



2008-2010 Academic Catalog
and
Student Handbook
DENMARK TECHNICAL COLLEGE

Established 1947

Denmark Technical College

is accredited by the

Southern Association of Colleges and Schools

1866 Southern Lane

Decatur, Georgia 30033-4097

Phone: (404) 679-4501

to Award

Associate Degrees, Diplomas, and Certificates

Denmark Technical College

1126 Solomon Blatt Boulevard

Post Office Box 327

Denmark, South Carolina 29042-0327

(803) 793-5176

PROGRAM ACCREDITATION

Denmark Technical College's Early Care and Education Associate Degree Program is fully accredited by the National Association for the Education of Young Children, 1513 L St., N.W., Suite 500, Washington, DC 2005, Telephone: (202) 232-8777.

Denmark Technical College's Electromechanical Engineering Technology Associate Degree Program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, Telephone: (410) 347-7700.

Denmark Technical College's General Business Associate Degree Program is fully accredited by the Association of Collegiate Business Schools and Programs, 7007 College Boulevard, Suite 420, Overland Park, Kansas, 66211, Telephone: (913) 339-9356.

Denmark Technical College's Cosmetology Diploma Program is accredited by the National Accrediting Commission of Cosmetology Arts and Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, Virginia 22302-1432, Telephone: (703) 600-7600.

Denmark Technical College's Practical Nursing Diploma Program is approved by the South Carolina Board of Nursing, 110 Centerview Drive, Suite 202, Columbia, SC 29210, Telephone: (803) 896-4550

NON-DISCRIMINATION POLICY

Denmark Technical College is committed to a policy of non-discrimination in the provision of equal opportunity and equal access in student services, programs and student employment, and in faculty and staff employment and advancement without regard to race, color, religion, sex, age, ethnic origin, political affiliation, disability, Veteran status or marital status.

TITLE IX STATEMENT

The Title IX Coordinator is the Executive Dean of Student Services and Academic Support, 803-793-5185.

SECTION 504 COMPLIANCE STATEMENT

The Section 504 Compliance Coordinator is Mrs. Suman Lavania, 803-793-5134.

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Boards, Commissioners, CEOs

State Board for Technical Comprehensive Education

Dr. Barry Russell, President

Mr. Montez C. Martin, Jr. (Chair)	First Congressional District
Mr. Robbie Barnett, (Vice-Chair)	At Large
Mr. W.M. Brantley Harvey, Jr.	Second Congressional District
Mr. Bettis C. Rainsford	Third Congressional District
Rev. Benjamin D. Snoddy	Fourth Congressional District
Mr. Ralph A. Odom, Jr.,	Fifth Congressional District
Mr. Joe W. Pearce, Jr.	Sixth Congressional District

At-Large

Mr. Bruce Herbert Ellis

Mr. Guy C. Tarrant

Ex-Officio

Mr. Joe E. Taylor, Jr. Secretary of Commerce

Mr. James H. Rex, Superintendent of Education

Denmark Technical College Area Commission

Mr. James Hayes, Chairperson	
Mrs. Essie M. Carroll	Mrs. Peggy Faust
Mr. Leon Harden	Mr. Calvin Wright
Mr. Robbie Barnett, Ex-Officio	

Denmark Technical College Chief Executive Officers

Dr. Walt Tobin, Interim President	2009-Present
Dr. John K. Waddell, President	2007-2009
Dr. Joann R. G. Boyd-Scotland, President	1993–2007
Dr. Douglas W. Brister, Interim President	1992-1993
Dr. Curtis Eugene Bryan, President	1986-1992
Dr. Marianna W. Davis, Acting President	1985-1986
Mr. John W. Henry, Jr., President	1977-1985
Mr. William L. McDuffie, Director	1969-1977
Mr. Roland B. Grant, Acting Principal	1969-1969

Academic Calendar

FALL SEMESTER 2008

August 10, 2008	Dorms Open for New Students (12:00 Noon)
August 11-15, 2008	Faculty Workdays
August 11-12, 2008	Orientation/Placement Testing for New Students (8:30 a.m.)
August 13, 2008	Registration for New Students (9:30 a.m. - 7:00 p.m.) Dorms Open for Returning Students (12:00 Noon)
August 14, 2008	Registration for Returning and New Students (9:30 a.m. - 7:00 p.m.)
August 15, 2008	Registration for All Students (9:30 a.m. - 5:00 p.m.)
August 16, 2008	Registration for All Students (9:30 a.m. - 1:00 p.m.)
August 18, 2008	Late Registration Begins (9:30 a.m. To 5:00 p.m.)
August 18, 2008	Classes Begin
August 22, 2008	Last Day to Register, Change or Add Courses Without Financial Penalty
September 1, 2008	Labor Day Holiday
September 2, 2008	Classes Resume
October 2, 2008	Begin Filing for Fall Semester Graduation
October 6, 2008	Last Day to Withdraw from a Course Without Academic Penalty
October 6-11, 2008	Mid-Term Examinations
October 13, 2008	Mid-Term Grades Due (12:00 Noon) to Academic Deans; Mid-Term Grades Due (5:00 p.m.) to Academic Affairs
October 14, 2008	Mid-Term Grades Due (12:00 Noon) to Admissions & Records
October 24, 2008	Last Day to File for Fall Semester Graduation
October 27-31, 2008	Advisement, Counseling, and Pre-registration for Spring Semester
November 4, 2008	General Election (College Closed) (Not a State Holiday)
November 25, 2008	Dorms Close 5:00 p.m.
November 26-28, 2008	Thanksgiving Holidays (College Closed)
November 30, 2008	Dorms Open (12:00 Noon)
December 1, 2008	Classes Resume

FALL SEMESTER 2008 (cont'd)

December 3-5, 2008	Final Exams
December 5, 2008	Dorms Close 5:00 p.m.
December 9-19, 2008	Faculty Workdays
December 9, 2008	Grades Due to Academic Deans (12:00 Noon)
	Grades Due to Academic Affairs (5:00 Noon)
December 19, 2008	Grades Due to Admissions and Records (12:00 Noon)
December 19, 2008	End of Term
December 22, 2008- January 2, 2009	Holidays

SPRING SEMESTER 2009

January 4, 2009	Dorms Open for New Students (10:00 a.m.)
January 5, 2009	College Re-Opens (8:30 a.m.) (Faculty Workday)
	Orientation for New Students (1:00 p.m.)
January 6, 2009	Dorms Open for Returning Students (1:00 p.m.)
	Registration for New Students (9:30 a.m.-5:00 p.m.)
January 7, 2009	Registration Continues New Students (9:30 a.m.-7:00 p.m.)
January 8, 2009	Registration for Returning Students (9:30 a.m.- 7:00 p.m.)
January 9, 2009	Registration for Returning Students (9:30 a.m.-5:00 p.m.)
January 10, 2009	Registration for All Students (9:30 a.m.-1:00 p.m.)
January 12, 2009	Classes Begin
	Late Registration Begins (9:30 a.m. - 5:00 p.m.)
January 16, 2009	Last Day to Register, Change, or Add Courses Without Financial Penalty
January 19, 2009	Martin Luther King's Birthday (Holiday)
January 20, 2009	Classes Resume
February 2, 2009	Begin Filing for Spring Semester Graduation
February 27, 2009	Last Day to Withdraw from Courses without Academic Penalty
March 6, 2009	Last Day to File for Spring Semester Graduation
March 2-6, 2009	Mid-Term Examinations

