshooting

Course Overview
Subject Code
IMT

Course Number
202

Course Title
Electrical Troubleshooting

Course Description
This course covers diagnosing a mechanical problem using prints and electrical troubleshooting techniques.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete IMT-110

IMT212 - Electrical Theory

Course Overview
Subject Code
IMT

Course Number
212

Course Title
Electrical Theory

Course Description
This course is the study of electrical safety, hand bending, fasteners and anchors, electrical theory one and electrical theory two. (Note: Course is aligned with NCCER modules - 32101, 32102, 32103, 32104, and 32105)

Credit Hours

Credit Hours Min
3

IMT214 - Industrial Wiring

Course Overview

Subject Code
IMT

Course Number
214

Course Title
Industrial Wiring

Course Description
This course introduces the principles of wiring related to commercial and industrial, alternating current, and motors including theory and application. (Note: Course is aligned with NCCER modules 32201, 32202, and 32203)

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete IMT-220

IMT220 - Electrical Distribution Equipment

Course Overview

Subject Code
IMT

Course Number
220

Course Title
Electrical Distribution Equipment

Course Description
This course is the study of overcurrent protection, distribution equipment, and motor controls as they relate to industrial maintenance. (Note: Course is aligned with NCCER modules 32301, 32302, and 32303.)

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-170 or a higher level math course.

IMT233 - Programmable Logic Controllers

Course Overview
Subject Code
IMT

Course Number
233

Course Title
Programmable Logic Controllers

Course Description
This is the study of programmable logic controllers. Students will learn how to state the characteristics of different types of memory and count and convert between number systems. (Note: Course is aligned with NCCER module 32508).

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-170.

IST100 - Academic Computing Skills

Course Overview
Subject Code
IST

Course Number
100

Course Title
Academic Computing Skills

Course Description
This course is an introduction to the computing skills needed for academic success, including computer management, file management, printing, basic word processing, email, and using a Web browser for research and for accessing Web-based systems.

Credit Hours

Credit Hours Min
1

IST115 - Humans Aspects in Cybersecurity

Course Overview

Subject Code
IST

Course Number
115

Course Title
Humans Aspects in Cybersecurity

Course Description
This course studies the human aspect of cybersecurity and the motivation behind cybercrimes. Topics include ethics, laws, policies, and psychology as it applies to cybersecurity.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100.

IST150 - Project Management Essentials for It Pr

Course Overview

Subject Code
IST

Course Number
150

Course Title
Project Management Essentials for It Pr

Course Description
This course is the study of integrated project management for computer technology professionals with emphasis on the methods & software used by IT professionals, including task lists, Gantt charts, discussion of critical path statistical resource management, scheduling, budgeting,& economic factors.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100

IST164 - Implementing Network Infrastructure Serv

Course Overview
Subject Code
IST

Course Number
164

Course Title
Implementing Network Infrastructure Serv

Course Description
This course is a study of the fundamentals of installing, configuring and utilizing windows networking services while exploring techniques used to design, create and implement secure communications across the networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

IST165 - Implementing & Admini Directory Services

Course Overview
Subject Code
IST

Course Number
165

Course Title
Implementing & Admini Directory Services

Course Description
This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-164

IST188 - Hardware Basics and Operating Systems

Course Overview
Subject Code
IST

Course Number
188

Course Title
Hardware Basics and Operating Systems

Course Description
This course is the study of installation, upgrading and configuration of personal computers from the basics of motherboards and memory to an introduction to networking, along with installation, configuration and upgrading operating systems.

Credit Hours

Credit Hours Min
5

Requirements
Free Form Requirements
Prerequisite: Take RDG-100

IST193 - Linux Security Administration

Course Overview
Subject Code
IST

Course Number
193

Course Title
Linux Security Administration

Course Description
This course will provide students with the skills necessary to implement and administer basic LINUX security policies, including authentication, securing network applications, system monitoring, encryption, and others.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-200 with a grade of C or better.

IST200 - Cisco LAN Concepts

Course Overview
Subject Code
IST

Course Number
200

Course Title
Cisco LAN Concepts

Course Description
This course is a study of small local area networks - home and small office/home offices (SOHO) networks. Topics include an introduction to networking, basic cabling for SOHO, LAN addressing and network services, basic security and wireless, planning and building a home network.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100

IST201 - Cisco Internetworking Concepts

Course Overview
Subject Code
IST

Course Number
201

Course Title
Cisco Internetworking Concepts

Course Description
This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-200

IST202 - Cisco Router Configuration

Course Overview
Subject Code
IST

Course Number
202

Course Title
Cisco Router Configuration

Course Description
This course is a study of LANs, WANs, OSI models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take IST-201

IST203 - Advanced Cisco Router Configuation

Course Overview
Subject Code
IST

Course Number
203

Course Title
Advanced Cisco Router Configuation

Course Description
This course is a study of configuring Cisco routers.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-202

IST204 - Cisco Troubleshooting

Course Overview
Subject Code
IST

Course Number
204

Course Title
Cisco Troubleshooting

Course Description
This course is a study of troubleshooting network problems.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-203 with a grade of C or better

IST205 - CISCO Advanced Routing

Course Overview
Subject Code
IST

Course Number
205

Course Title
CISCO Advanced Routing

Course Description
This course is a study of the concepts and technologies of extending IP addresses, routing principles, scalable routing protocols, managing traffic and access, and building and optimizing scalable internetworks.

Credit Hours

Credit Hours Min
3

IST206 - Cisco Remote Access

Course Overview

Subject Code
IST

Course Number
206

Course Title
Cisco Remote Access

Course Description
This course is a study of building a remote access network to interconnect central sites to branch offices and home office/telecommuters, control access to the central site, and maximize bandwidth utilization over the remote links.

Credit Hours

Credit Hours Min
3

IST207 - Cisco Multilayer Switching

Course Overview

Subject Code
IST

Course Number
207

Course Title
Cisco Multilayer Switching

Course Description
This course is the detailed study on how routing and switching technologies work together. Included is an in-depth analysis of combining layer 2 and layer 3 switching technologies.

Credit Hours

Credit Hours Min
3

IST208 - Cisco Internetwork Troubleshooting

Course Overview

Subject Code
IST

Course Number
208

Course Title
Cisco Internetwork Troubleshooting

Course Description
This course is a study of how to perform fundamental hardware maintenance and advanced troubleshooting tasks on Cisco routers and switches.

Credit Hours

Credit Hours Min
3

IST209 - Fundamentals of Wireless LANs

Course Overview

Subject Code
IST

Course Number
209

Course Title
Fundamentals of Wireless LANs

Course Description
This introductory course is the study of design, installation, configuration, operations and troubleshooting of Wireless LANs. The course includes an overview of wireless technologies, standards, devices, security, design, and best practices, emphasizing real world applications and skills.

Credit Hours

Credit Hours Min
3

IST221 - Advanced Data Communications

Course Overview

Subject Code
IST

Course Number
221

Course Title
Advanced Data Communications

Course Description

This course is a study of the structure of the telecommunications industry. Topics include the components, services, and features of the most popular voice communications system.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take IST-202

IST225 - Internet Communications

Course Overview
Subject Code
IST

Course Number
225

Course Title
Internet Communications

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and either MAT-100 or MAT-152.

IST226 - Internet Programming

Course Overview
Subject Code
IST

Course Number
226

Course Title
Internet Programming

Course Description

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 applications.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take IST 225 & CPT 115 or CPT 236

IST227 - Internet Operations and Management

Course Overview
Subject Code
IST

Course Number
227

Course Title
Internet Operations and Management

Course Description
This course covers the duties/responsibilities of an internet webmaster, appropriate hardware, software & telecommunications technology, designing, implementing & maintaining a web site, and utilizing security mechanisms. Also covered is installing, configuring and testing TCP/IP. Topics include Subnet addressing; implementing IP routing; dynamic host configuration protocol; IP address resolution; NetBIOS name resolution; Windows Internet Name Service; connectivity; in heterogeneous environments; implementing Microsoft SNMP service; performance optimization and troubleshooting.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-200.

IST228 - Intranet Operations and Management

Course Overview
Subject Code
IST

Course Number
228

Course Title

Intranet Operations and Management

Course Description
This course covers the duties and responsibilities of an intranet webmaster, selecting appropriate hardware, software and telecommunications technology, designing, implementing and maintaing an intranet site, and describing issues relating to interconnection of internet to an intranet, and utilizing security mechanisms. Also covered is the integrated web server included with Windows NT Server. Topics include sharing documents and information across a company intranet or the internet, deploying scalabale and reliable web-based applications, combining HTML, scripts are resuable ActiveX server components to create dynamic and powerful web-based business solutions.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take IST-227

IST229 - Internet Firewall Management

Course Overview
Subject Code
IST

Course Number
229

Course Title
Internet Firewall Management

Course Description
This course is a study of network security. Course topics include how to implement, administer, and troubleshoot a firewall solution to control information access at the intranet-to-internet border. This course includes Novell education course 770 securing intranets with bordermanager, and helps students prepare for the corresponding CNE/master CNE Certification Exam.

Credit Hours

Credit Hours Min
3

IST230 - Artificial Intelligence

Course Overview
Subject Code
IST

Course Number
230

Course Title
Artificial Intelligence

Course Description
This course is a comprehensive overview of artificial intelligence. It covers an introduction to the key principles, techniques, and tools being used to implement knowledge-based systems.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete the following courses: RDG-100 and either MAT-152 or a higher level math course.

IST235 - Handheld Computer Programming

Course Overview
Subject Code
IST

Course Number
235

Course Title
Handheld Computer Programming

Course Description
This course is a survey of the techniques of rapid application development for handheld devices. Topics include setup of development environment, creation and deployment of programs, and design strategies to overcome memory and interface limitations.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT-237

IST236 - Mobile and Wireless Appliances

Course Overview
Subject Code
IST

Course Number
236

Course Title
Mobile and Wireless Appliances

Course Description
This course is a survey of the protocols and interface standards for mobile and wireless appliances accessing the internet. An introduction to development and deployment of applications is included in this course.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-235.

IST238 - Advanced Tools Website Design

Course Overview
Subject Code
IST

Course Number
238

Course Title
Advanced Tools Website Design

Course Description
This course is a study of an advanced (4th generation) web authoring tool (such as Dreamweaver)to develop increased efficiency and sophistication in website design and web project management.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-225 with a grade of C or better.

IST241 - Network Architecture I

Course Overview
Subject Code
IST

Course Number
241

Course Title
Network Architecture I

Course Description
This course is a study of how the computer architecture relates to the interconnecting of the various network components, the environment in which the applications processes execute, and the overall plan defining services to be provided in a distributed environment.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take IST-201

IST243 - Network Architecture III

Course Overview
Subject Code
IST

Course Number
243

Course Title
Network Architecture III

Course Description
This course covers a cohesive and logical explanation of the IBM created design for an end-to-end communications network SNA. Topics include an overview of SNA and its operational characteristics and the physical and logical structure of SNA. A major emphasis will be TCP/IP protocols. TCP/IP formats are examined along with how TCP/IP operates at the network and transport layers.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take IST-201;

IST245 - Local Area Networks

Course Overview
Subject Code
IST

Course Number
245

Course Title
Local Area Networks

Course Description
This course is a study of the methods used to interconnect computers, terminals, word processors, facsimile and other office machines within a given area. Examples of vendor implementations are used to illustrate various approaches.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take IST-201

IST246 - Integrated Digital Networks

Course Overview
Subject Code
IST

Course Number
246

Course Title
Integrated Digital Networks

Course Description
This course discusses the characteristics and operation of packet switching and networking technologies such as isdn, frame relay, and atm.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take IST-241

IST250 - Network Management

Course Overview
Subject Code
IST

Course Number
250

Course Title
Network Management

Course Description
This course is a study of planning, organizing, and controlling telecommunication functions for the potential telecommunications manager. Emphasis is placed on current situations and techniques.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-202.

IST251 - Lan Networking Technologies

Course Overview
Subject Code
IST

Course Number
251

Course Title
Lan Networking Technologies

Course Description
This course provides software-specific concepts of Local Area Network(LAN)communucations, networking and connectivity. Topics include: data translation, network structures, protocols and IEEE 802 standards. Novell 5.x is used for course reference.

Credit Hours

Credit Hours Min
3

IST252 - Lan System Manager

Course Overview
Subject Code
IST

Course Number
252

Course Title
Lan System Manager

Course Description
This course covers the fundamental skills needed to effectively manage a local area network from introductory to advanced use. Introductory topics include networking, software basics, user directories, security, login scripts and menus. Advanced topics include: management strategies, network performance management, advanced printing, remote management, protocol support and maintenance. Novell 5.x is used for course reference.

Credit Hours

Credit Hours Min
3

IST253 - Lan Service and Support

Course Overview

Subject Code
IST

Course Number
253

Course Title
Lan Service and Support

Course Description
This course focuses on installing, maintaining and troubleshooting local areas networks hardware, installing and upgrading network operating systems, and network troubleshooting and diagnostics. Novell 5.x is used for course reference.

Credit Hours

Credit Hours Min
3

IST257 - LAN Network Server Technologies

Course Overview

Subject Code
IST

Course Number
257

Course Title
LAN Network Server Technologies

Course Description
This course is a study of network operating system technologies including network operating system architecture, the installation, configuration, monitoring and troubleshooting of network resources, and network administration functions such as user/group maintenance, network security, print services, remote access, fault tolerance, backup and recovery.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100

IST259 - Electronic Messaging

Course Overview

Subject Code
IST

Course Number
259

Course Title
Electronic Messaging

Course Description
This course is a study of electronic mail system software including the system architecture. The course covers the concepts and methods employed in the generation, storage, and transmission of electronic mail messages and the implementation, configuration, and administration of messaging software.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Take CPT-209

IST260 - Network Design

Course Overview

Subject Code
IST

Course Number
260

Course Title
Network Design

Course Description
This course is a study of the processes and techniques required to identify the most attractive design solution of a telecommunications network--combining creativity, rigorous discipline, analysis, and synthesis--and while emphasizing the solution in terms of cost and performance.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take IST-202

IST261 - Advanced Network Administration

Course Overview
Subject Code
IST

Course Number
261

Course Title
Advanced Network Administration

Course Description
This course is an advanced study of the networking operation system. Topics include installation upgrades, IP services, internet infrastructure, advanced server management and security, NDS management, and server optimization.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-202.