Academic Calendar

SPRING SEMESTER 2009 (cont'd)

March 9, 2009	Mid-Term Grades Due (12:00 Noon) to Academic Deans; Mid-Term Grades Due (5:00 p.m.) to Academic Affairs
March 10, 2009	Mid-Term Grades Due (12:00 Noon) to Admissions & Records
March 16-20, 2009	Advisement and Pre-Registration for Fall Semester & Summer Term
April 10, 2009	Dormitories Close (5:00 p.m.)
April 13-17, 2009	Spring Break
April 20, 2009	Classes Resume
May 4-7, 2009	Final Examinations
May 8, 2009	Dorms Close 5:00 p.m. Final Grades Due (10:00 a.m.) to Academic Deans; Final Grades Due (2:00 p.m.) to Academic Affairs; Final Grades Due (5:00 p.m.) to Admissions and Records End of Term
May 9, 2009	Graduation (10:00 a.m.)

SUMMER TERM 2009

May 11, 2009	Confederate Memorial Day (Holiday)
May 12, 2009	Faculty Workday/Registration (9:30 a.m. - 7:00 p.m.) Orientation/Placement Test for New Students (8:30 a.m. - 12:00 Noon)
May 13, 2009	Classes Begin Late Registration Begins Begin Filing for Summer Graduation
May 15, 2009	Last Day to Register, Change or Add Courses Without Financial Penalty
May 25, 2009	Memorial Day (Holiday)
May 29, 2009	Last Day to Withdraw Without Academic Penalty
June 1, 2009	Mid-Term Examinations Last Day to File for Graduation

SUMMER 2009 (cont'd)

June 2, 2009	Mid-Term Grades Due (10:00 a.m.) to Academic Deans; Mid-Term Grades Due (12:00 Noon) to Academic Affairs; Mid-Term Grades Due (5:00 p.m.) to Admissions & Records
June 19, 2009	Final Examinations Dorms Close (5:00 p.m.)
June 22, 2009	Final Grades Due (10:00 a.m.) to Academic Deans; Final Grades Due (12:00 Noon) to Academic Affairs; Final Grades Due (5:00 pm) to Admissions and Records End of Term



Academic Calendar

FALL SEMESTER 2009

August 9, 2009	Dorms Open for New Students (12:00 Noon)
August 10-14, 2009	Faculty Workdays
August 10-11, 2009	Orientation/Placement Testing for New Students (8:30 a.m.)
August 12, 2009	Registration for New Students (9:30 a.m. - 7:00 p.m.) Dorms Open for Returning Students (12:00 Noon)
August 13, 2009	Registration for Returning and New Students (9:30 a.m. - 7:00 p.m.)
August 14, 2009	Registration for All Students (9:30 a.m. - 5:00 p.m.)
August 15, 2009	Registration for All Students (9:30 a.m. - 1:00 p.m.)
August 17, 2009	Late Registration Begins (9:30 a.m. To 5:00 p.m.)
August 17, 2009	Classes Begin
August 21, 2009	Last Day to Register, Change or Add Courses Without Financial Penalty
September 7, 2009	Labor Day Holiday
September 8, 2009	Classes Resume
October 1, 2009	Begin Filing for Fall Semester Graduation
October 2, 2009	Last Day to Withdraw from a Course Without Academic Penalty
October 5-10, 2009	Mid-Term Examinations
October 12, 2009	Mid-Term Grades Due (12:00 Noon) to Academic Deans Mid-Term Grades Due (5:00 p.m.) to Academic Affairs
October 13, 2009	Mid-Term Grades Due (12:00 Noon) to Admissions & Records
October 23, 2009	Last Day to File for Fall Semester Graduation
October 26-30, 2009	Advisement, Counseling, and Pre-registration for Spring Semester
November 24, 2009	Dorms Close 5:00 p.m.
November 25-27, 2009	Thanksgiving Holidays (College Closed)
November 29, 2009	Dorms Open (12:00 Noon)
November 30, 2009	Classes Resume
December 2-4, 2009	Final Exams
December 4, 2009	Dorms Close 5:00 p.m.
December 7-17, 2009	Faculty Workdays
December 7, 2009	Grades Due to Academic Deans (12:00 Noon) /Grades Due to Academic Affairs (5:00 Noon)
December 8, 2009	Grades Due to Admissions and Records (12:00 Noon)
December 18, 2009	Last Day of Term
December 21, 2009- January 1, 2010	Holidays - All Personnel

SPRING SEMESTER 2010

January 3, 2010	Dorms Open for New Students (10:00 a.m.)
January 4, 2010	College Re-Opens (8:30 a.m.) (Faculty Workday) Orientation for New Students (1:00 p.m.)
January 5, 2010	Dorms Open for Returning Students Registration for New Students (9:30 a.m. - 7:00 p.m.)
January 6, 2010	Registration Continues for New Students (9:30 a.m. - 7:00 p.m.)
January 7, 2010	Dorms Open for Returning Students (1:00 p.m.) Registration Continues for New Students (9:30 a.m. - 7:00 p.m.)
January 8, 2010	Registration for Returning Students (9:30 a.m. - 5:00 p.m.)
January 9, 2010	Registration for All Students (9:30 a.m. - 1:00 p.m.)
January 11, 2010	Classes Begin/ Late Registration Begins (9:30 a.m. - 5:00 p.m.)
January 15, 2010	Last Day to Register, Change, or Add Courses Without Financial Penalty
January 18, 2010	Martin Luther King's Birthday (Holiday)
January 19, 2010	Classes Resume
February 1, 2010	Begin Filing for Spring Semester Graduation
February 26, 2010	Last Day to Withdraw from Courses without Academic Penalty
March 1-5, 2010	Mid-Term Examinations
March 5, 2010	Last Day to File for Spring Semester Graduation
March 8, 2010	Mid-Term Grades Due (12:00 Noon) to Academic Deans Mid-Term Grades Due (5:00 p.m.) to Academic Affairs
March 9, 2010	Mid-Term Grades Due (12:00 Noon) to Admissions & Records
March 15-19, 2010	Advisement and Pre-Registration for Fall Semester & Summer Term
April 2, 2010	Dormitories Close (5:00 p.m.)
April 4-9, 2010	Spring Break
April 12, 2010	Classes Resume
April 26-29, 2010	Final Examinations
April 30, 2010	Dorms Close 5:00 p.m. Final Grades Due (10:00 Noon) to Academic Deans / Final Grades Due (2:00 p.m.) to Academic Affairs / Final Grades Due (5:00 p.m.) to Admissions and Records End of Term