IST263 - Designing Windows Network Security

Course Overview
Subject Code
IST

Course Number
263

Course Title
Designing Windows Network Security

Course Description
This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPsec, and certificate servers.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-291 with a grade of C or better.

IST266 - Internet and Firewall Security

Course Overview
Subject Code
IST

Course Number
266

Course Title
Internet and Firewall Security

Course Description
This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a Local Area Network (LAN).

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-200

IST267 - Network Vulnerability Assessment

Course Overview
Subject Code
IST

Course Number
267

Course Title
Network Vulnerability Assessment

Course Description
This course provides students with the knowledge and skills necessary to test network security using network vulnerability assessment tools and methods. Students will also learn how to improve network security based on the assessment results.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-291 with a grade of C or better.

IST270 - Client/Server Systems

Course Overview
Subject Code
IST

Course Number
270

Course Title
Client/Server Systems

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT-236, CPT-242 and CPT-262

IST272 - Relational Database

Course Overview
Subject Code
IST

Course Number
272

Course Title
Relational Database

Course Description
This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT-242.

IST274 - Database Admin

Course Overview
Subject Code
IST

Course Number
274

Course Title
Database Admin

Course Description
This course is a study of the duties and responsibilities of a database administrator. The course covers setting up, maintaining, and troubleshooting a distributed,multi-user database.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-272.

IST285 - Cybersecurity Capstone

Course Overview
Subject Code
IST

Course Number
285

Course Title
Cybersecurity Capstone

Course Description
This course integrates the knowledge and skills gained through previous coursework and experience to develop and implement risk management, vulnerability assessment, threat analysis, and incident response plans.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements

Prerequisite: Complete CPT-180 and IST-267 with a grade of C or better.

IST286 - Tech Supp Internship I

Course Overview

Subject Code

IST

Course Number

286

Course Title

Tech Supp Internship I

Course Description

This course is an entry level technical support/help desk internship. Students intern at the college's help desk and provide support to faculty and staff. Students will participate in weekly evaluation sessions of calls and solutions.

Credit Hours

Credit Hours Min

3

Requirements

Free Form Requirements

Prerequisite: Complete CPT-268.

IST287 - Tech Supp Internship II

Course Overview

Subject Code

IST

Course Number

287

Course Title

Tech Supp Internship II

Course Description

This course is an intermediate level technical support/help desk internship. Students intern at the college's help desk and provide support to faculty and staff. The student prepares a portfolio for submission.

Credit Hours

Credit Hours Min

3

Requirements
Free Form Requirements
Prerequisite: Complete IST-286.

IST290 - Special Topics in Information Sciences

Course Overview
Subject Code
IST

Course Number
290

Course Title
Special Topics in Information Sciences

Course Description
This course covers special topics in information sciences technologies.

Credit Hours

Credit Hours Min
3

IST291 - Fundamentals of Network Security I

Course Overview
Subject Code
IST

Course Number
291

Course Title
Fundamentals of Network Security I

Course Description
This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

IST292 - Fundamentals of Network Security II

Course Overview

Subject Code
IST

Course Number
292

Course Title
Fundamentals of Network Security II

Course Description
This course is the study of advanced security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to install/configure secure firewalls.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete IST-291

IST293 - It and Data Assurance I

Course Overview

Subject Code
IST

Course Number
293

Course Title
It and Data Assurance I

Course Description
This course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100.

IST295 - Fundamentals of Voice Over IP

Course Overview

Subject Code
IST

Course Number
295

Course Title
Fundamentals of Voice Over IP

Course Description
This course is an introduction to features of Voice over IP protocols, including VOIP hardware selection and network design considerations. Concepts include analog and digital voice encoding signaling and Quality of Service (QOS) and troubleshooting and configuration of VOIP networks.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete IST-201 and IST-203

ITP106 - Linguistics of American Sign Language

Course Overview

Subject Code
ITP

Course Number
106

Course Title
Linguistics of American Sign Language

Course Description
This course consists of a study of the structure, grammar, and syntax of American Sign Language.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete ASL-102

ITP201 - Deaf History and Culture

Course Overview

Subject Code
ITP

Course Number
201

Course Title
Deaf History and Culture

Course Description
This course is a study of the history and culture of deaf people. The course explores language, education, community, and attitudinal changes toward deaf people as a minority.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete ENG-100 and RDG-100

LEG120 - Torts

Course Overview

Subject Code
LEG

Course Number
120

Course Title
Torts

Course Description
This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete LEG-135.

LEG121 - Business Law I

Course Overview

Subject Code
LEG

Course Number
121

Course Title
Business Law I

Course Description
This course is a study of the basics of commercial law, with emphasis on the formation and enforcement of contracts and the rules particular to the Uniform Commercial Code (UCC) and sales of goods.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

LEG122 - Business Law II

Course Overview

Subject Code
LEG

Course Number
122

Course Title
Business Law II

Course Description
This course is an in-depth study of the Uniform Commercial Code with special emphasis on the essentials of Article 3, Commercial Paper, and Article 9, Secured Transactions. Business partnerships and corporations and their formation are studied.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete LEG-121.

LEG132 - Legal Bibliography

Course Overview

Subject Code
LEG

Course Number
132

Course Title
Legal Bibliography

Course Description
This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters, and digests. This course introduces students to the techniques and procedures of legal writing and analysis.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Take LEG-135

LEG135 - Introduction to Law and Ethics

Course Overview

Subject Code
LEG

Course Number
135

Course Title
Introduction to Law and Ethics

Course Description
This course provides a general introduction to law, including courts, legal terminology, procedures, systems, and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG 100 and ENG 100.

LEG201 - Civil Litigation I

Course Overview

Subject Code
LEG

Course Number
201

Course Title
Civil Litigation I

Course Description
This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system, including pleading, practice, and discovery procedures.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Take LEG-120

LEG212 - Workers Compensation

Course Overview

Subject Code
LEG

Course Number
212

Course Title
Workers Compensation

Course Description
This course is a study of the history of workers' compensation, case laws, statutes, and regulations, and procedures in handling claims.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Take LEG-120

LEG213 - Family Law

Course Overview

Subject Code
LEG

Course Number
213

Course Title
Family Law

Course Description
This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Take LEG-135

LEG214 - Property Law

Course Overview

Subject Code
LEG

Course Number
214

Course Title
Property Law

Course Description
This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures. Students are introduced to techniques and procedures examining titles to real property.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Take LEG-135

LEG215 - Bankruptcy Law

Course Overview

Subject Code
LEG

Course Number
215

Course Title
Bankruptcy Law

Course Description
Topics included in this course are an overview of the bankruptcy code, voluntary and involuntary petitions, bankruptcy "estate," stays, distribution and discharge, tax implications, local rules and discovery.

Credit Hours

Credit Hours Min
3

LEG220 - Intellectual Property Law

Course Overview

Subject Code
LEG

Course Number
220

Course Title
Intellectual Property Law

Course Description
This course is the study of the fundamental concepts involving copyright laws, trademarks, patents, and protecting intellectual property rights with emphasis placed on the typical functions performed by paralegals.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Take LEG-121and LEG-135

LEG230 - Legal Writing

Course Overview

Subject Code
LEG

Course Number
230

Course Title
Legal Writing

Course Description
This course includes methods, techniques, and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete LEG-132.

LEG231 - Criminal Law

Course Overview
Subject Code
LEG

Course Number
231

Course Title
Criminal Law

Course Description
This course includes a study of the definition and classification of criminal offenses, criminal responsibility, and legal procedures in a criminal prosecution.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

LEG232 - Law Office Management

Course Overview
Subject Code
LEG

Course Number
232

Course Title
Law Office Management

Course Description
This course is a study of the basic principles of office management, including administrative procedures, client relations, and office operating procedures.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take LEG-135

LEG233 - Wills, Trusts, and Probate

Course Overview
Subject Code
LEG

Course Number
233

Course Title
Wills, Trusts, and Probate

Course Description
This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration. Students probate a simple estate.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take LEG-135

LEG242 - Law Practice Workshop

Course Overview
Subject Code
LEG

Course Number
242

Course Title
Law Practice Workshop

Course Description
This course includes the application of substantive knowledge in a practical situation as a paralegal.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take LEG-135

LEG244 - Special Project for Paralegals

Course Overview
Subject Code
LEG

Course Number
244

Course Title
Special Project for Paralegals

Course Description
This course provides specialized paralegal training with an update on changes in the laws and procedures.

Credit Hours

Credit Hours Min
3

LEG262 - Litigation Applications

Course Overview
Subject Code
LEG

Course Number
262

Course Title
Litigation Applications

Course Description
This course introduces computer applications in various litigation and courtroom settings using general computer and legal software programs.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete LEG-135 and LEG-232.

LEG270 - Paralegal Certification Preparation

Course Overview
Subject Code
LEG

Course Number
270

Course Title
Paralegal Certification Preparation

Course Description
This course provides a review and preparation for testing for a national paralegal certification exam.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete LEG-135, and LEG-120

LNG101 - Introduction to Language

Course Overview
Subject Code
LNG

Course Number
101

Course Title
Introduction to Language

Course Description
Linguistics 101 is an introduction to the human capacity for language and to how it is acquired. Students identify and learn about characteristics of language varieties, dialects, and styles and examine social and geographical factors that contribute to language variation and change.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-101.

MAT032 - Developmental Mathematic

Course Overview
Subject Code
MAT

Course Number
032

Course Title
Developmental Mathematic

Course Description
Developmental mathematics includes a review of arithmetics skills, and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Applicaion skills are emphasized.

Credit Hours

Credit Hours Min
3

MAT101 - Beginning Algebra

Course Overview
Subject Code
MAT

Course Number
101

Course Title
Beginning Algebra

Course Description
This course includes the following topics: operations with signed numbers; addition, subtraction, multiplication, and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Students must score 237+ on their Math placement. Please see your advisor.

MAT102 - Intermediate Algebra

Course Overview
Subject Code
MAT

Course Number
102

Course Title
Intermediate Algebra

Course Description
This course includes the following topics: properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions; graphs; solutions of linear inequalities; and linear and quadratic equations.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-101 or MAT-152 with a grade of C or better.

MAT103 - Quantitative Reasoning

Course Overview
Subject Code
MAT

Course Number
103

Course Title
Quantitative Reasoning

Course Description
This course is designed to develop quantitative reasoning and critical thinking skills. Topics include logic and computers, probability and statistics, financial mathematics, and additional applications selected to address areas of contemporary interest.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-152 or MAT-101 with a grade of C or better.

MAT110 - College Algebra

Course Overview
Subject Code
MAT

Course Number
110

Course Title
College Algebra

Course Description
This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; simple linear programming; solutions of higher degree polynomials; combinatorial algebra, including the binomial theorem; and introduction to probability.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-102 with a grade of C or better. Corequisite: Register for MAT-114 ONLY if advised. It may be required based on College Placement Test Scores and/or High School GPA.

MAT111 - College Trigonometry

Course Overview
Subject Code
MAT

Course Number
111

Course Title
College Trigonometry

Course Description
This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of

trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; sequences; and series. (Graphic calculator required)

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete MAT-110 with a grade of C or better.

MAT114 - Intermediate Algebra Compressed

Course Overview

Subject Code
MAT

Course Number
114

Course Title
Intermediate Algebra Compressed

Course Description
This course provides a review, in a compressed time frame, of the algebra skills studied in MAT 102. Topics include rational numbers, operations with algebraic expressions, linear equations, linear inequalities, operations with exponents and polynomials, and factoring.

Credit Hours

Credit Hours Min
1

Requirements

Free Form Requirements
Corequisite: MAT-110 is a required Course Requisite.

MAT120 - Probability and Statistics

Course Overview

Subject Code
MAT

Course Number
120

Course Title
Probability and Statistics

Course Description

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals,and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation. (Graphic calculator required)

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete MAT-101 or MAT-152 with a grade of "C" or better.

MAT122 - Finite College Math

Course Overview

Subject Code
MAT

Course Number
122

Course Title
Finite College Math

Course Description
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. (Graphic calculator required)

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete MAT-102 with a grade of C or better.

MAT130 - Elementary Calculus

Course Overview

Subject Code
MAT

Course Number
130

Course Title
Elementary Calculus

Course Description
This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes. (Graphic calculator required)

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-110 with a grade of C or better.

MAT132 - Discrete Mathematics

Course Overview
Subject Code
MAT

Course Number
132

Course Title
Discrete Mathematics

Course Description
This course includes the following topics: mathematical logic and proofs; set operations; relations and digraphs; functions; recurrence relations; and combinatorics. (This course is designed primarily for computer science students.)

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-110

MAT140 - Analytical Geometry and Calculus I

Course Overview
Subject Code
MAT

Course Number
140

Course Title
Analytical Geometry and Calculus I

Course Description
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. (Graphic calculator required)

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete MAT-111 with a grade of C or better.

MAT141 - Analytical Geometry and Calculus II

Course Overview
Subject Code
MAT

Course Number
141

Course Title
Analytical Geometry and Calculus II

Course Description
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.(Graphic calculator required)

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete MAT - 140 with a grade of "C" or better.

MAT152 - Elementary Algebra

Course Overview
Subject Code
MAT

Course Number
152

Course Title
Elementary Algebra

Course Description
This course includes the following topics: operations with signed numbers and algebraic expression; solving linear equations; factoring; and an introduction to graphing.

Credit Hours

Credit Hours Min
5

Requirements
Free Form Requirements
Prerequisite: Complete MAT-032 with a grade of C or better.

MAT155 - Contemporary Mathematics

Course Overview
Subject Code
MAT

Course Number
155

Course Title
Contemporary Mathematics

Course Description
This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-032 with a grade of C or better.

MAT170 - Algebra, Geometry and Trigonometry I

Course Overview
Subject Code
MAT

Course Number
170

Course Title
Algebra, Geometry and Trigonometry I

Course Description
This course includes the following topics: elementary algebra, geometry, trigonometry, and applications.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-032.

MAT240 - Analytical Geometry and Calculus III

Course Overview
Subject Code
MAT

Course Number
240

Course Title
Analytical Geometry and Calculus III

Course Description
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.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete MAT-141 with a grade of "C" or better.

MAT242 - Differential Equations

Course Overview
Subject Code
MAT

Course Number
242

Course Title
Differential Equations

Course Description
This course includes the following topics: solution of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; Laplace transform; and numerical methods.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete MAT-141 with a grade of "C" or better.

MAT250 - Elementary Mathematics

Course Overview
Subject Code
MAT

Course Number
250

Course Title
Elementary Mathematics

Course Description
Course provides students with an understanding of the meaning of numbers, fundamentals operations of arithmetic, structure of the real number system & its subsystems, & elementary numbers theory. (Note: Course designed for transfer from OCTC & MTC to USC College of Edu - Dept of Instr & Teacher Edu.)

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-110 with a grade of C or better.

MAT251 - Elementary Mathematics II

Course Overview
Subject Code
MAT

Course Number
251

Course Title
Elementary Mathematics II

Course Description
This course provides students with an understanding of informal geometry and basic concepts of algebra. (Note: This course is designed for transfer from OCTC and MTC to USC-Columbia's College of Education - Dept in Instruction and Teacher Education.)

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-110 with a grade of C or better.

MEC110 - DC Circuits

Course Overview
Subject Code
MEC

Course Number
110

Course Title
DC Circuits

Course Description
This course is a study of direct current theory. Series, parallel, and series-parallel circuits are solved using Ohm's law and critical thinking skills. In addition to solving, circuits are constructed and tested for proper operation using various measuring instruments.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Corequisite: Take MAT-170.

MEC111 - AC Circuits

Course Overview
Subject Code
MEC

Course Number
111

Course Title
AC Circuits

Course Description
This course is a study of the fundamentals of alternating current theory. Circuits are constructed using various resistive, inductive, and capacitive components, and then tested for proper operation using various measuring instruments. In addition, three phase power and transformers are covered.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MEC-110 or IMT-212.

MED103 - Medical Assisting Introduction

Course Overview
Subject Code
MED

Course Number
103

Course Title
Medical Assisting Introduction

Course Description
This course provides an introduction to the profession of medical assisting, including qualifications, duties, and the role of the medical assistant. It also covers law and ethics as they relate to the medical office, with emphasis on the medical assisting profession.

Credit Hours

Credit Hours Min
3

MED104 - Medical Assisting Administrative Procedu

Course Overview
Subject Code
MED

Course Number
104

Course Title
Medical Assisting Administrative Procedu

Course Description
This course provides a study of receptionist duties, patient record management, insurance claims processing, icd-9-cm, CPT and HCPCS coding, letter writing, computer applications and the use of other business machines.

Credit Hours

Credit Hours Min
4

MED105 - Medical Assisting Office Skills I

Course Overview

Subject Code
MED

Course Number
105

Course Title
Medical Assisting Office Skills I

Course Description
This course provides a study of receptionist duties, records maintenance, insurance form processing, and office machine use.

Credit Hours

Credit Hours Min
5

MED107 - Medical Office Management

Course Overview

Subject Code
MED

Course Number
107

Course Title
Medical Office Management

Course Description
This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete the following courses with a grade of C or better: MED-141, MED-105, and MED-103.

MED109 - Medical Business Records

Course Overview

Subject Code
MED

Course Number
109

Course Title
Medical Business Records

Course Description
This course provides a study of record keeping procedures utilized in physicians' offices and other clinical facilities.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete MED-103, MED-104 and MED-114

MED112 - Medical Assisting Pharmacology

Course Overview

Subject Code
MED

Course Number
112

Course Title
Medical Assisting Pharmacology

Course Description
This course provides a study of principles of pharmacology, drug therapy, and the administration of medication.

Credit Hours

Credit Hours Min
2

Requirements

Free Form Requirements
Prerequisite: Complete MAT-155 or MAT-101 and accepted into the Medical Assisiting program.

MED113 - Basic Medical Laboratory Techniques

Course Overview

Subject Code
MED

Course Number
113

Course Title
Basic Medical Laboratory Techniques

Course Description
This course provides a study of specimen collection and techniques for related laboratory procedures routinely performed in medical offices and clinics; including hematology and procedures related to body fluids.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete the following list of courses with a grade of C or better: MED-103, MED-105 and MED-141.

MED114 - Medical Assisting Clinical Procedures

Course Overview

Subject Code
MED

Course Number
114

Course Title
Medical Assisting Clinical Procedures

Course Description
This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

Credit Hours

Credit Hours Min
4

MED117 - Clinical Practice I

Course Overview

Subject Code
MED

Course Number
117

Course Title
Clinical Practice I

Course Description
This course provides practical application of administrative and clinical skills in medical facility environments.

Credit Hours

Credit Hours Min
5

Requirements
Free Form Requirements
Prerequisite: Complete the following course with a grade of C or better: MED-170

MED124 - Medical Computer Practicum

Course Overview
Subject Code
MED

Course Number
124

Course Title
Medical Computer Practicum

Course Description
This course covers the use of medical software for accounting, billing, and patient records.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MED-103, MED-104 and MED-114.

MED141 - Medical Office Clinical Skills I

Course Overview
Subject Code
MED

Course Number
141

Course Title
Medical Office Clinical Skills I

Course Description
This course provides instruction in examination room techniques, vital signs, interviewing, assisting with a physical examination, minor surgery and nutrition.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete the following courses; AHS-102 COL-106 or COL-103 BIO-110 or BIO-112 MAT-155 or MAT-101 or a higher level math course.

MED142 - Medical Office Clinical Skills II

Course Overview
Subject Code
MED

Course Number
142

Course Title
Medical Office Clinical Skills II

Course Description
This course provides a continued study in medical assisting clinical skills with emphases on pharmacology, dosage calculation and administration, medical specialties and emergencies.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete MED-141, MED-105, and MED-103.

MED170 - Medical Assisting Professional Seminar

Course Overview
Subject Code
MED

Course Number
170

Course Title
Medical Assisting Professional Seminar

Course Description
This course covers selected topics applicable to the medical assistant profession and focuses on advancing knowledge while developing specialty skills in leadership and professionalism.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete the following courses with a grade of C or better: MED-141, MED-105, MED-103, MED-142, MED-113, and MED-107.

MET105 - Dc and Ac Electricity

Course Overview
Subject Code
MET

Course Number
105

Course Title
Dc and Ac Electricity

Course Description
This course covers the fundamentals of DC and 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 transformers.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete MAT-110

MET216 - Mechanics of Fluid Systems

Course Overview
Subject Code
MET

Course Number
216

Course Title
Mechanics of Fluid Systems

Course Description
This course is the study of the fundamentals of incompressible fluid statics and flow dynamics based on Bernoulli's principle and the conservation of mass, energy, and momentum. These principles are taught from a fluid systems standpoint.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-111, PHY-201 and EGR-120.

MET217 - Dynamics and Kinematics

Course Overview
Subject Code
MET

Course Number
217

Course Title
Dynamics and Kinematics

Course Description
This course examines rigid body motion from applied forces and moments, displacement, velocity and acceleration versus mass, force, and momentum. Kinematics is introduced, with motion calculations of mechanical linkage points.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-111, PHY-201 and EGR-120.

MET223 - Thermodynamic Systems

Course Overview
Subject Code
MET

Course Number
223

Course Title
Thermodynamic Systems

Course Description
This course is a study of energy movement in physical systems, the resulting variations in temperature, pressure, and volume. Emphasis is placed on mathematical characterization of cycles, interpretation and application of thermodynamic tables.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-110 and EGR-120.

MET224 - Hydraulics and Pneumatics

Course Overview
Subject Code
MET

Course Number
224

Course Title
Hydraulics and Pneumatics

Course Description
This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete EGR 120 and MAT 110.

MET225 - Fundamentals of Heat Transfer

Course Overview
Subject Code
MET

Course Number
225

Course Title
Fundamentals of Heat Transfer

Course Description
This course studies thermal energy transfer from hot to cold bodies by conduction, convection and radiation. Thermal equilibrium and the basic governing equations for the rate of thermal energy transfer will be emphasized. Applications will span a variety of materials, geometries and environments.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete EGR-120 and MAT-110.

MET227 - Instrumentation Principles

Course Overview
Subject Code
MET

Course Number
227

Course Title
Instrumentation Principles

Course Description
This course covers the selection, application and calibration of valves, sensors, transmitters, recorders, and other devices used to measure and control fluid level, pressure, flow, density, temperature, and humidity in an industrial environment.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete EGR-120.

MET235 - Manufacturing Engineering Prin

Course Overview
Subject Code
MET

Course Number
235

Course Title
Manufacturing Engineering Prin

Course Description
This course covers an analysis of the management of manufacturing using the tools of work cell design, standards, process planning, inventory control, and quality control. It includes analytical decision making and planning techniques.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete ENG-100 and MAT-100

MET240 - Mechanical Senior Project

Course Overview
Subject Code
MET

Course Number
240

Course Title
Mechanical Senior Project

Course Description
This course includes investigations and/or advanced study in an area of specialization approved by the instructor.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Complete MAT-110 or a higher level approved math course and EGT-106 or EGT-151.

MET245 - MET Special Project

Course Overview
Subject Code
MET

Course Number
245

Course Title
MET Special Project

Course Description
This course includes investigations, research projects, self study, and/or laboratory exercises in an area of specialization approved by the instructor.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Take Mat-110

MET250 - Special Topics in Mechanical Technology

Course Overview
Subject Code
MET

Course Number
250

Course Title
Special Topics in Mechanical Technology

Course Description
This course provides a survey of mechanical technology. Topics include work, energy, fluids, fluid dynamics, fluid systems, Bernoulli's equation, open vs. closed systems, thermal power, elementary heat transfer, etc.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete MAT-102

MGT101 - Principles of Management

Course Overview
Subject Code
MGT

Course Number
101

Course Title
Principles of Management

Course Description
This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

MGT120 - Small Business Management

Course Overview
Subject Code
MGT

Course Number
120

Course Title
Small Business Management

Course Description
This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete the following course with a grade of C or better: BUS-131

MGT201 - Human Resource Management

Course Overview
Subject Code
MGT

Course Number
201

Course Title

Human Resource Management

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-101.

MGT206 - Management Spreadsheets

Course Overview
Subject Code
MGT

Course Number
206

Course Title
Management Spreadsheets

Course Description
This course emphasizes the use of spreadsheet software to support managerial decision-making through the analysis of data.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CPT-101 or CPT-170

MGT215 - Project Management

Course Overview
Subject Code
MGT

Course Number
215

Course Title
Project Management

Course Description
This course is the study of integrated project management. Emphasis is on the methods and software used in managing projects, including project scope, planning, scheduling, budgeting, and control and evaluation to achieve project objectives.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MGT-101 and either CPT-101 or CPT-170

MGT220 - Operations Management I

Course Overview
Subject Code
MGT

Course Number
220

Course Title
Operations Management I

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MGT-101

MGT230 - Managing Information Resources

Course Overview
Subject Code
MGT

Course Number
230

Course Title
Managing Information Resources

Course Description
This course is a study of the development, use and management of information resources, and systems in business and industry.

Credit Hours

Credit Hours Min
3

MGT240 - Management Decision Making

Course Overview

Subject Code
MGT

Course Number
240

Course Title
Management Decision Making

Course Description
This course is a study of various structured approaches to managerial decision making. The student will apply knowledge acquired in previous course work.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete BUS-130, MGT-220, ACC-102 and MKT-101

MGT250 - Situational Supervision

Course Overview

Subject Code
MGT

Course Number
250

Course Title
Situational Supervision

Course Description
This course is a study of techniques supervisors use to adjust their management styles to different situations and employees.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MGT-101 or MGT-201.

MKT101 - Marketing

Course Overview
Subject Code
MKT

Course Number
101

Course Title
Marketing

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

MKT110 - Retailing

Course Overview
Subject Code
MKT

Course Number
110

Course Title
Retailing

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MKT-101.

MKT111 - Media Relations

Course Overview
Subject Code
MKT

Course Number
111

Course Title
Media Relations

Course Description
This course is a study of building and managing effective media relationships through the application of networking, press releases, public relations strategies, and media interviewing skills.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete BUS-130 and MKT-101.

MKT120 - Sales Principles

Course Overview
Subject Code
MKT

Course Number
120

Course Title
Sales Principles

Course Description
This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-101.

MKT135 - Customer Service Techniques

Course Overview
Subject Code
MKT

Course Number
135

Course Title
Customer Service Techniques

Course Description
This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

MKT140 - E-Marketing

Course Overview
Subject Code
MKT

Course Number
140

Course Title
E-Marketing

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MKT-101 and either CPT-101 or CPT-170.

MKT240 - Advertising

Course Overview
Subject Code
MKT

Course Number
240

Course Title
Advertising

Course Description
This course is a study of the role of advertising in the marketing of goods and service, including types of advertising, media, how advertising is created, agency functions, and regulatory aspects of advertising.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ARV-121 and MKT-101

MKT245 - Promotional Strategies

Course Overview
Subject Code
MKT

Course Number
245

Course Title
Promotional Strategies

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-101 and either CPT-101 or CPT-170

MKT260 - Marketing Management

Course Overview
Subject Code
MKT

Course Number
260

Course Title
Marketing Management

Course Description
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 market place.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ARV-121, MKT-140 and either MKT-111 or MKT-240.