Academic Calendar

SUMMER TERM 2010

May 1, 2010	Graduation 10:00 a.m.
May 3, 2010	Faculty Workday -- Registration (9:30 a.m. - 7:00 p.m.) Orientation/Placement Test for New Students (8:30 a.m. - 12:00 Noon)
May 4, 2010	Classes Begin Late Registration Begins Begin Filing for Summer Graduation
May 7, 2010	Last Day to Register, Change or Add Courses Without Financial Penalty
May 10, 2010	Confederate Memorial Day (Holiday) -- Pending State Notification
May 11, 2010	Classes Resume
May 21, 2010	Last Day to Withdraw Without Academic Penalty
May 24, 2010	Mid-Term Examinations Last Day to File for Graduation
May 25, 2010	Mid-Term Grades Due (10:00 a.m.) to Academic Deans Mid-Term Grades Due (12:00 Noon) to Academic Affairs Mid-Term Grades Due (5:00 p.m.) to Admissions & Records
May 31, 2010	Memorial Day (Holiday)
June 2, 2010	Last Day to File for Graduation
June 11, 2010	Final Examinations Dorms Close (5:00 p.m.)
June 14, 2010	Final Grades Due (10:00 a.m.) to Academic Deans; Final Grades Due (12:00 Noon) to Academic Affairs; Final Grades Due (5:00 Noon) to Admissions and Records
	End of Term

A Message From the President



Dr. John K. Waddell
President, Denmark Technical College

Denmark Technical College is committed to workforce development by offering quality academic programs and enhanced workforce training through ReadySC and the Continuing Education Division. Our goal is to ensure that students are prepared to enter the world of work.

The Mission of Denmark Technical College is to provide students with the knowledge and skills necessary for employment or for transfer to a four-year institution. As a student, you are the most important person on campus. Our faculty and staff are committed to the College's belief in excellence for its programs and services.

Our college transfer programs provide an opportunity for students to receive an Associate in Arts or an Associate in Science degree. Students may also choose from many Associate degree, diploma, and technical certificate programs. In addition, we pride ourselves in creating a student-centered environment which fosters a positive learning process and an atmosphere of mutual respect.

Our future is productive and exciting. We hope that you will share this wonderful future with us as we journey through the 21st Century. Denmark Technical College is truly a place "Where great things are happening!"

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. John K. Waddell".

General Information



History

The General Assembly of the State of South Carolina authorized the establishment of Denmark Technical College in 1947 and the College began operation on March 1, 1948, as the Denmark Branch of the South Carolina Trade School System. At its inception, the institution functioned under the authority of the South Carolina Department of Education and was mandated to educate black citizens in various trades.

In 1969, the control of Denmark Area Trade School (Denmark Technical College) was transferred to the South Carolina Advisory Committee for Technical Training which acted under the supervision of the State Board for Technical and Comprehensive Education. During the same year, the name of the College was changed to Denmark Technical Education Center. In 1979, the institution was accredited by the Southern Association of Colleges and Schools and assumed its present designation as Denmark Technical College. Since 1948, the College has experienced significant growth and now takes pride in the fact that it has become a comprehensive two-year college which offers a broad range of programs and services. The College is located in Denmark, South Carolina, a small city of approximately 5,000 citizens. The campus stands on 53 beautifully landscaped acres of land conveniently located about 50 miles south of Columbia, 85 miles northeast of Charleston, and 50 miles east of Augusta, Georgia.

Mission

Denmark Technical College is a public, comprehensive, Historically Black, two-year technical college located in rural Bamberg County. The College annually serves approximately 2,000 credit and continuing education hour students, a mix of traditional, non-traditional, full-time and part-time. Denmark Technical College is the only technical college in the State of South Carolina with on-campus housing.

As a member of the South Carolina Technical College System, Denmark Technical College's mission is related to the educational mission of the State of South Carolina and the Technical College System.

The College's primary service area is comprised of Bamberg, Barnwell, and Allendale Counties with a legislated mandate to serve students throughout the state. As an open-door institution, the College provides affordable, post-secondary education culminating in associate degrees, diplomas, or certificates to citizens from diverse educational and socioeconomic backgrounds

The mission of Denmark Technical College is fourfold: 1) to provide students the knowledge and skills necessary for employment and maintenance of employment as technical, semi-professional, and skilled workers in engineering and industrial technologies, business, computer technologies, and public service; 2) to prepare students for transfer to senior institutions; 3) to provide graduates with competency in written and oral communications, computer literacy, information processing, mathematics, problem-solving and interpersonal skills necessary for life-long learning; and 4) to enhance the economic development and growth of the service area and the state.

Denmark Technical College pursues its mission within a student-centered environment based on the fundamental values of a commitment to excellence, fostering a positive learning process, well-balanced cultural and social experiences, an atmosphere of mutual respect, an understanding of and the ability to function in a technologically advanced world, and realization of the need for a strong work ethic.

General Information

The College seeks to fulfill its mission by offering the following programs using multiple instructional methods, including traditional lecture and lab and distance education through interactive video and satellite technology for both on-campus and off-campus instruction.

Senior College/University Transfer Program:

Completion of courses directly equivalent to the first two years of traditional college study as offered at senior colleges and major universities which may be transferred to senior colleges.

Technical Education:

Curriculums designed to provide the knowledge and skills needed for employment in industry, business, and government.

General Education:

Courses to provide the common knowledge, skills, and attitudes needed by each individual to be effective as a worker, a consumer, and a participant in a democratic society.

Continuing Education:

Credit and non-credit classes offered during the day, in the evening, and on Saturday to assist the adults in the region in the continuation of their learning experiences.

Transitional Studies:

A program to prepare individuals for admission to the technical and transfer curriculums at the College by helping individuals develop the basic skills necessary to succeed.

Specialized Training Programs:

Training coordinated with South Carolina industries through the Center for Accelerated Technology Training and provided where specific job opportunities are available for new or expanding industries.

Region and Community Services:

Specialized services to help meet the cultural and educational needs of the region including cultural events, workshops, meetings, lectures, conferences, seminars, and other special community projects.

INSTITUTIONAL GOALS

Marketable Graduates

Prepare graduates with the skills and competencies to meet the demands of a technologically dynamic, competitive workplace and academically challenging senior college environments.

Academic Programs

Provide comprehensive instructional programs using flexible access to education, training, and retraining using distance learning, evening and weekend scheduling, and variable length courses in addition to traditional instruction.

Systematic Teaching and Retention (STAR)

To improve the retention of transitional studies students through systematic teaching, enhanced academic support and student services through the implementation of "Project STAR: Systematic Teaching and Retention."

Resources

Expand and upgrade the financial and infrastructure resources necessary to achieve the College's Mission.

Institutional Effectiveness

Ensure accountability and the effective and efficient performance of all aspects of the College through assessment and the continual professional development of the faculty, staff and administrators.

Economic Development

Contribute to the economic and community development of the service area and the state through cooperative and collaborative programs with business and industry, community agencies and organizations, local schools and other colleges and universities.

Student Development

Provide students with instructional support and cultural, recreational, and social experiences in a student-centered environment with respect for diversity.