MKT268 - Marketing Research

Course Overview
Subject Code
MKT

Course Number
268

Course Title
Marketing Research

Course Description
This course is a comprehensive and up-to-date study of marketing research issues with emphasis on total quality management, data collection, sampling, and case studies.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MKT-101.

MKT270 - Internet Research and Marketing

Course Overview
Subject Code
MKT

Course Number
270

Course Title
Internet Research and Marketing

Course Description
This course is a study of utilizing the internet for research and marketing. The course includes the use of analytical skills, database, searches, and organization/presentations.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MKT-101 and either CPT-101 or CPT-170

MLT102 - Medical Lab Fundamentals

Course Overview
Subject Code
MLT

Course Number
102

Course Title
Medical Lab Fundamentals

Course Description
This course introduces basic concepts and procedures in medical laboratory technology.

Credit Hours

Credit Hours Min
3

MLT104 - Basic Medical Microbiology

Course Overview

Subject Code
MLT

Course Number
104

Course Title
Basic Medical Microbiology

Course Description
This course introduces the study of basic concepts of medical microbiology.

Credit Hours

Credit Hours Min
2

Requirements

Free Form Requirements
Prerequisite: Complete. MLT-102.

MLT108 - Urinalysis and Body Fluids

Course Overview

Subject Code
MLT

Course Number
108

Course Title
Urinalysis and Body Fluids

Course Description
This course introduces the routine analysis and clinical significance of urine and other body fluids.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CHM-110 and MLT-102.

MLT110 - Hematology

Course Overview
Subject Code
MLT

Course Number
110

Course Title
Hematology

Course Description
This course provides a study of the basic principles of hematology, including hemoglobins, hematocritc, white and red counts, and identification of blood cells.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete BIO-210 and MLT-102.

MLT115 - Immunology

Course Overview
Subject Code
MLT

Course Number
115

Course Title
Immunology

Course Description
This course provides a study of the immune system, disease states, and the basic principles of immunological testing.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete MLT-110 and BIO-211.

MLT120 - Immunohematology

Course Overview

Subject Code
MLT

Course Number
120

Course Title
Immunohematology

Course Description
This course introduces the theory and practice of blood banking, including the ABO, RH and other blood group systems, compatibility testing, and HDN.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Take MLT-115 and MLT-210

MLT130 - Clinical Chemistry

Course Overview

Subject Code
MLT

Course Number
130

Course Title
Clinical Chemistry

Course Description
This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids, including testing techniques and clinical significance.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete MLT-108.

MLT205 - Advanced Microbiology

Course Overview

Subject Code
MLT

Course Number
205

Course Title
Advanced Microbiology

Course Description
This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Take MLT-104 MLT-260;

MLT210 - Advanced Hematology

Course Overview

Subject Code
MLT

Course Number
210

Course Title
Advanced Hematology

Course Description
This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements

Prerequisite: Complete MLT-110 and BIO-211.

MLT230 - Advanced Clinical Chemistry

Course Overview

Subject Code
MLT

Course Number
230

Course Title
Advanced Clinical Chemistry

Course Description
This course includes advanced theory, principles, and instrument techniques used in clinical chemistry.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete MLT-130.

MLT260 - Clinical Practicum I

Course Overview

Subject Code
MLT

Course Number
260

Course Title
Clinical Practicum I

Course Description
This course provides clinical experience in a supervised setting for developing technical proficiency in routine laboratory procedures.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Take MLT-108 and MLT-210

MLT270 - Clinical Applications

Course Overview

Subject Code
MLT

Course Number
270

Course Title
Clinical Applications

Course Description
This course provides sequential practical experience in selected areas of a supervised clinical setting.

Credit Hours

Credit Hours Min
12

Requirements

Free Form Requirements
Prerequisite: Complete MLT-120, MLT-205, MLT-230 and MLT-260.

MTT102 - Machine Tool Basics

Course Overview

Subject Code
MTT

Course Number
102

Course Title
Machine Tool Basics

Course Description
This course will provide the non-machine tool major with an overview of the capabilities of precision machining in conventional and computer numerical controlled machine tools. The student will become familiar with the machine tool portion of manufacturing primarily through demonstrations.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 and MAT-100 or a higher level math course.

MTT105 - Machine Tool Math Applications

Course Overview

Subject Code
MTT

Course Number
105

Course Title
Machine Tool Math Applications

Course Description
This course is a study of shop math relevant to the machine tool trade.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete MTT-152, MTT-120 and MAT-170.

MTT106 - Machine Tool Computer Applications

Course Overview

Subject Code
MTT

Course Number
106

Course Title
Machine Tool Computer Applications

Course Description
This course is a study of basic computer applications that are used in machining industries. Topics will include word processing, ASCII text editing, spreadsheets, locating information on the internet and serial communical concepts.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete MTT-152, MAT-170 and MTT-120.

MTT120 - Machine Tool Print Reading

Course Overview

Subject Code
MTT

Course Number
120

Course Title
Machine Tool Print Reading

Course Description
This course is designed to develop the basic skills and terminology required for visualization and interpretation of common prints used in the machine tool trades.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 or equivalent test score. Corequisite: Take MAT-170.

MTT141 - Metals and Heat Treatment

Course Overview

Subject Code
MTT

Course Number
141

Course Title
Metals and Heat Treatment

Course Description
This course is a study of the properties, characteristics, and heat treatment procedures of metals.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete MTT-154, MTT-105, and MTT-106.

MTT151 - Precision Machining I

Course Overview

Subject Code
MTT

Course Number
151

Course Title
Precision Machining I

Course Description
This course is an introduction to basic machine shop practices with emphasis on safety, hand tools, band saws, drill presses and measuring tools.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 or equivalent test score. Corequisite: Take MAT-170

MTT152 - Precision Machining II

Course Overview

Subject Code
MTT

Course Number
152

Course Title
Precision Machining II

Course Description
This course is an introduction to the operation of basic machine shop equipment with emphasis on milling machines and surface grinders.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete MTT-151 with a minimum grade of C

MTT153 - Precision Machining III

Course Overview

Subject Code
MTT

Course Number
153

Course Title
Precision Machining III

Course Description
This course is an introduction to the operation of basic machine shop equipment with emphasis on lathes.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete MTT-152, MTT-120 and MAT-170.

MTT154 - Precision Machining IV

Course Overview

Subject Code
MTT

Course Number
154

Course Title
Precision Machining IV

Course Description
This course is a study of techniques used to produce more complex precision plant parts that require multiple machine tools.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete MTT-153 with a grade of "C" or better.

MTT155 - Precision Grinding

Course Overview

Subject Code

MTT

Course Number
155

Course Title
Precision Grinding

Course Description
This course is a study of theoretical and practical training in cylindrical grinding, advanced surface grinding operations and cutter grinding techniques.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MTT-154, MTT-106 and MTT-105 with a grade of ""C" or better.

MTT162 - Machine Tool Maintenance Practice

Course Overview
Subject Code
MTT

Course Number
162

Course Title
Machine Tool Maintenance Practice

Course Description
This course covers a variety of maintenance tasks necessary for the upkeep and operations of a machine shop.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete IMT-131 and MAT-102 or a higher level math course.

MTT171 - Industrial Quality Control

Course Overview
Subject Code
MTT

Course Number
171

Course Title
Industrial Quality Control

Course Description
This course covers the methods and procedures of quality control.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete MTT-215, MTT-252, and MTT-246 with a grade of C or better.

MTT212 - Tool Design

Course Overview
Subject Code
MTT

Course Number
212

Course Title
Tool Design

Course Description
This course is a study of the development, material selection, manufacturing and machining procedures necessary in the production of tools and tooling.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete MTT-154, MTT-105, and MTT-106 with a grade of C or higher

MTT215 - Tool Room Machining I

Course Overview
Subject Code
MTT

Course Number

215

Course Title
Tool Room Machining I

Course Description
This course covers advanced machine tool operations, including an introduction to basic diemaking.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete MTT-155, MTT-141, MTT-212 and MT-250 with a grade of C or better.

MTT216 - Tool Room Machining II

Course Overview
Subject Code
MTT

Course Number
216

Course Title
Tool Room Machining II

Course Description
This course covers advanced machine tool operations, including complex die operations.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete MTT-215, MTT-252, and MTT-246 with a grade of C or better.

MTT246 - Plastic Moldmaking I

Course Overview
Subject Code
MTT

Course Number
246

Course Title
Plastic Moldmaking I

Course Description
This course is an introduction to moldmaking and plastics.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete MTT-155, MTT-212, MTT-141 and MTT-250 with a grade of "C" or better.

MTT250 - Principles of CNC

Course Overview
Subject Code
MTT

Course Number
250

Course Title
Principles of CNC

Course Description
This course is an introduction to the coding used This course is an introduction to the coding used in cnc programming.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MTT-154, MTT-106 and MTT-105 with a grade of "C" or better.

MTT251 - CNC Operations

Course Overview
Subject Code
MTT

Course Number
251

Course Title
CNC Operations

Course Description
This course is a study of cnc machine controls, setting tools, and machine limits, and capabilities.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take MTT-143

MTT252 - CNC Setup & Operations

Course Overview
Subject Code
MTT

Course Number
252

Course Title
CNC Setup & Operations

Course Description
This course covers cnc setup and operations.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete MTT-155, MTT-250, MTT-141, and MTT-212 with a grade of "C" or better.

MTT253 - CNC Programm & Opera

Course Overview
Subject Code
MTT

Course Number
253

Course Title
CNC Programm & Opera

Course Description

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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MTT-252, and MTT-246 with a grade of C or better.

MTT258 - Machine Tool CAM

Course Overview
Subject Code
MTT

Course Number
258

Course Title
Machine Tool CAM

Course Description
This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MTT-252, MTT-215 and MTT-246 with a grade of C or better.

MUS105 - Music Appreciation

Course Overview
Subject Code
MUS

Course Number
105

Course Title
Music Appreciation

Course Description

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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

MUS106 - Introduction to Guitar

Course Overview
Subject Code
MUS

Course Number
106

Course Title
Introduction to Guitar

Course Description
This course introduces students to basic principles of guitar playing.

Credit Hours

Credit Hours Min
1

MUS110 - Music Fundamentals

Course Overview
Subject Code
MUS

Course Number
110

Course Title
Music Fundamentals

Course Description
This course is an introduction to the elements of music and music notation with keyboard applicatons. Topics covered include intervals, scales, rhythm, meter, elementary ear training and basic keyboard harmony.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

NET112 - Nuclear Power Plant Components

Course Overview
Subject Code
NET

Course Number
112

Course Title
Nuclear Power Plant Components

Course Description
This course is a study of basic nuclear power plant components including valves, sensors, detectors, controllers, pumps, heat exchangers, demineralizers, ion exchangers and other related systems.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-102.

NET122 - Electrical Sciences

Course Overview
Subject Code
NET

Course Number
122

Course Title
Electrical Sciences

Course Description
This course is a study of basic electricity for nuclear power plant technicians. Topics include conductors, semiconductors, insulators, voltage, current resistance, Ohm's law, Kirchoff's Voltage Law (KVL), Kirchoff's Current Law (KCL), basic circuit theory and related topics.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-110.

NET130 - Radiological Protection

Course Overview
Subject Code
NET

Course Number
130

Course Title
Radiological Protection

Course Description
This course is a study of basic radiological protection principles. Topics include detectors, basic nuclear instrumentation, portable survey equipment and related topics in radiation protection protocols.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-110.

NET210 - Thermal Sciences

Course Overview
Subject Code
NET

Course Number
210

Course Title
Thermal Sciences

Course Description
This course is a study of basic thermal science for nuclear power plant operator training. Topics include monitoring and control of primary and secondary plant systems, basic concepts in heat transfer and the laws of thermodynamics.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-110, EGR-120 and either MET-225 or MET-223

NET225 - Nuclear Reactor Theory

Course Overview
Subject Code
NET

Course Number
225

Course Title
Nuclear Reactor Theory

Course Description
This course is a study of basic reactor theory for nuclear power plant operator training. Topics include neutron kinetics, reactor period and start-up rates, fuel nuclides, the in-hour equation and the quasi equilibrium power model.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete EGR-205 and MAT-110.

NET230 - Nuclear Plant Chemistry

Course Overview
Subject Code
NET

Course Number
230

Course Title
Nuclear Plant Chemistry

Course Description
This course is a study of basic nuclear plant chemistry including nitrogen reactions, lithium production, radio nuclides, chemical additives, filtration, ion exchange and related topics in nuclear chemistry.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete CHM-110 or CHM-106, and MAT-110

NET240 - Nuclear Primary and Secondary Systems

Course Overview
Subject Code
NET

Course Number
240

Course Title
Nuclear Primary and Secondary Systems

Course Description
This course is a study of the relationship between primary and secondary power plant systems. The management and control of such systems are also discussed.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete NET-210, NET-225, NET-112, and MET-216

NMT100 - Preparation for Clinical

Course Overview
Subject Code
NMT

Course Number
100

Course Title
Preparation for Clinical

Course Description
This course will prepare nuclear medicine students for the clinical environment within the hospital, prior to beginning rotations.

Credit Hours

Credit Hours Min
6

NMT101 - Introduction to Nuclear Medicine

Course Overview

Subject Code
NMT

Course Number
101

Course Title
Introduction to Nuclear Medicine

Course Description
This course is a study of the overall basics of nuclear medicine technology. This course includes patient care, ethics, medical-legal issues and the history of nuclear medicine.

Credit Hours

Credit Hours Min
2

NMT102 - Nuclear Medicine Procedures I

Course Overview

Subject Code
NMT

Course Number
102

Course Title
Nuclear Medicine Procedures I

Course Description
This course is a study of didactic concepts for the practice of clinical nuclear medicine. Topics include: nuclear cardiology, ventilation and perfusion lung imaging, skeletal imaging, liver and hepatobiliary imaging.