Marketing and Image

Develop a marketing strategy to promote the image of the College and to facilitate the recruitment of students.



General Information

Campus Facilities

The College is situated on 53 landscaped acres with a baseball field, tennis courts, and basketball courts for recreational use. The cafeteria is open to students for breakfast, lunch, and evening meals. A canteen, with a lounge area for residential and commuting students, is housed in the William L. McDuffie Student Services Center and provides an alternate meal - snack area.

CAMPUS BUILDINGS

022	Physical Plant Building	Physical Plant, Public Safety, and Motor Vehicles
023	Thomas N. Rhoad Dining Hall	Cafeteria and the Culinary Arts (Food Service) Programs
024	Blatt Hall	President's Office, Institutional Research & Planning, Conference Room, Computer Center, Academic Affairs Office, Laptop Center, Division of Business, Computer & Related Technologies, Fiscal Affairs, Personnel, Office Systems Technology, Computer Technology and Human Services
025	Smith Hall	Marketing & Media Relations, Cosmetology, Barbering, Transitional Studies, PLATO Lab
026	Tri-County Building	Old Cafeteria and Music Room
027	Enrollment Management Center	Admissions and Records. Academic Counseling, Financial Aid, Career Planning & Placement, Recruitment, Dean of Enrollment Management
28	Science & Public Service Building	Criminal Justice, Early Childhood, Public Services, Chemistry, Physics & Biology Labs, Early Childhood Lab, Faculty Offices and Nursing
029	STAR Center, Title III and Video Conference	STAR Center, Title III and Grants Office, Video Conference Room
030	Academic Support Center	Auditorium, Health Center, and Division of Arts & Sciences
100	William L. McDuffie Student Services	Dean of Students, Housing, Game Room, Canteen, TV Lounge, Gymnasium, Director of Student Activities, Basketball Coaches' Offices, and Locker Rooms
113	Essie Moore Carroll & Clarence V. Lebby, Sr. Learning Resources and Technology Center	Learning Resources Center and Technology Center
200 & 300	Continuing Education Building, Technology Classroom, and South Bldg.	Continuing Education, Work Keys, Masonry, ETV Classroom, Prime Ed Lab, Carpentry, Plumbing, Electricity, and Welding Programs
400	Engineering Technology Center	Classrooms and a Laboratory for Electromechanical Engineering Technology, Electronics Technology & Robotics
500	Dawkins Hall	Residence Hall for approximately 124 female students
600	Martin Luther King, Jr. Hall	Residence Hall for approximately 144 male students
700	Edisto Hall	Residence Hall for approximately 66 students
900	Records Storage	Records Management Center

General Information

Essie Moore Carroll and Clarence V. Lebby, Sr. Learning Resources and Technology Center

The mission of the Learning Resources Center is to support the intellectual and cultural environment of the College by providing information and services to meet the curricular, research, and self-development needs of the students, faculty, staff and community users.

The Learning Resources and Technology Center is a gateway to information resources in both traditional and electronic formats as well as a provider of many services that meets the informational and research needs of its users.

The Learning Resources and Technology Center's web page provides a wealth of information for users on-campus and off-campus to peruse. The online catalog is located on the library's web page and provides access to the library's holdings in print and non-print formats.

Library students, faculty, staff and the community have access to the following online research databases: EBSCOHOST, FACTS.COM, FIRSTSEARCH, PROQUEST, and FERGUSON'S CAREER GUIDANCE CENTER.

Another vital resource is DISCUS, South Carolina's Virtual Library. Managed by the South Carolina State Library, the DISCUS project provides all of the state's libraries with free access to four large databases of periodicals, reference books, newspapers and other informational formats available principally in full text. In addition to general and academic topics, the databases provide extensive coverage of topics in business and health.

Two conference rooms are available to the user-ship for study groups, meetings, tutorials, etc. The library also houses a technology center which is ideal for teleconferences, training, and other meetings that are geographically prohibitive. It has a large seating capacity and features a Tandberg 6000 teleconferencing system, wall mounted 60-inch plasma television, and a ceiling mounted LCD projector and retractable electric screen. The room is equipped for interactive video instruction with access to a wireless computer network.

A comprehensive Information Literacy (IL) program is provided to all classes as a part of bibliographic instruction.



Student Services

Located in the Enrollment Management Center, Building 027, the Enrollment Management area functions as a clearing-house for student information and registration services. The following services are in Building 027:

Career Planning and Placement
Counseling and Testing Services
Admissions and Records
Recruitment
Financial Aid

The following student services are located as noted.

Health Services is found in Building 032

Residential Life and Student Activities are located in the McDuffie Student Services Center.

Transportation for Bamberg, Barnwell and Allendale County students is arranged through the Physical Plant in Building 022.

Admission

Denmark Technical College follows an “open door” policy and imposes reasonable standards for admission to the institution. However, the criteria for entry into individual programs vary. All new students, both freshmen and transfer students, must submit an application to be admitted to a program of study by the Admissions Office.

Admission to a specific program requires that the applicant has appropriate educational preparation, satisfactory placement test scores, and all admission requirements completed. Students having academic deficiencies will be required to enroll in the Transitional Studies Program. This is determined by the American College Testing Program’s ASSET/COMPASS examination, which is administered to all students. Educational programs have minimum test score entrance requirements. These requirements, and any others necessary for entrance to a specific program of study, are stated in each program of study.

Admission Requirements

Applicants for admission to the College must be 18 years of age or older, or possess a high school diploma or its equivalent.

Under certain circumstances, an applicant under the age of 18 who has not graduated from high school may be considered for enrollment through special arrangements between the College and the principal of the school where the applicant has been, or is enrolled.

Admission Process

Step 1: Complete and submit an application form online at www.denmarktech.edu or mail the completed form and application fee of \$10.00 (payable by cashier’s check or money order) to: The Admission Office, Denmark Technical College, 1126 Solomon Blatt Blvd. P.O. Box 327, Denmark, SC 29042. The application must be filled out carefully and completely.

Your Social Security number will be one of your student identification numbers at the college. An additional student identification number will be assigned to you.

Step 2: The applicant must request that an official copy of his or her transcript be sent to the Admissions Office at Denmark Technical College. If you have a GED, please send a copy of it. If you have attended other colleges, please request that an official transcript from each college be sent to the Admissions Office. Upon receipt of your completed application packet, the Admissions Office will send you a letter of acceptance and information about housing and registration.

Step 3: Before you can register for courses at Denmark Technical College, you must take the Placement Test (ASSET/COMPASS). If you have already taken the Placement Test, please ask your high school or college counselor to send the scores to our Counseling Office. The Placement Test is administered Monday through Friday. Please be advised that scores three years or older will not be accepted.

Students Without a High School Diploma/ GED

Based on the approved “ability-to-benefit” provisions of Federal Financial Aid, any applicant who is not a high school graduate must obtain a minimum ASSET score of 35 in writing and reading, and a score of 33 in mathematics for admission to the College. Each enrollee admitted without a high school diploma or GED may take up to one year of Transitional Studies courses and receive financial aid. All transitional studies work should be completed within one year. If the student fails to clear up all basic skills deficiencies within one year, they will not be eligible for further financial aid.

****Applicants failing to earn the minimum ASSET scores will be referred to adult education programs in the region.**

Admission to a Specific Academic Program or Major

Students must meet the Denmark Technical College admission requirements in order to gain program admission. See curriculum display sheets in the Academic Program section for specific Information.

Applying for Housing

1. Once students have been accepted to the College, they must submit a housing application with a (nonrefundable) housing deposit of \$25, and apply for a financial aid award, if applicable, in order to reserve a room in the dorm.
2. Once the \$25 housing deposit has been received, the “Student Housing Contract Agreement” will be mailed to the student with a “Parent Consent Form for Sign-in/ Sign-out.” Upon receipt of the contract and consent form, the student must sign and return these documents to the Office of Residential Services with a \$50 deposit for breakage.

Student Services

3. A medical history and physical examination are required of every residential student. No new residential student will be permitted to enroll until this record is completed. Every readmitted residential student who has not been in attendance within three (3) years immediately prior to the date of application is required to have a medical examination. The examination must be administered by the student's physician or health care clinic and reported on a special form provided for this purpose by Health Services. The College requires that all residential students, prior to registration, document evidence of the following immunizations.

1. Administration of tetanus toxoid booster within the last five years.
2. Administration of trivalent oral polio vaccine (Sabin) series.
3. Administration of rubella (Red Measles) live virus after January 1, 1957.
4. Administration of rubella (German Measles) vaccine with live virus after June 1, 1969, if born after January 1, 1957.
5. Tuberculin skin test (PPD) within the last 12 months. If tuberculin test is positive, a negative x-ray must be documented within six (6) months prior to admission.

Students enrolling in Early Care and Education, Practical Nursing, Nurse Aide Assistant, and Culinary Arts may have additional medical requirements for admission into the major.

4. The housing assignment is mailed after the contract is received by the Office of Residential Life. During the dormitory check-in process, a "Residential Hall Agreement" form is completed by the Dormitory Supervisor with the student indicating the condition of the room upon entrance. This form is signed by the student, Dormitory Supervisor, and parent, if available.
5. The \$50 breakage fee is deposited to each dorm student's account at the beginning of each academic term during the registration process.
6. At the close of each term during the dormitory check-out process, the Dormitory Supervisor along with the student re-evaluates the condition of the room, informs student of the findings along with the charges and completes the "Fee Assessment Form for Dorm Damages" for submittal to the Executive Dean of Student Services.
7. The Dean verifies charges assessed with Dormitory Supervisors and submits forms to the Office of Fiscal Affairs.
8. The Business Office reconciles each student's breakage account at the close of each academic term and students are notified of breakage charges assessed. Refund checks are distributed by the Business Office, when applicable.

Residency Requirements

I. Policy

In compliance with the laws of South Carolina, out-of-state fees must be paid by any student who has not been domiciled in South Carolina for a period of twelve months prior to enrolling at Denmark Technical College with an intention of making a permanent home here.

The word "domicile" means a "person's true, fixed, principal residence and place of habitation; it indicates the place where such a person intends to remain, and where such a person expects to return upon leaving without establishing a new domicile in another state." A person may have only one legal domicile and is presumed to abandon automatically an old domicile upon establishing a new one. Housing at State Institutions shall be presumed not to be a place of principal residence, as residency in such housing is, by nature, temporary.

An "independent person" for residency purposes, shall mean a person who is at least 18 years of age, whose predominant source of income is his or her own earnings of from employment, investments, or payments from trusts, grants, scholarships, loans, or payments of alimony or separate maintenance made pursuant to court order.

A "dependent person" for residency purposes, shall mean one whose financial support is provided not through his own earnings or entitlements, but whose pre-dominant source of income or support is payments from a parent, spouse, or guardian and who qualifies as a dependent on the federal tax return of the parent, spouse or guardian. A "minor" shall mean a person who has not attained the age of 18 years.

II. Factors in Making a Determination of Residency

- A. Persons domiciled in South Carolina for a period of at least 12 months for reasons of permanent employment with an intention of making a permanent home therein, and their dependents, may be considered eligible for in-state rates.
- B. Independent persons who reside in and have been domiciled in South Carolina for fewer than twelve months but who have full-time employment in the state, and their dependents, may be considered eligible for in-state rates.
- C. The residence and domicile of a dependent minor shall be presumed to be that of the parent of such dependent minor.

III. Changes in Residency

- A. A student shall not become eligible for in-state rates until the beginning of the next academic session after expiration of 12 months from date of domicile in this state.
- B. Loss of eligibility for in-state rates shall end on the last day of the academic session in which the loss occurs.

Student Services

- C. Marriage to a South Carolina resident does not automatically make a student eligible for in-state rates. If at least 18 years of age, a married person may establish residency exclusive of the spouse's status.
- D. Becoming a full-time employee of a company or Industry based in the state may make a student eligible for in-state rates even though the residency requirement of 12 months has not been met.
- E. Military personnel and their dependents may be considered eligible for in-state rates during the period of their assignment to duty in South Carolina.
- F. Full-time faculty and administrative employees of South Carolina state college and their dependents are always eligible for in-state rates regardless of their place of residence.
- G. Foreign students are presumed not to be in-state residents. They may qualify for in-state rates depending on the types of visas they possess or if they are the dependents of persons who have previously established residency.

IV. Penalties for Willful Misrepresentation

Persons who gain domiciliary status improperly by making or presenting willful misrepresentations of facts shall be charged fees past due and unpaid at the out-of-state rate, plus interest at a rate of eight percent per annum, plus a penalty amounting to twenty-five percent of the out-of-state rate for one semester. Until these charges have been paid, no such student shall be allowed to receive transcripts or graduate from any state institution.

V. Proof of Eligibility for In-State Tuition

Positive steps which reflect an intent to make South Carolina a permanent residence are vital in determining eligibility. All documentation requested by the Dean of Student Services must be furnished prior to making a determination for in-state rates or the student will automatically be required to pay out-of-state rates. Acceptable legal documents include the following:

- A. A driver's license
- B. A vehicle registration certificate
- C. A voter registration certificate
- D. Copies of recent state income tax returns
- E. Letters from employers indicating full-time status as an employee, date of employment, employment status as of present date, and home address on company rolls
- F. Receipts for housing

Enrollment of Senior Citizens

Persons 60 years old or over who are legal residents of South Carolina may enroll in courses free of charge on a space-available basis provided that neither they nor their spouse receive compensation from any type of employment.

Such persons must follow standard admissions procedures, meet all course prerequisites as stated in the catalog, and complete a Senior Citizen Exemption Waiver Verification Form. Registration will take place during regular registration periods, but will not be finalized until the last day of late registration to assure available space. In the event space is limited, senior citizens may pay the full tuition to reserve a place in the class.

International Students

All international students who desire a student visa or who are transferring from another college on a student visa must complete the following requirements in addition to the admissions procedures for new students.