Credit Hours

Credit Hours Min
2

NMT103 - Nuclear Medicine Physics

Course Overview

Subject Code
NMT

Course Number
103

Course Title
Nuclear Medicine Physics

Course Description
This course is a study of the basic math and statistical skills necessary to perform nuclear physics problems.

Credit Hours

Credit Hours Min
2

NMT104 - Nuclear Medicine Procedures II

Course Overview

Subject Code
NMT

Course Number
104

Course Title
Nuclear Medicine Procedures II

Course Description
This course is a study of background knowledge for application of nuclear medicine procedures. Topics include: edocrinology, renal imaging, infection and tumor imaging.

Credit Hours

Credit Hours Min
2

Requirements

Free Form Requirements
Prerequisite: NMT-102 with minimum grade C

NMT105 - Quality Assurance Methodology

Course Overview

Subject Code
NMT

Course Number
105

Course Title
Quality Assurance Methodology

Course Description
This course covers the information necessary to plan and implement procedures that will satisfy quality assurance standards. Topics covered include radioplarnacy and quality management.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: NMT-103 with minimum grade C

NMT106 - Nuclear Medicine Procedures III

Course Overview
Subject Code
NMT

Course Number
106

Course Title
Nuclear Medicine Procedures III

Course Description
This course covers theory and principles of non-imaging procedures.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: NMT-104 with minimum grade of C

NMT107 - Nuclear Medicine Instrumentation

Course Overview
Subject Code
NMT

Course Number
107

Course Title

Nuclear Medicine Instrumentation

Course Description
This course covers the theory and application of radiation detection instruments. Topics include quality assurance and methodology nuclear medicine equipment.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: NMT-103 with minimum grade C

NMT109 - Special Topics in Nuclear Medicine

Course Overview
Subject Code
NMT

Course Number
109

Course Title
Special Topics in Nuclear Medicine

Course Description
This course covers a variety of special topics in nuclear medicine. This course includes registry preparation.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: NMT-105 with minimum grade of C

NMT150 - Applied Nuclear Medicine I

Course Overview
Subject Code
NMT

Course Number
150

Course Title
Applied Nuclear Medicine I

Course Description
This course covers the application of nuclear medicine.

Credit Hours

Credit Hours Min
8

NMT151 - Applied Nuclear Medicine II

Course Overview

Subject Code
NMT

Course Number
151

Course Title
Applied Nuclear Medicine II

Course Description
This course covers difficult and challenging clinical application of nuclear medicine theory.

Credit Hours

Credit Hours Min
8

Requirements

Free Form Requirements
Prerequisite: NMT-150 with minimum grade of C

NMT152 - Applied Nuclear Medicine III

Course Overview

Subject Code
NMT

Course Number
152

Course Title
Applied Nuclear Medicine III

Course Description
This course covers challenging and difficult application of nuclear medicine theory.

Credit Hours

Credit Hours Min
6

Requirements
Free Form Requirements
Prerequisite: Take NMT-151 with minimum grade of C

NUR100 - Pre-Nursing

Course Overview
Subject Code
NUR

Course Number
100

Course Title
Pre-Nursing

Course Description
This course covers an exploration of nursing as a possible career choice.

Credit Hours

Credit Hours Min
1

NUR105 - Pharmacology for Nurses

Course Overview
Subject Code
NUR

Course Number
105

Course Title
Pharmacology for Nurses

Course Description
This course is an introduction to the basic concepts of pharmacology related to drug administration. The nursing process is used in meeting the pharmacological needs of patients.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Complete the following with a grade of C or better: BIO 210 and NUR 131

NUR115 - Basic Concepts in Nursing

Course Overview
Subject Code
NUR

Course Number
115

Course Title
Basic Concepts in Nursing

Course Description
This course introduces the student to the profession of nursing through both classroom and limited lab/clinical experiences. Clinical applications III. This course provides lab and clinical practice to facilitate the application of foundational nursing concepts and to develop competency in providing nursing care across the lifespan.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete ENG-100 and RDG-100.

NUR131 - Introduction to Pharmacology

Course Overview
Subject Code
NUR

Course Number
131

Course Title
Introduction to Pharmacology

Course Description
This course is a study of drug calculations and basic concepts of pharmacology.

Credit Hours

Credit Hours Min
1

Requirements

Free Form Requirements

Prerequisite: Complete 1 of the following groups with a grade of C or better: Group 1: MAT-120 or a higher-level math course; AND Acceptance into the (ADN) AAS.NUR program. or Group 2: MAT-102 or a higher-level math course; AND Acceptance into the (PN) DAS.PNR program.

NUR134 - Beginning Nursing Skills

Course Overview

Subject Code

NUR

Course Number

134

Course Title

Beginning Nursing Skills

Course Description

This course is a study of beginning nursing skills. The course prepares the student to assist in patient care and function as an efficient member of the nursing team.

Credit Hours

Credit Hours Min

5

Requirements

Free Form Requirements

Prerequisite: Complete 1 of the following groups with a grade of C or better: Group 1: MAT-120 or a higher-level math course; AND Acceptance into the (ADN) AAS.NUR program. or Group 2: MAT-102 or a higher-level math course; AND Acceptance into the (PN) DAS.PNR program.

NUR141 - Pharmacological Therapies I

Course Overview

Subject Code

NUR

Course Number

141

Course Title

Pharmacological Therapies I

Course Description

This course introduces the role of the nurse in the safe and effective administration of medications.

Credit Hours

Credit Hours Min

2

Requirements

Free Form Requirements

Prerequisite: Complete the following courses with a grade of B or better: NUR-131 and NUR-134 Corequisite: Take NUR-155.

NUR144 - Pharmacological Therapies II

Course Overview

Subject Code

NUR

Course Number

144

Course Title

Pharmacological Therapies II

Course Description

This course offers an advanced study of the role of the nurse in the safe and effective administration of medications.

Credit Hours

Credit Hours Min

1

Requirements

Free Form Requirements

Prerequisite: Complete with a grade of C or higher; NUR-105

NUR155 - Contemporary Nursing Practice I

Course Overview

Subject Code

NUR

Course Number

155

Course Title

Contemporary Nursing Practice I

Course Description

This course provides further development of proficiency in nursing care of individuals experiencing commonly occurring health problems with predictable outcomes.

Credit Hours

Credit Hours Min

6

Requirements

Free Form Requirements
Prerequisite: Complete the following courses with a grade of B or better: NUR-131 and NUR-134 Corequisite: Take NUR-141.

NUR157 - Application of Nursing Concepts I

Course Overview

Subject Code
NUR

Course Number
157

Course Title
Application of Nursing Concepts I

Course Description
This course promotes nursing competency in the care of individuals experiencing commonly occurring health problems with predictable outcomes.

Credit Hours

Credit Hours Min
7

Requirements

Free Form Requirements
Prerequisite: Complete with a grade of C or higher NUR-134, NUR-136, NUR-131, BIO-211, and PSY-203

NUR158 - Health Promotion for Families I

Course Overview

Subject Code
NUR

Course Number
158

Course Title
Health Promotion for Families I

Course Description
This course focuses on nursing care of the childbearing and childrearing families experiencing normal developmental changes and common health problems.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete the following courses with a grade of B or better: NUR-155 and NUR-141 Corequisite: Take NUR-235.

NUR162 - Psychiatric and Mental Health Nursing

Course Overview

Subject Code
NUR

Course Number
162

Course Title
Psychiatric and Mental Health Nursing

Course Description
This course covers application of critical thinking skills and nursing concepts in the care of adult clients with selected mental health problems in a variety of settings. The course includes the study of dynamics of human behavior ranging from normal to extreme.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Take 1 of the following groups with a grade of B or better: Group 1: NUR-255 and NUR-208; AND Acceptance in the (ADN) AAS.NUR program. or Group 2: NUR-203 and NUR-131; AND Acceptance in the (PN) DAS.PNR program.

NUR166 - Issues in Practical Nursing

Course Overview

Subject Code
NUR

Course Number
166

Course Title
Issues in Practical Nursing

Course Description
This course addresses current issues for the practical nurse.

Credit Hours

Credit Hours Min
1

Requirements

Free Form Requirements
Prerequisite: Complete the following courses with a grade of B or better: NUR-155 and NUR-141 Corequisite: Take NUR-158 and NUR-235.

NUR201 - Transition Nursing

Course Overview

Subject Code
NUR

Course Number
201

Course Title
Transition Nursing

Course Description
This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete NUR-203 and NUR-131 with a grade of B or better; AND have an active SC LPN License; Acceptance into the (ADN) AAS.NUR program.

NUR203 - Transition for Licensed Practical Nurses

Course Overview

Subject Code
NUR

Course Number
203

Course Title
Transition for Licensed Practical Nurses

Course Description
This course assists licensed practical nurses in their transition to the role of the associate degree nursing student.

Credit Hours

Credit Hours Min
1

Requirements

Free Form Requirements

Prerequisite: Complete MAT-120 or a higher-level math course with a grade of C or better; AND have an active SC LPN license; Acceptance into the (ADN) AAS.NUR program.

NUR208 - Health Promotion for Families II

Course Overview

Subject Code
NUR

Course Number
208

Course Title
Health Promotion for Families II

Course Description
This course focuses on reproductive health and nursing care of the childbearing and childrearing families experiencing acute and chronic health problems in the acute care setting.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete 1 of the following groups with a grade of B or better: Group 1: NUR-235 and NUR-158; AND Acceptance in the (ADN) AAS.NUR program. or Group 2: NUR-201 and NUR-203; AND Acceptance in the (PN) DAS.PNR program. Corequisite: Take NUR-255.

NUR210 - Complex Health Problems

Course Overview

Subject Code
NUR

Course Number
210

Course Title
Complex Health Problems

Course Description
This course expands application of the nursing process in meeting the needs of patients with complex health problems.

Credit Hours

Credit Hours Min
5

Requirements

Free Form Requirements
Prerequisite: Complete ENG-101, NUR-263 & NUR-265 minimum grade of C OR complete BIO-211, MAT-110, & NUR-201 minimum grade of C.

NUR215 - Management of Patient Care

Course Overview

Subject Code
NUR

Course Number
215

Course Title
Management of Patient Care

Course Description
This course facilitates nursing care of small groups of patients utilizing the nursing process and concepts of management.

Credit Hours

Credit Hours Min
5

Requirements

Free Form Requirements
Prerequisite: Complete the following with a grade of B or better: NUR-208 and NUR-255

NUR227 - Application of Nursing Concepts II

Course Overview

Subject Code
NUR

Course Number
227

Course Title
Application of Nursing Concepts II

Course Description
This course promotes nursing competency in the care of individuals across the lifespan experiencing complex health problems with predictable outcomes.

Credit Hours

Credit Hours Min
7

Requirements

Free Form Requirements
Prerequisite: PN Students - Complete NUR-157, and NUR-105 with a minimum grade of C ADN Students - Complete NUR-157, NUR-105, and NUR-162 with a minimum grade of C

NUR235 - Contemporary Medical Surg Nur Concepts

Course Overview

Subject Code
NUR

Course Number
235

Course Title
Contemporary Medical Surg Nur Concepts

Course Description
This course advances the development of the practical nurse in providing medical surgical care for individuals with complex health problems with predictable outcomes.

Credit Hours

Credit Hours Min
5

Requirements

Free Form Requirements
Prerequisite: Complete the following with a grade of B or better: NUR-155 and NUR-141 Corequisite: Take NUR-158.

NUR237 - Application of Nursing Concepts III

Course Overview

Subject Code
NUR

Course Number
237

Course Title
Application of Nursing Concepts III

Course Description
This course promotes nursing competency in the care of individuals across the lifespan experiencing complex, multi-system health problems with predictable and unpredictable outcomes.

Credit Hours

Credit Hours Min
7

Requirements

Free Form Requirements

Prerequisite: Complete NUR-144, NUR-227, and NUR-162 or NUR-201 and NUR-162 with a grade of C or better.

NUR255 - Contemporary Nursing Practice II

Course Overview

Subject Code

NUR

Course Number

255

Course Title

Contemporary Nursing Practice II

Course Description

This course develops clinical reasoning necessary for holistic care of individuals and families experiencing health related concerns with predictable and unpredictable outcomes.

Credit Hours

Credit Hours Min

5

Requirements

Free Form Requirements

Prerequisite: Complete 1 of the following groups with a grade of B or better: Group 1: NUR-235 and NUR-158; AND Acceptance in the (ADN) AAS.NUR program. or Group 2: NUR-201 and NUR-203; AND Acceptance in the (PN) DAS.PNR program. Corequisite: Take NUR-208.

NUR256 - Management of Care

Course Overview

Subject Code

NUR

Course Number

256

Course Title

Management of Care

Course Description

This course expands the role of the nurse in providing, directing, and evaluating nursing care that enhances the care delivery setting to protect clients and health care personnel.

Credit Hours

Credit Hours Min

4

Requirements

Free Form Requirements

Prerequisite: Complete 1 of the following courses with a grade of C or better; NUR-144, NUR-162, NUR-227 or NUR-201

NUR270 - Principles of Management & Leadership I

Course Overview

Subject Code

NUR

Course Number

270

Course Title

Principles of Management & Leadership I

Course Description

This course focuses on concepts and competencies related to role development, leadership and management skills, legal and ethical issues, and professional values and behaviors of the registered nurse.

Credit Hours

Credit Hours Min

1

Requirements

Free Form Requirements

Prerequisite: Complete the following with a grade of B or better: NUR-208 and NUR-255

NUR275 - Contemporary Nursing Practice III

Course Overview

Subject Code

NUR

Course Number

275

Course Title

Contemporary Nursing Practice III

Course Description

This course further develops the role of the nurse in delivering care to individuals with complex health issues.

Credit Hours

Credit Hours Min

6

Requirements

Free Form Requirements
Prerequisite: Complete NUR-201

PHI101 - Introduction to Philosophy

Course Overview

Subject Code
PHI

Course Number
101

Course Title
Introduction to Philosophy

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete ENG-100 and RDG-100.