1. Complete an Application for Admission Form at least three months prior to admission. Submit the \$10 non-refundable application fee.
2. Furnish official English translations of secondary and post-secondary records and transcripts showing passing scores on native secondary school exams and completion of secondary school education.
3. Submit TOEFL (Test of English as a Foreign Language) scores. An acceptable total score on the TOEFL is 500 or more. An official report from an English language institute or program with the United States will be accepted in lieu of test scores.
4. Meet individual college program requirements on the College Placement Test (ASSET/COMPASS).
5. Persons transferring from another college in the United States must initiate Form I-538 to be completed by the last college attended and must submit an official transcript and a letter of recommendation from the foreign student's advisor at that college.
6. Submit a certified financial statement from a recognized financial institution (i.e., governmental agency or bank), indicating the applicant will have sufficient funds to meet academic and living expenses and funds to return home.
7. Provide proof of health insurance coverage for one year from the date he/she will commence enrollment.
8. Pay an advance deposit of tuition for one academic year.

When all requirements are met, the College will provide a completed Immigration Form I-20 and an acceptance letter.

Transfer Students

Denmark Technical College will accept and give credit for work completed at other accredited colleges and universities. Applicants seeking such credits should complete the regular application form and request an official transcript of work from all colleges previously attended. If fewer than 15 hours have been earned on the collegiate level, a completed high school transcript must be submitted.

Student Services

The rules regulating the transfer of credit will be at the discretion of the Chief Academic Officer and the appropriate Divisional Dean using the following guidelines:

1. Courses being transferred must closely parallel courses being offered by Denmark Technical College.
2. In order to transfer credit, a grade of “C” or better must have been made in the course.
3. Transfer credit will not be included in the computation of the student’s grade-point ratio.
4. Courses taken more than 6 years ago will not be accepted for academic credit.

Advanced Standing Transfer Credit

Applicant may apply for advanced standing by being awarded transfer credit when they have earned academic credit from another accredited post-secondary educational institution.

PLEASE NOTE: The submission of fraudulent records or information constitutes grounds for denial of admission or dismissal from the College.

Transfer Procedures

1. New students applying to the College in a transfer status must provide official transcripts for each accredited post-secondary institution from which they are seeking transfer credit.
2. Only course work in which a minimum grade of “C” or its equivalent has been earned will be considered for credit.
3. Course work earned must be college level to be creditable.
4. Course work is evaluated individually on the basis of its course content and credit hours received for the course.
For transfer credit to be awarded, a comparable Denmark Technical College course must exist within the student’s curriculum with the course content and credit hours being equivalent as described in the Catalog of Approved Courses.
5. Transfer credit will be awarded to degree, diploma, and technical certificate seeking students.
6. When advanced standing has been awarded for transfer credit, a grade of “TR” will be posted on the student’s approved curriculum profile and recorded on the student’s academic transcript.
7. A copy of the curriculum profile with transfer credit noted will be provided to the student and the student’s academic advisor.

Transient Students

Students enrolled at other colleges who wish to take courses at Denmark Technical College may do so by following the admissions procedures. Written documentation of course approval from the primary college should be on file to assure transfer of the course work. It is the student’s responsibility to determine the applicability of the transfer of courses through contact with the primary college.

Tri-County Educational Business Alliance

Tri-County Educational Business Alliance, Denmark Technical College, USC-Salkehatchie and area businesses, along with the school districts in Allendale, Bamberg, and Barnwell Counties have formed the Tri-County Educational Business Alliance.

The Alliance programs build bridges between secondary education and post-secondary education to prepare students for careers in technology – teaching students skills that will be in demand today and tomorrow. With Alliance, students can take applied courses in mathematics, science, and communications, as well as courses in specific technical fields. Upon graduation from high school, students will be prepared to either enter the work place directly or continue their education at a technical college.

Alliance articulation agreements provide an option through which high school students may receive advanced standing in college vocational and technical programs.

For more information about the program, contact the Office of Academic Affairs at (803) 793-5108.

Early Admission

Upon the written approval of their principal, qualified high school juniors and seniors may be granted early admission to the College on a space-available basis.

Requirements for early admission are the same as for the admission of new students. Upon graduation, the student may apply for admission as a regular student in a degree, diploma or certificate-granting curriculum.

In order for a high school student to be granted early admission, he or she must:

1. Be a high school junior or senior.
2. Submit written permission from the high school principal.
This permission must indicate that the student is in good standing with the high school.
3. Have demonstrated sufficient academic preparation for college work.

If upon graduation from high school, the student enrolls at Denmark Technical College, all credits earned will be applicable toward the appropriate degree, diploma or certificate.

If enrolling at another post-secondary institution, students may have their credits transferred, pending acceptance by the other institution.

Re-Admission

Former Denmark Technical College students who were not enrolled for the preceding academic term (excluding summer term) and who wish to re-enroll must first complete a readmission application. Forms are available in the Admissions Office. Students who have attended another college during the interim should request the college to send an official transcript of all academic work. Applicants for re-admission are subject to established assessment and placement guidelines to ensure appropriate course placement and to promote student success.

Student Services

A student completing one program may apply for admission to another program by following the general admission procedures. Credits for parallel courses will be granted accordingly.

The college reserves the right to refuse admission to any student who has an unacceptable academic, conduct, or health record. Persons who have any financial obligation to the College must resolve these obligations before they will be allowed to register for classes.

Academic Forgiveness

Denmark Technical College will extend academic forgiveness to readmitted students with previously poor academic records who have not been in attendance for a minimum of seven years. This will allow students to have grades earned in previous academic terms excluded from the overall calculations of their cumulative grade point average. These students must petition the college for Academic Forgiveness. If a petition is granted, all courses taken at Denmark Technical College, attempted and completed prior to the seven year limitation, will be eliminated from computations and grade point averages. This includes courses that were completed with satisfactory grades. However, the courses will remain on the student's transcript.

A student may petition for Academic Forgiveness only once. Procedures for pursuing Academic Forgiveness are as follows:

1. Submit a Re-admission Application.
2. Complete an Academic Forgiveness Form.
3. Submit a letter explaining the reason(s) why Academic Forgiveness should be considered. Your letter should be addressed to the Academic Appeals Committee. The committee will determine if the petition for Academic Forgiveness is approved.
4. The appeal should be submitted 20 days prior to the semester of enrollment. Once the appeal has been granted for Academic Forgiveness, the student must meet all program admission requirements at the time of enrollment to Denmark Technical College.

A copy of the Academic Forgiveness Form will be maintained in the Office of Admissions and Records. This local policy does not override the State or Federal policies related to determination of scholarships or Financial Aid.

Students With Disabilities

The Student Services Division provides counseling and support which helps students with disabilities pursue an academic program of their choice and participate fully in campus life. The Executive Dean of Student Services can arrange counseling, special parking, priority registration and other services needed by students with disabilities. Students with disabilities are encouraged to contact the Executive Dean of Student Services to discuss needs and concerns as they arise.

Withdrawal From the Institution

Students wishing to withdraw from the College should contact the Counseling Office. The student must complete a "Withdrawal Form" which must be verified by the advisor and other appropriate college personnel.

Compliance with this procedure protects the student's privileges of re-admission and credit transfer to another institution. Any student fails to attend class regularly without formal withdrawal does so at the risk of receiving a failing grade. Withdrawal grades will be assigned according to academic regulations when the student has not met the attendance requirements.

Administrative Withdrawal

If a student has been consistently absent on individual class rolls and the Counselors verify that the student has had a change in enrollment status, the student is asked to complete an appropriate Withdrawal Form. If students do not follow up immediately, Counselors are authorized to complete the withdrawal process which notifies appropriate offices (Financial Aid, Business Office and Admissions and Records) to process students' exit documents.

OTHER STUDENT SERVICES

Counseling Center

The Counseling Center is staffed with experienced professional counselors providing personal, academic and group counseling along with an organized tutorial program. The Counseling Center also administers a college-wide testing program including placement and proficiency tests. The Counseling Center provides the following services:

Individual Counseling—Counseling on a one-to-one basis is the most important service offered to students. The staff provides services in an atmosphere in which students may discuss problems with the assurance that all counseling information is confidential.

Group Counseling—The Counseling Center provides a variety of growth experiences through counseling, ranging from personal growth to decision-making skills.

Academic Counseling—Academic counseling is available to all students to assist them in developing strategies to improve academic performance. Academic counseling is also available for students experiencing difficulty in achieving satisfactory progress in an academic area.

Tutoring—Tutorial assistance is available for students desiring additional help. Tutors are advanced students and/or faculty members who have demonstrated expertise in the academic area assigned. Sessions are conducted to give individual attention to each student.

Peer Counselors—The Peer Counselor Program is a student peer helper program which utilizes talented students as peer advisors or counselors to other students.

Student Services

Testing—The Counseling Center administers a college-wide testing program. The following tests are used:

- The **ASSET/COMPASS** are administered to all new students as a placement test for admission requirements.
- **Advanced Placement (AP)** examinations are administered to students upon request and provide advance placement in courses offered by the College.
- The **College Level Examination Program (CLEP)** is designed primarily for students who have acquired college-level knowledge outside of the classroom. These tests are administered upon request.
- The **Proficiency Examination Program (PEP)** is designed to provide an alternative to obtaining college credit through traditional classroom work. These tests are administered upon request.

Student Orientation

The Student Orientation Program is held on weekends during the summer. It encompasses activities designed to help new students and parents make harmonious and satisfactory adjustments to college life. These activities are held on weekends preceding the registration period with parents in attendance. The program consists of assemblies with divisional personnel, tours of the campus, introduction to counseling, and placement testing. The session concludes with preparation for registration and payment of fees. Student Orientation sessions are also held immediately preceding the start of registration at the beginning of each semester.

Career Planning and Placement

Career Planning is a developmental process subsequently leading to a successful job search and placement. As part of the education experience, placement services are available during the entire period of a student's academic involvement and after graduation, if needed. Optimum placement of the student in employment or higher education is the prime objective of the career-planning process.

The Career Center offers self-awareness development which involves sharing of information and examination of values, interests, and aptitudes as these relate to career planning. The Center provides assistance with career exploration through in-depth investigation of selected careers. Decision-making involves clarifying goals, processing information, projecting for the future, and arriving at sound vocational decisions. Career planning and placement includes examination of education and training, job-seeking skills, and life-work planning. Portfolios are facilitated and available to be forwarded to prospective employers.

Students are provided an opportunity to evaluate their career choices through the services provided in the Career Center. In addition, students may elect to include Experiential Education in their academic programs. Experiential Education may include internships, part-time and summer work, and cooperative programs.

The Denmark Technical College Placement Office will assist students in preparing a resume, identifying methods of locating appropriate positions, and, in some cases, contacting prospective employers.

The Career Planning and Placement Office is located in the Enrollment Services Building 027.

Student Activities

Student activities are considered a vital part of a student's educational process. Students are encouraged to participate in programs which emphasize leadership and training, service to the college and community, and the opportunity to interact with those from different cultural backgrounds. Inter-collegiate sports includes Men and Women's basketball. The College sponsors other co-curricular activities during the year and encourages students to participate.

Students who maintain a "C" average or above shall be excused with the instructor's permission to attend approved student activities in which they participate. The student is responsible for all work missed during the absence.

Student Government Association

The Student Government Association (SGA) is one of the principal organizations through which students share in the administration of the College. The SGA assists college personnel in coordination of student organizations and activities, and helps plan and direct recreational and cultural activities, and supports the observance of college policies and regulations.

The sponsored activities of the Student Government Association are those described below.

Student Social Functions

Social functions for students are the responsibility of the SGA. As the SGA develops a budget for the following year, social functions requested by the majority of the students are placed in the budget. At the present time, student social functions consist of the following, which are all planned and administered by the SGA:

1. Athletic Events
2. Awards Night
3. Homecoming
4. Miss Denmark Technical College Pageant
5. Miss DTC Coronation and Ball
6. Spring Ball

Intercollegiate Athletics

Denmark Technical College is a member of the National Junior College Athletic Association (NJCAA).

Intramural Sports

The responsibility for intramural sports lies with the Director of Student Activities and the SGA. The SGA is receptive to any suggestions for popular activities, and intramural sports are scheduled as requested by students.

Student Services

Currently, intramural basketball, softball, flag football and volleyball are offered.

Clubs and Organizations

Many clubs and organizations are active on the campus. Through participation in the program of particular interest, students may explore and extend interest and develop skills and abilities in working with fellow students. Membership is open to all students who meet the qualifications of respective clubs. Those desiring information may contact the club advisor or the Student Activities Office. Clubs and organizations include the following:

Administrative Office Club - for all Administrative Office Technology and Administrative Support students. This club helps students to understand their roles in a modern business environment.

Alpha Phi Psi Communication - helps students to understand their roles in communicating with people and the importance of job performance. Members promote communications activities, working with the community, and enhance skills development.

Barbering Club - for all barbering students. Promotes service to the community through various experiences (projects) and helps students to understand their roles as future entrepreneurs.

Building Construction Fundamentals Club – for all building construction students. Provides an important network for students looking for career-path jobs in the building industry.

Cheerleaders Club - is a voluntary club consisting of those students desiring to enhance school spirit. The club members attend games and other functions to provide school spirit. A faculty or staff member acts as advisor and monitors the club's operation.

Denmark Technical College Choir - is open to all who enjoy singing and participating in various college-sponsored events on and off-campus.

Computer Technology Club - for all computer technology students. Promotes academic excellence and provides a student support network.

Cosmetology Club - for all cosmetology students. Promotes service to the community through various projects/experiences and helps the students to understand their roles as competitive cosmetologists.

Criminal Justice Club – for all criminal justice students. Promotes service to the community through numerous projects which give students experience in working with the public.

Culinary Arts Club - for all food services students. This club provides an important network for students looking for career-path jobs in hotel/restaurant tourism.

Dawkins Hall Club – this organization provides female students with an opportunity to share in promoting a harmonious and wholesome environment in the residence halls and in developing good citizenship.