PHI105 - Introduction to Logic

Course Overview

Subject Code
PHI

Course Number
105

Course Title
Introduction to Logic

Course Description
This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions, and inductions.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements

Prerequisite: Complete MAT-102 and RDG-100.

PHI106 - Logic II Inductive Reasoning

Course Overview

Subject Code
PHI

Course Number
106

Course Title
Logic II Inductive Reasoning

Course Description
This elementary logic course is an introduction to inductive reasoning. Patterns of inductive reasoning, and causal reasoning will be examined. Probability theory, decision analysis, and the criteria for the acceptability if inductive arguments will be covered also.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 and MAT-102.

PHI115 - Contemporary Moral Issues

Course Overview

Subject Code
PHI

Course Number
115

Course Title
Contemporary Moral Issues

Course Description
This course examines moral issues in contemporary society, including basic principles and applications of ethics.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete ENG-100 and RDG-100.

PHM101 - Introduction to Pharmacy

Course Overview

Subject Code
PHM

Course Number
101

Course Title
Introduction to Pharmacy

Course Description
This course provides a study of and introduction to pharmacy and the role in providing patient care services.

Credit Hours

Credit Hours Min
3

PHM110 - Pharmacy Practice

Course Overview

Subject Code
PHM

Course Number
110

Course Title
Pharmacy Practice

Course Description
This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete PHM-101 and PHM-113

PHM113 - Pharmacy Technician Math

Course Overview

Subject Code
PHM

Course Number
113

Course Title
Pharmacy Technician Math

Course Description
This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.

Credit Hours

Credit Hours Min
3

PHM114 - Therapeutic Agents I

Course Overview

Subject Code
PHM

Course Number
114

Course Title
Therapeutic Agents I

Course Description
This course provides an introductory study of therapeutic drug categories.

Credit Hours

Credit Hours Min
3

PHM124 - Therapeutic Agents II

Course Overview

Subject Code
PHM

Course Number
124

Course Title
Therapeutic Agents II

Course Description
This course includes a study of therapeutic drug categories.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take PHM 114

PHM152 - Pharmacy Technician Practicum I

Course Overview
Subject Code
PHM

Course Number
152

Course Title
Pharmacy Technician Practicum I

Course Description
This course provides a practical introduction to the pharmacy environment.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete PHM-101 and PHM-113.

PHM164 - Pharmacy Technician Practicum II

Course Overview
Subject Code
PHM

Course Number
164

Course Title
Pharmacy Technician Practicum II

Course Description
This course provides practical application of pharmacy skills in pharmacy environments.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Corequisite: Take PHM-152

PHS111 - Conceptual Physics I

Course Overview
Subject Code
PHS

Course Number
111

Course Title
Conceptual Physics I

Course Description
This course is an introduction to the mechanical concepts of distance, time, mass, force, energy, and power.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-100.

PHS115 - Integrated Science

Course Overview
Subject Code
PHS

Course Number
115

Course Title
Integrated Science

Course Description
This course contains topics taken from general chemistry and general physics.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete MAT-102

PHY201 - Physics I

Course Overview
Subject Code
PHY

Course Number
201

Course Title
Physics I

Course Description
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 & MAT-110.

PHY202 - Physics II

Course Overview
Subject Code
PHY

Course Number
202

Course Title
Physics II

Course Description
This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Take PHY-201

PHY221 - University Physics I

Course Overview
Subject Code
PHY

Course Number
221

Course Title
University Physics I

Course Description
This is the first of a sequence of courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete MAT-140.

PHY222 - University Physics II

Course Overview
Subject Code
PHY

Course Number
222

Course Title
University Physics II

Course Description
This course is a continuation of calculus based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete PHY-221.

PSC201 - American Government

Course Overview
Subject Code
PSC

Course Number
201

Course Title
American Government

Course Description
This course is a study of national governmental institutions with emphasis on the constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate. The impact of current events on the national government and institutions is emphasized.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

PSC205 - Politics and Government

Course Overview
Subject Code
PSC

Course Number
205

Course Title
Politics and Government

Course Description
This course is a study of the concepts and problems involved in man's relationships with governments and political change. This course emphasizes comparative institutions of government, analysis of political behavior, and political ideology.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

PSC206 - Politics of the Middle East

Course Overview
Subject Code
PSC

Course Number
206

Course Title
Politics of the Middle East

Course Description
This course examines the domestic and international politics of countries in the Middle East. Coursework compares political systems in the region and factors such as economics, religion, and societal divisions that influence both domestic politics and external relations of the countries.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

PSC215 - State and Local Government

Course Overview
Subject Code
PSC

Course Number
215

Course Title
State and Local Government

Course Description
This course is a study of state, county, and municipal government systems, including interrelationships between these systems and within the federal government. The impact of current events on the national government and institutions is emphasized.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100

PSC220 - Introduction to International Relations

Course Overview
Subject Code
PSC

Course Number
220

Course Title
Introduction to International Relations

Course Description
This course introduces the major focus 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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

PSC225 - Political Parties, Campaigns & Elections

Course Overview
Subject Code
PSC

Course Number
225

Course Title
Political Parties, Campaigns & Elections

Course Description
This course will focus on the dominant two-party system in U.S. politics, the federal campaign and election system, and electoral campaign races. The course will trace the evolution of political parties in the U.S., as well as focus on how campaigns are mounted and won.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

PSY201 - General Psychology

Course Overview
Subject Code
PSY

Course Number
201

Course Title
General Psychology

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

PSY203 - Human Growth and Development

Course Overview
Subject Code
PSY

Course Number
203

Course Title
Human Growth and Development

Course Description
This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete PSY 201 with a "C" or better, and ENG 100.

PSY212 - Abnormal Psychology

Course Overview
Subject Code
PSY

Course Number
212

Course Title
Abnormal Psychology

Course Description
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. In depth review of the etiology, diagnosis and treatment of psychological disorders; the psychological, biological and sociocultural perspectives on these disorders; and the efficacy of various treatment approaches is included.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete PSY-201 with a grade of "C" or better, and ENG-100.

PSY218 - Behavior Modification

Course Overview
Subject Code
PSY

Course Number
218

Course Title
Behavior Modification

Course Description
This course is an introduction to the terminology, methods, and procedures used in behavior modification, including the application of these procedures and techniques in specific areas of human services. Focus of study is on the application of change techniques to human behavior

across both personal and professional domains.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete PSY 201 with a grade of "C" or better, and ENG-100.

PSY220 - Psychology of Personality

Course Overview
Subject Code
PSY

Course Number
220

Course Title
Psychology of Personality

Course Description
This course is the study of classical and modern theories of personality. Research implications are evaluated.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete PSY-201 with a grade of "C" or better, and ENG-100.

PSY225 - Social Psychology

Course Overview
Subject Code
PSY

Course Number
225

Course Title
Social Psychology

Course Description
This course is a study of individual behavior as influenced by social roles, group identification, attitudes, and values.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete PSY-201 with a grade of "C" or better, and ENG-100.

PSY240 - Ethnicity and Minority Issues

Course Overview
Subject Code
PSY

Course Number
240

Course Title
Ethnicity and Minority Issues

Course Description
This course is a study of cultural and minority characteristics influencing individual and interpersonal behaviors, with emphasis on social, educational, economic, and environmental factors.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete the following courses with a grade of C or better: PSY-201 and SOC-101

PTH101 - Physical Therapy Profes Preparation

Course Overview
Subject Code
PTH

Course Number
101

Course Title
Physical Therapy Profes Preparation

Course Description
This course introduces the purpose, philosophy and history of physical therapy and medical/legal documentation.

Credit Hours

Credit Hours Min
2

PTH202 - Physical Therapy Modalities

Course Overview

Subject Code
PTH

Course Number
202

Course Title
Physical Therapy Modalities

Course Description
This course introduces patient care techniques, including patient preparation and therapeutic hot/cold modalities.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete PTH-204

PTH204 - Physical Therapy Functional Anatomy and Application.

Course Overview

Subject Code
PTH

Course Number
204

Course Title
Physical Therapy Functional Anatomy and Application.

Course Description
The course introduces the basic concepts and principles of muscles, joints and motion. Emphasis is placed on the development of competence in goniometry, manual muscle testing, and traditional testing necessary to plan for patient treatment.

Credit Hours

Credit Hours Min
5

PTH206 - Therapeutic Procedures

Course Overview

Subject Code
PTH

Course Number
206

Course Title
Therapeutic Procedures

Course Description
This course introduces the rationale and skills for patient therapeutic procedures, including basic exercises, gait training and other skills necessary to patient treatment.

Credit Hours

Credit Hours Min
2

Requirements

Free Form Requirements
Prerequisite: Complete PTH-101.

PTH221 - Pathology I

Course Overview

Subject Code
PTH

Course Number
221

Course Title
Pathology I

Course Description
This course is an introduction to basic pathophysiology of the body with the emphasis on the body's reaction to disease and injury.

Credit Hours

Credit Hours Min
2

Requirements

Free Form Requirements
Prerequisite: Complete PTH-101.

PTH222 - Pathology II

Course Overview

Subject Code
PTH

Course Number
222

Course Title
Pathology II

Course Description
This course is a continuation of the pathologies commonly treated in physical therapy with emphasis on etiology, clinical picture, diagnosis and treatment.

Credit Hours

Credit Hours Min
2

Requirements

Free Form Requirements
Prerequisite: Complete PTH-101.

PTH225 - Electrotherapy

Course Overview

Subject Code
PTH

Course Number
225

Course Title
Electrotherapy

Course Description
This course provides a study of the rationale, contraindications, and application techniques of various electrical equipment.

Credit Hours

Credit Hours Min
2

Requirements

Free Form Requirements
Prerequisite: Complete PTH-204.

PTH226 - Therapeutic Exercises

Course Overview

Subject Code
PTH

Course Number
226

Course Title
Therapeutic Exercises

Course Description
This course provides a study of the rationale, contraindications and exercise skills needed to develop appropriate exercise programs.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete PTH-204

PTH244 - Rehabilitation

Course Overview

Subject Code
PTH

Course Number
244

Course Title
Rehabilitation

Course Description
This course introduces neurological principles, pathology, and specialized rehabilitation techniques for pediatric and adult care.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete PTH-204 & PTH-206

PTH252 - Clinical Practice I

Course Overview

Subject Code
PTH

Course Number
252

Course Title
Clinical Practice I

Course Description
This course introduces the elementary clinical procedures involved in the patient care setting.

Credit Hours

Credit Hours Min
2

Requirements

Free Form Requirements
Prerequisite: Complete PTH-204

PTH253 - Clinical Practice II

Course Overview

Subject Code
PTH

Course Number
253

Course Title
Clinical Practice II

Course Description
This course involves the student's participation in the basic treatment techniques of physical therapy, intensified in both the clinic and classroom setting.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Take PTH-252;

PTH266 - Physical Therapy Practicum I

Course Overview

Subject Code
PTH

Course Number
266

Course Title
Physical Therapy Practicum I

Course Description
This course includes patient treatments under the direct supervision of a registered physical therapist and/or a registered physical therapist assistant.

Credit Hours

Credit Hours Min
6

Requirements
Free Form Requirements
Prerequisite: Take PTH-252

PTH276 - Physical Therapy Practicum II

Course Overview
Subject Code
PTH

Course Number
276

Course Title
Physical Therapy Practicum II

Course Description
This course includes a practicum experience in a clinical setting using advanced skills under the supervision of a licensed physical therapist and/or a licensed physical therapist assistant.

Credit Hours

Credit Hours Min
6

Requirements
Free Form Requirements
Prerequisite: Take PTH-252

QAT102 - Quality Concepts and Techniques

Course Overview

Subject Code
QAT

Course Number
102

Course Title
Quality Concepts and Techniques

Course Description
This course covers the basic theory and concepts of quality. The total quality system, basic statistics, variable control charts, and the commitment to quality are emphasized.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete MAT-101.

RAD100 - Clinical Preparation

Course Overview
Subject Code
RAD

Course Number
100

Course Title
Clinical Preparation

Course Description
This course will prepare students for the actual clinical rotations required of full-time radiology students. Orientation to the hospital and radiology department will be covered.

Credit Hours

Credit Hours Min
3

RAD101 - Introduction to Radiography

Course Overview
Subject Code
RAD

Course Number
101

Course Title
Introduction to Radiography

Course Description
This course provides an introduction to radiologic technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete AHS-102.

RAD102 - Radiology Patient Care Procedures

Course Overview
Subject Code
RAD

Course Number
102

Course Title
Radiology Patient Care Procedures

Course Description
This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

Credit Hours

Credit Hours Min
2

RAD103 - Introduction to Computed Tomography

Course Overview
Subject Code
RAD

Course Number
103

Course Title
Introduction to Computed Tomography

Course Description
This course is a study of the technological developments behind computed tomography, an overview of scanner components, terminology, data acquisition, digital imaging, image reconstruction, display and manipulations. Current applications will be explored, including patient screening, contract utilization and administration, contrast reactions and treatment, pediatrics, conscious sedation and monitoring, and radiation

protection.

Credit Hours

Credit Hours Min
2

RAD104 - Introduction to Physics

Course Overview

Subject Code
RAD

Course Number
104

Course Title
Introduction to Physics

Course Description
This course provides an overview of mathematical applications, unit conversions, and a basic overview of theory and principles as they relate to physics.

Credit Hours

Credit Hours Min
1

RAD106 - Patient Care in Computed Tomog

Course Overview

Subject Code
RAD

Course Number
106

Course Title
Patient Care in Computed Tomog

Course Description
This course provides the techniques of proper patient care in Computed Tomography. This course explores the use of contrast media and power injectors, and the adverse allergic reaction to contrast media. Lab tests and values are explained.

Credit Hours

Credit Hours Min
1

RAD110 - Radiographic Imaging I

Course Overview

Subject Code
RAD

Course Number
110

Course Title
Radiographic Imaging I

Course Description
This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RAD-101.

RAD114 - Radiographic Imaging Fundamentals II

Course Overview

Subject Code
RAD

Course Number
114

Course Title
Radiographic Imaging Fundamentals II

Course Description
This course provides advanced instruction in primary and secondary influencing imaging factors and advanced imaging applications.

Credit Hours

Credit Hours Min
2

RAD120 - Principles of Computed Tomography

Course Overview

Subject Code
RAD

Course Number

120

Course Title
Principles of Computed Tomography

Course Description
This course is a study of assurance procedures, and radiation dosimetry in computed tomography. Special applications of computer tomography will be explored including interventional procedures, high speed ct scanning, 3 dimensional ct and multi-planar reformations. A review of special scanner features will also be covered in the course.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RAD-103 and RAD-145 with a grade of C or higher

RAD121 - Radiographic Physics

Course Overview
Subject Code
RAD

Course Number
121

Course Title
Radiographic Physics

Course Description
This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete RAD-110.

RAD130 - Radiographic Procedures I

Course Overview
Subject Code
RAD

Course Number
130

Course Title
Radiographic Procedures I

Course Description
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RAD-102

RAD136 - Radiographic Procedures II

Course Overview
Subject Code
RAD

Course Number
136

Course Title
Radiographic Procedures II

Course Description
This course is a study of radiographic procedures for visualization of the structures of the body.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RAD-130

RAD145 - Computed Tomography Physics & Instr

Course Overview
Subject Code
RAD

Course Number
145

Course Title
Computed Tomography Physics & Instr

Course Description
This course is a study of Computed Tomography physics and instrumentation. The course provides an overview of technology, application, and practice that is unique to the Computed Tomography profession.

Credit Hours

Credit Hours Min
3

RAD150 - Clinical Applications I

Course Overview

Subject Code
RAD

Course Number
150

Course Title
Clinical Applications I

Course Description
This course includes practice of hands-on clinical skills in hospital/outpatient environments.

Credit Hours

Credit Hours Min
4

RAD153 - Applied Radiography I

Course Overview

Subject Code
RAD

Course Number
153

Course Title
Applied Radiography I

Course Description
This course introduces the clinical environment of the hospitals by providing basic use of radiographic equipment and routine radiographic procedures.

Credit Hours

Credit Hours Min
3

RAD155 - Applied Radiography I

Course Overview

Subject Code
RAD

Course Number
155

Course Title
Applied Radiography I

Course Description
This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

Credit Hours

Credit Hours Min
5

Requirements

Free Form Requirements
Prerequisite: Complete RAD-101.

RAD160 - Clinical Applications II

Course Overview

Subject Code
RAD

Course Number
160

Course Title
Clinical Applications II

Course Description
This course is a continuation of practice of hands-on clinical skills in hospital/outpatient environments.

Credit Hours

Credit Hours Min
6

Requirements
Free Form Requirements
Prerequisite: Complete RAD-150

RAD165 - Applied Radiography II

Course Overview
Subject Code
RAD

Course Number
165

Course Title
Applied Radiography II

Course Description
This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

Credit Hours

Credit Hours Min
5

Requirements
Free Form Requirements
Prerequisite: Take RAD-155

RAD205 - Radiographic Pathology

Course Overview
Subject Code
RAD

Course Number
205

Course Title
Radiographic Pathology

Course Description
This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.

Credit Hours

Credit Hours Min
2

Requirements

Free Form Requirements
Prerequisite: Complete RAD-114, RAD-236, and RAD-256.

RAD210 - Radiographic Imaging II

Course Overview

Subject Code
RAD

Course Number
210

Course Title
Radiographic Imaging II

Course Description
This course provides a detailed study of advanced methods and concepts of imaging.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RAD-114, RAD-236, and RAD-256.

RAD220 - Selected Imaging Topics

Course Overview

Subject Code
RAD

Course Number
220

Course Title
Selected Imaging Topics

Course Description
This course is a study of advanced topics unique to the radiological sciences. Preparing an in-depth review of all didactic material is included.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RAD-235.

RAD230 - Radiographic Procedures II

Course Overview

Subject Code
RAD

Course Number
230

Course Title
Radiographic Procedures II

Course Description
This course is a study of special radiographic procedures.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RAD-114, RAD-236, and RAD-256.

RAD235 - Radiography Seminar I

Course Overview

Subject Code
RAD

Course Number
235

Course Title
Radiography Seminar I

Course Description
This course is a study of selected areas of radiography that are unique or new to the field.

Credit Hours

Credit Hours Min
1

Requirements

Free Form Requirements
Corequisite: RAD-155

RAD236 - Radiographic Seminar II

Course Overview

Subject Code
RAD

Course Number
236

Course Title
Radiographic Seminar II

Course Description
This course includes selected areas of radiography that require additional study or application.

Credit Hours

Credit Hours Min
2

RAD256 - Advanced Radiography I

Course Overview

Subject Code
RAD

Course Number
256

Course Title
Advanced Radiography I

Course Description
This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

Credit Hours

Credit Hours Min
6

RAD257 - Advanced Radiography I

Course Overview

Subject Code
RAD

Course Number
257

Course Title
Advanced Radiography I

Course Description

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

Credit Hours

Credit Hours Min
7

Requirements
Free Form Requirements
Prerequisite: Complete RAD-114, RAD-236, and RAD-256.

RAD258 - Advanced Radiography I

Course Overview
Subject Code
RAD

Course Number
258

Course Title
Advanced Radiography I

Course Description
This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

Credit Hours

Credit Hours Min
8

Requirements
Free Form Requirements
Prerequisite: Complete RAD-165.

RAD268 - Advanced Radiography II

Course Overview
Subject Code
RAD

Course Number
268

Course Title
Advanced Radiography II

Course Description

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

Credit Hours

Credit Hours Min
8

Requirements
Free Form Requirements
Prerequisite: Complete RAD-258.

RAD285 - Special Topics in Computed Tomography

Course Overview
Subject Code
RAD

Course Number
285

Course Title
Special Topics in Computed Tomography

Course Description
This course is a study of advanced topics unique to Computed Tomography. Several practice registry exams in Computed Tomography will be given in preparation for the ARRT CT Registry Exam.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Complete RAD-103

RDG100 - Critical Reading

Course Overview
Subject Code
RDG

Course Number
100

Course Title
Critical Reading

Course Description

This course covers the application of basic reading skills to imporve critical comprehension and higher order thinking skills. It gives students extensive practice with analytical and intepretative skills. (This course does not meet the requirements for an associate degree, but may meet requirements for a diploma or certificate).

Credit Hours

Credit Hours Min
3

REL101 - Intro. to Religion

Course Overview

Subject Code
REL

Course Number
101

Course Title
Intro. to Religion

Course Description
This course provides a study of religion and the nature of religious belief and practice.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete ENG-100 and RDG-100

REL102 - Introduction to Biblical Studies

Course Overview

Subject Code
REL

Course Number
102

Course Title
Introduction to Biblical Studies

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-100 and RDG-100

REL103 - Comparative Religion

Course Overview
Subject Code
REL

Course Number
103

Course Title
Comparative Religion

Course Description
This course is an analysis of the religious experience of various persons and groups, east and west, in traditional and contemporary settings. It includes tribal religions, Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete ENG-100 and RDG-100

RES101 - Introduction to Respiratory Care

Course Overview
Subject Code
RES

Course Number
101

Course Title
Introduction to Respiratory Care

Course Description
This course includes introduction topics pertinent to entering the respiratory care profession, i.e., medical terminology , ethical issues, and legal issues. Patient assessment and pharmacology for respiratory care is discussed.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete COL-103, ENG-100 and MAT-101 Corequisite: Take RES-121

RES110 - Cardiopulmonary Science I

Course Overview
Subject Code
RES

Course Number
110

Course Title
Cardiopulmonary Science I

Course Description
This course focuses on assessment, treatment, and evaluation of patients with cardiopulmonary disease. Also, include pediatrics respiratory care and microbiology.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Take RES 101, RES 121 and either BIO-112 or BIO-210.

RES111 - Pathophysiology

Course Overview
Subject Code
RES

Course Number
111

Course Title
Pathophysiology

Course Description
This course is a study of the general principles and analyses of normal and diseased states.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete BIO-112 and RES-125

RES121 - Respiratory Skills I

Course Overview
Subject Code
RES

Course Number
121

Course Title
Respiratory Skills I

Course Description
This course includes a study of basic respiratory therapy procedures and their administration. Administration of medical gases, humidity and aerosol, hyperinflation therapy, chest physical therapy, principles of infection control, and cardiopulmonary anatomy and physiology is covered.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete COL-103, ENG-100 and MAT-101 Corequisite: Take RES-101

RES125 - Cardiopulmonary Physiology

Course Overview
Subject Code
RES

Course Number
125

Course Title
Cardiopulmonary Physiology

Course Description
This course is the study of the physiology of the heart, lungs and related body systems.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Take RES-101 and RES-121 Corequisite: Take RES-244

RES131 - Respiratory Skills II

Course Overview
Subject Code
RES

Course Number
131

Course Title
Respiratory Skills II

Course Description
This course is a study of selected respiratory care procedures and applications. Airway care, pulmonary function testing and ECG are covered.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Take RES-101, RES-121, and either BIO-112 or BIO-210

RES150 - Clinical Applications I

Course Overview
Subject Code
RES

Course Number
150

Course Title
Clinical Applications I

Course Description
This course is the study of entry level clinical procedures in the hospital setting.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Take RES 101, RES 121, and either BIO-210 or BIO 112.

RES152 - Clinical Applications II

Course Overview
Subject Code
RES

Course Number
152

Course Title
Clinical Applications II

Course Description
This course includes practice of respiratory care procedures in the hospital setting. Concepts and procedures are incorporated along with physician- led discussion on cardiorespiratory pathology.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RES-125, RES-131 & RES-150

RES160 - Clinical I

Course Overview
Subject Code
RES

Course Number
160

Course Title
Clinical I

Course Description
This course provides an introduction to the hospital setting and basic oxygen therapy.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Corequisite: Take RES-101 and RES-121

RES204 - Neonatal/Pediatric Care

Course Overview
Subject Code
RES

Course Number
204

Course Title
Neonatal/Pediatric Care

Course Description
This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take RES-125 Corequisite: Take RES-110

RES220 - Hemodynamic Monitoring

Course Overview
Subject Code
RES

Course Number
220

Course Title
Hemodynamic Monitoring

Course Description
This course is a study of basic hemodynamic monitoring.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Complete RES-244.

RES232 - Respiratory Therapeutics

Course Overview
Subject Code
RES

Course Number
232

Course Title
Respiratory Therapeutics

Course Description
This course is a study of specialty areas in respiratory care, including rehabilitation. Students are instructed in patient and family education procedures, pathophysiology of chronic lung disease, patient assessment and psychosocial aspects of dealing with chronic lung disease.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Take RES-152

RES235 - Respiratory Diagnostics

Course Overview
Subject Code
RES

Course Number
235

Course Title
Respiratory Diagnostics

Course Description
This course is a study of diagnostic and therapeutic procedures.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Take RES-152 and RES-244

RES241 - Respiratory Care Transition

Course Overview
Subject Code
RES

Course Number
241

Course Title
Respiratory Care Transition

Course Description
This course provides a comprehensive review of respiratory care. A summative exit exam is administered.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Take RES-244 & RES-152

RES242 - Advanced Respiratory Care Transition

Course Overview
Subject Code
RES

Course Number
242

Course Title
Advanced Respiratory Care Transition

Course Description
This course provides a comprehensive review of advanced respiratory care. Individual assignments on varied aspects of respiratory therapy are covered as well as a comprehensive review of theory and procedures. An exit exam is administered.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Take RES-235 & RES-275

RES244 - Advanced Respiratory Skills I

Course Overview
Subject Code
RES

Course Number
244

Course Title
Advanced Respiratory Skills I

Course Description
This course includes a in-depth study of mechanical ventilation and considerations for management of the critical care patient.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Take RES-101 and RES-121 Corequisite: Take RES-125

RES246 - Respiratory Pharmacology

Course Overview
Subject Code
RES

Course Number
246

Course Title
Respiratory Pharmacology

Course Description
This course includes a study of pharmacologic agents used in cardiopulmonary care. An overview of general pharmacologic agents is covered, with particular emphasis on cardiopulmonary medications.

Credit Hours

Credit Hours Min
2

RES255 - Clinical Practice

Course Overview

Subject Code
RES

Course Number
255

Course Title
Clinical Practice

Course Description
This course includes clinical training with emphasis on intensive care. It includes practice in all areas of patient care, with an emphasis on in intensive respiratory care and special procedures. Physician lectures and conferences, as well as written registry and clinical simulation assessment exams, are required.

Credit Hours

Credit Hours Min
5

Requirements

Free Form Requirements
Prerequisite: Complete RES-152 and RES-244.

RES275 - Advanced Clinical Practice

Course Overview

Subject Code
RES

Course Number
275

Course Title
Advanced Clinical Practice

Course Description
This course includes clinical practice in advanced patient care procedures.

Credit Hours

Credit Hours Min
5

Requirements
Free Form Requirements
Prerequisite: Take RES-152 and RES-204

RES277 - Advanced Clinical Practice II

Course Overview
Subject Code
RES

Course Number
277

Course Title
Advanced Clinical Practice II

Course Description
This course is the study of the clinical practice advanced patient care procedures.

Credit Hours

Credit Hours Min
5

Requirements
Free Form Requirements
Prerequisite: Take RES-235 and RES-275

SAC101 - Best Pract Sch Age & Youth Care Skills

Course Overview
Subject Code
SAC

Course Number
101

Course Title
Best Pract Sch Age & Youth Care Skills

Course Description
This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

Credit Hours

Credit Hours Min
3

SOC101 - Introduction to Sociology

Course Overview

Subject Code
SOC

Course Number
101

Course Title
Introduction to Sociology

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

SOC205 - Social Problems

Course Overview

Subject Code
SOC

Course Number
205

Course Title
Social Problems

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

SOC210 - Juvenile Delinquency

Course Overview
Subject Code
SOC

Course Number
210

Course Title
Juvenile Delinquency

Course Description
This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior. Juvenile courts and other institutions that are responsible for treatment and after care are also explored.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete SOC-101 with a grade of C or better.

SOC220 - Sociology of the Family

Course Overview
Subject Code
SOC

Course Number
220

Course Title
Sociology of the Family

Course Description
This course includes an application of theory and research related to family behaviors, roles, and values with emphasis on understanding family problems.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

SPA101 - Elementary Spanish I

Course Overview
Subject Code
SPA

Course Number
101

Course Title
Elementary Spanish I

Course Description
This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Hispanic cultures.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete ENG-100

SPA102 - Elementary Spanish II

Course Overview
Subject Code
SPA

Course Number
102

Course Title
Elementary Spanish II

Course Description
This course continues development of the basic language skills and the study of the Hispanic cultures. It stresses the grammar and vocabulary necessary for fundamental communication skills.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete SPA 101 with a "C" or higher; or place into SPA-102 by examination

SPA122 - Basic Proficiency Spanish

Course Overview
Subject Code
SPA

Course Number
122

Course Title
Basic Proficiency Spanish

Course Description
This course covers the practice and further development of essential listening, reading, speaking and writing skills.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take SPA 102 with a "C" or better; or placed into SPA-122 by examination

SPC205 - Public Speaking

Course Overview
Subject Code
SPC

Course Number
205

Course Title
Public Speaking

Course Description
This course is an introduction to principles of public speaking with application of speaking skills. Students entering this course must be able to communicate clearly with American speakers of English.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100

SPC209 - Interpersonal Communication

Course Overview
Subject Code
SPC

Course Number
209

Course Title
Interpersonal Communication

Course Description
This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100, ENG-100, or equivalent test score.

SPC210 - Oral Interpretation of Literature

Course Overview
Subject Code
SPC

Course Number
210

Course Title
Oral Interpretation of Literature

Course Description
This course presents the principles and practices in oral interpretation of literary works.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100, ENG-100, or equivalent test score.

SUR101 - Introduction to Surgical Technology

Course Overview
Subject Code
SUR

Course Number
101

Course Title
Introduction to Surgical Technology

Course Description
This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

Credit Hours

Credit Hours Min
5

SUR102 - Applied Surgical Technology

Course Overview
Subject Code
SUR

Course Number
102

Course Title
Applied Surgical Technology

Course Description
This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

Credit Hours

Credit Hours Min
5

Requirements

Free Form Requirements

Prerequisite: Complete SUR-101 and SUR-103. Corequisites: Take SUR-104 and SUR-110

SUR103 - Surgical Procedures I

Course Overview

Subject Code

SUR

Course Number

103

Course Title

Surgical Procedures I

Course Description

This course is a study of a system to system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

Credit Hours

Credit Hours Min

4

SUR104 - Surgical Procedures II

Course Overview

Subject Code

SUR

Course Number

104

Course Title

Surgical Procedures II

Course Description

This course is a study of the various specialties of surgical procedures.

Credit Hours

Credit Hours Min

4

Requirements

Free Form Requirements

Prerequisite: Complete SUR-101 and SUR-103. Corequisites: Take SUR-102 and SUR-110

SUR110 - Introduction to Surgical Practicum

Course Overview

Subject Code
SUR

Course Number
110

Course Title
Introduction to Surgical Practicum

Course Description
This course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical affiliations.

Credit Hours

Credit Hours Min
5

Requirements

Free Form Requirements
Prerequisite: Complete SUR-101 and SUR-103. Corequisites: Take SUR-102 and SUR-104

SUR114 - Surgical Specialty Practicum

Course Overview

Subject Code
SUR

Course Number
114

Course Title
Surgical Specialty Practicum

Course Description
This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals.

Credit Hours

Credit Hours Min
7

Requirements

Free Form Requirements
Prerequisite: Take SUR-104 & SUR-110 Corequisite: Take SUR-120

SUR120 - Surgical Seminar

Course Overview

Subject Code
SUR

Course Number
120

Course Title
Surgical Seminar

Course Description
This course includes the comprehensive correlation of theory and practice in the perioperative role.

Credit Hours

Credit Hours Min
2

Requirements

Free Form Requirements
Prerequisite: Take SUR-102 & SUR-104 & SUR-110 Corequisite: Take SUR-114

SUR123 - Steril Processing Technology

Course Overview

Subject Code
SUR

Course Number
123

Course Title
Steril Processing Technology

Course Description
This course provides detailed study of the preparation and processing procedures of surgical instruments.

Credit Hours

Credit Hours Min
3

Requirements

Free Form Requirements
Prerequisite: Complete AHS-102, and either BIO-110, BIO-112, or BIO-211

SUR125 - Sterile Processing Practicum

Course Overview

Subject Code
SUR

Course Number
125

Course Title
Sterile Processing Practicum

Course Description
This course presents the applications of sterile processing theory in the clinical setting.

Credit Hours

Credit Hours Min
5

Requirements

Free Form Requirements
Prerequisite: Complete AHS-102, SUR-123 and either BIO-110, BIO-112 or BIO-211

TEL101 - Fundamentals of Telecommunications

Course Overview

Subject Code
TEL

Course Number
101

Course Title
Fundamentals of Telecommunications

Course Description
This course is a study of the telecommunications network, including an overview of network topologies, switching operations, local loop operations and telephone circuit operations.

Credit Hours

Credit Hours Min
2

Requirements

Free Form Requirements
Prerequisite: Complete RDG-035 and MAT-100.

TEL110 - Telcommunications Network Planning

Course Overview

Subject Code
TEL

Course Number
110

Course Title
Telcommunications Network Planning

Course Description
This course is a study of the telecommunications planning process. Topics include switching heirarchies, local loop and interoffice network design. Using the long range outside plant plan concepts, F1/F2 concepts and distribution area design.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Take TEL-101

TEL203 - Fundamentals of Wireless Communications

Course Overview
Subject Code
TEL

Course Number
203

Course Title
Fundamentals of Wireless Communications

Course Description
This course is a study of current wireless technologies, digital, analog and pcs, as well as future directions.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete IST-200

TEL240 - Fiber Optics Theory

Course Overview
Subject Code

TEL

Course Number
240

Course Title
Fiber Optics Theory

Course Description
This course is a study of the basic theory of fiber optics transmission. Topics include o/e conversions, multiplexer design and SONET standards.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Take TEL-101

TEL250 - Telecommunications Structure Design

Course Overview
Subject Code
TEL

Course Number
250

Course Title
Telecommunications Structure Design

Course Description
This course is a study of various structures used in the telecommunicaitons outside plant network.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Take TEL-101

THE101 - Intro. to Theatre

Course Overview
Subject Code
THE

Course Number
101

Course Title
Intro. to Theatre

Course Description
This course includes the appreciation and analysis of theatrical literature, history, and production.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100.

THE105 - Fundamentals of Acting

Course Overview
Subject Code
THE

Course Number
105

Course Title
Fundamentals of Acting

Course Description
This course includes the study of dramatic performance techniques, including improvisations and interpretation of characters.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100, ENG-100 or equivalent test score.

THE253 - Stagecraft

Course Overview
Subject Code
THE

Course Number
253

Course Title
Stagecraft

Course Description
This course is an applied study of technical theatre, including the fundamentals of scene design, set construction, painting, lighting, base electronics, properties, fly systems, drafting techniques, and back stage organization.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100 and ENG-100.

WLD102 - Introduction to Welding

Course Overview
Subject Code
WLD

Course Number
102

Course Title
Introduction to Welding

Course Description
This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.

Credit Hours

Credit Hours Min
2

WLD103 - Print Reading I

Course Overview
Subject Code
WLD

Course Number
103

Course Title
Print Reading I

Course Description
This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Complete the following courses with a grade of C or better: WLD-111, WLD-202 and WLD-102. Corequisite: Take WLD-110.

WLD104 - Gas Welding and Cutting

Course Overview
Subject Code
WLD

Course Number
104

Course Title
Gas Welding and Cutting

Course Description
This course covers gas welding, brazing, soldering, and cutting of metals.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete RDG-100, ENG-032 and MAT-032.

WLD105 - Print Reading II

Course Overview
Subject Code
WLD

Course Number
105

Course Title
Print Reading II

Course Description
This course includes print reading, including welding symbols and their applications to pipe fabrication. Basic sketching of piping symbols, single line and double line pipe drawings, material estimating, template layout and how templates are used in pipe layouts are included.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Complete the following courses with a grade C or better: WLD-154 & WLD-136. Corequisite: Take WLD-140.

WLD109 - Gas Metal Arc Welding 2

Course Overview
Subject Code
WLD

Course Number
109

Course Title
Gas Metal Arc Welding 2

Course Description
This course covers all position welding and advanced techniques for welding ferrous and non-ferrous metals.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisites: Complete the following courses with a grade of C or better: WLD-111, WLD-202, & WLD-102 Corequisites: Take WLD-115.

WLD110 - Welding Safety and Health

Course Overview
Subject Code
WLD

Course Number
110

Course Title
Welding Safety and Health

Course Description
This course is an introduction to safety and health hazards associated with welding and related processes.

Credit Hours

Credit Hours Min
1

Requirements

Free Form Requirements
Prerequisites: Complete the following courses with a grade of C or better: WLD-111, WLD-202, & WLD-102 Corequisites: Take WLD-103.

WLD111 - Arc Welding I

Course Overview

Subject Code
WLD

Course Number
111

Course Title
Arc Welding I

Course Description
This course covers the safety, equipment, and skills used in the shielded mental arc welding process. Fillet welds are made to visual criteria in several positions.

Credit Hours

Credit Hours Min
4

Requirements

Free Form Requirements
Prerequisite: Complete RDG-100, ENG-032 and MAT-032. Corequisite: Take WLD-202.

WLD113 - Arc Welding II

Course Overview

Subject Code
WLD

Course Number
113

Course Title
Arc Welding II

Course Description
This course is a study of arc welding of ferrous and/or non-ferrous metals.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete the following courses with a grade of C or better: WLD-102, WLD-103, WLD-104, WLD-111 and WLD-140

WLD115 - Arc Welding 3

Course Overview
Subject Code
WLD

Course Number
115

Course Title
Arc Welding 3

Course Description
This course covers the techniques used in preparation for structural plate testing according to appropriate standards.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisites: Complete the following courses with a grade of C or better: WLD-111, WLD-202, & WLD-102 Corequisites: Take WLD-109.

WLD120 - Flux Cored Arc Welding 1

Course Overview
Subject Code
WLD

Course Number
120

Course Title
Flux Cored Arc Welding 1

Course Description
This course covers the equipment set-up and fundamental techniques for flux cored arc welding.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisites: Complete the following courses with a grade of C or better: WLD-109, & WLD-115 Corequisites: Take WLD-134

WLD134 - Inert Gas Welding Non-Ferrous

Course Overview
Subject Code
WLD

Course Number
134

Course Title
Inert Gas Welding Non-Ferrous

Course Description
This course covers fundamentals techniques for welding non-ferrous mentals.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisite: Complete the following courses with a grade of C or better: WLD-109 & WLD-115. Corequisite: Take WLD-120.

WLD136 - Advanced Inert Gas Welding

Course Overview
Subject Code
WLD

Course Number
136

Course Title
Advanced Inert Gas Welding

Course Description
This course covers the techniques for all positions of welding ferrous and non-ferrous mentals.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisite: Complete the following courses with a grade of C or better: WLD-120 and WLD-134. Corequisite: Take WLD-154.

WLD140 - Weld Testing

Course Overview
Subject Code
WLD

Course Number
140

Course Title
Weld Testing

Course Description
This is an introductory course in destructive and non-destructive testing of welded joints.

Credit Hours

Credit Hours Min
1

Requirements
Free Form Requirements
Prerequisite: Complete the following courses with a grade of C or better: WLD-154 & WLD-136. Corequisite: Take WLD-105.

WLD142 - Maintenance Welding

Course Overview
Subject Code
WLD

Course Number
142

Course Title
Maintenance Welding

Course Description
This course covers gas and arc welding processes used in maintenance shops.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisites: Complete the following courses with a grade of C or better: WLD-136 & WLD-154 Corequisites: Take WLD-228

WLD154 - Pipe Fitting and Weldling

Course Overview
Subject Code
WLD

Course Number
154

Course Title
Pipe Fitting and Weldling

Course Description
This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete the following with a grade of C or better: WLD-120 and WLD-134. Corequisite: Take WLD-136.

WLD160 - Fabrication Welding

Course Overview
Subject Code
WLD

Course Number
160

Course Title
Fabrication Welding

Course Description
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.

Credit Hours

Credit Hours Min
3

Requirements
Free Form Requirements
Prerequisites: Complete the following courses with a grade of C or better: WLD-142, & WLD-228 Corequisite: Take WLD-170

WLD170 - Qualification Welding

Course Overview
Subject Code
WLD

Course Number
170

Course Title
Qualification Welding

Course Description
This course covers the procedures and practices used in taking welder qualification tests.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisite: Complete the following with a grade of C or better; WLD-142 & WLD-228. Corequisite: Take WLD-160.

WLD202 - Cutting Fundamentals

Course Overview
Subject Code
WLD

Course Number
202

Course Title
Cutting Fundamentals

Course Description
This course covers cutting processes to include: Oxy-Fuel, CAC-A, Plasma, and Mechanical.

Credit Hours

Credit Hours Min
2

Requirements
Free Form Requirements
Prerequisites: Complete RDG-100 and MAT-032 or equivalent placement scores. Corequisites: Take WLD-111.

WLD228 - Inert Gas Welding Pipe 1

Course Overview
Subject Code
WLD

Course Number
228

Course Title
Inert Gas Welding Pipe 1

Course Description
This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe.

Credit Hours

Credit Hours Min
4

Requirements
Free Form Requirements
Prerequisites: Complete the following courses with a grade of C or better: WLD-136, & WLD-154. Corequisites: Take WLD-142.