Early Childhood Club - The purpose of the ECD club is to promote early literacy in the community; to promote academic excellence in early childhood education for all young children; to develop network in the community through various projects, events and activities; to promote diversity, equity and inclusion.

Edisto Hall Club - this organization provides both male and female students with an opportunity to share in promoting a harmonious and wholesome environment in the residence halls and in developing good citizenship.

Fabian Society Club – provides activities and information along with theatrical events to AA/AS majors.

Freshman Class- for all entering freshmen. This club provides opportunity for members to promote freshman concerns and activities.

General Business Club – for all general business students. This club helps students to understand entrepreneurial decision-making through various student events/activities.

Esquire XIII Fraternity Club - the purpose of the Esquire XIII Club is to enhance the program of the college community by showing to the public young men with the ultimate in refined personalities.

Human Services Club – for all human services students. Promotes service to the community through numerous projects which give students experience in working with the public.

Esquire XIII Sweethearts Club - the purpose of the club is to promote academic excellence, to contribute to the social and moral well-being of the college and community at large, to provide support for and encourage interest in the Esquire XIII Fraternity Club, and to encourage the growth and development of womanhood.

Martin Luther King, Jr. Brotherhood Club – this organization provides male students with an opportunity to share in promoting a harmonious and wholesome environment in the residence halls and in developing good citizenship.

Off-Campus Club - for all commuting students. Promotes opportunities for students to develop teamwork through numerous projects on-campus and in the community.

Phi Beta Lambda Business Fraternity - Phi Beta Lambda is the national organization of all students in colleges enrolled in business who accept the purpose of Phi Beta Lambda and subscribe to its creed. The purpose of the organization is to provide opportunities college students to develop vocational competencies for business.

Phi Theta Kappa Honor Fraternity – Phi Theta Kappa, over 500 chapters strong, was founded in 1918 for recognizing and encouraging scholarship in accredited community and junior colleges. This scholastic fraternity provides service and opportunities for the development of leadership for its members, while stimulating interest in continuing academic excellence.

Student Services

To qualify for membership, a student must be enrolled in a two-year college degree program and have a grade point average of 3.5 or better in at least 12 credit hours.

Student Christian Association – open to all interested students, faculty, and staff. Provides a ministry to individuals in the campus community and encourages Christian growth and outreach.

Welding Club – for all welding students. Provides an important network for students looking for career-path jobs in the welding field.

Student Clubs & Organizations Requirements

1. Each group, in order to be recognized, must make application through the Office of Student Activities and have the approval of the Executive Dean of Student Services and officers of the SGA.
2. Each organization must have a constitution which states its purpose, rules for operation, and a slate of officers. A copy of the constitution must be on file in the Office of Student Activities.
3. Each organization must have a faculty/staff advisor.
4. Each organization must adhere to all institutional policies and standards.
5. A roster of the officers, members, and advisor of each organization must be on file with the Dean of Students and the Office of Student Activities.
6. Each organization must submit a schedule of activities it expects to sponsor during a school year to the Office of Student Activities.
7. Classrooms may be secured for approved organizations. Requests for reservations are made in writing by the president and advisor and submitted to the Office of Student Activities.
8. It is expected that rooms used for meetings are to be left clean and orderly.
9. All social activities must be approved by the Executive Dean of Student Services and cleared at least one week in advance of the event. Forms for filing are available in the Office of Student Activities.
10. Social events held preceding a school day must end, at 12:00 midnight, except on Friday and Saturday at which time they end at 1:00 a.m.
11. Advisors are to be present during all organizational activities.

Cultural Enrichment Program

The College plans for and offers experiences that are designed to produce a socialized and well-rounded individual and ensure that campus-living has achieved its optimum purpose.

The following cultural activities are sponsored through this program:

Cultural trips to: Museums
Concerts
Plays
Historic tours
Seminars
Conferences
Lyceums
Special community interest events

Student Health Services

The Health Services Center provides first-aid treatments for injuries, accidents, and illness and makes referrals to local medical resources as deemed necessary. Family Planning Services are made available through Health Services the first Monday of each month. The Health Services Center is directed by a registered nurse who works directly with the College's physician. Routine orders for the treatment of minor illnesses and injuries are made available by the College's doctor. Students are to report all illnesses and/or accidents as soon as they occur.

A medical record is kept on all residential students; therefore, all residential students are asked to obtain a medical examination before a housing assignment is given. Students are asked to report any chronic illnesses to Health Services upon arrival to campus and to report all prescription medication.

Students are asked to provide additional medical insurance information during the registration process.

Mental Health Policy

Anyone who is troubled emotionally may seek services through the Area Mental Health Center. Consultation, education and prevention are the primary focus of community services available.

Denmark Technical College's Health Services and/or Counseling Services Departments will contact the mental health center, arrange for an interview appointment for the student, and provide transportation if needed. Arrangements can be made for the student to seek services at home if he or she so desires. Emergency services are available on a 24-hour basis. Personal contacts to assess a crisis situation are provided during regular working hours (8:30 a.m. - 5:00 p.m.). After 5:00 p.m. on weekdays, weekends, and holidays, crisis intervention will occur in the following manner:

1. A telephone call to 536-0390 will give a response from the physicians' answering service requesting name and telephone number. The contact will be informed that a mental health professional will return your call within 15 minutes.
2. The on-call mental health professional will respond and help you with your problem.

Student Services

3. If the College is seeking services for someone with violent behavior patterns, the College will contact the Sheriff's Office and the local probate court office and have the individual detained by "An Order of Detention" which mandates that the student be examined by a physician and a mental health professional.

Psychiatric and Psychological Services

Any student who has suicidal tendencies will be referred immediately to his or her family physical for psychiatric evaluation. If the student is a residential student, he or she must vacate the residential premises immediately. Only upon proof that the student has participated in and completed professional counseling and treatment will the student be readmitted to residential living.

College insurance will pay for the services of a psychiatrist but not for psychological services. Any other expenses incurred will be the responsibility of the student and/or parent/guardian.

Veterans Affairs

Veterans, dependents, and survivors may obtain information and assistance from the Denmark Technical College Veterans Affairs Office. The office is open Monday through Friday, 8:30 a.m. to 5:00 p.m.

The educational allowance is intended to aid eligible veterans in meeting academic expenses. Veterans may only receive assistance for training in those programs which have the official sanction of the state approving office. Veterans may use their entitlement for vocational preparation or for upgrading purposes. Benefits are not provided for personal enrichment courses. Veterans cannot receive benefits for courses taken out of their program of study according to their curriculum display. When a veteran changes his or her program of study, the Change of Program Form must be signed by the VA coordinator in the Financial Aid Office.

Eligibility

Veterans who entered active duty before January 2, 1978, and who have completed at least 181 days of active duty, having been discharged from the service under any category other than dishonorable, are eligible for benefits, providing the benefits are used within 10 years of the separation date. However, persons who have been prevented from matriculating because of physical or mental illness may request an extension of the delimiting date.

Veterans who entered service after December 31, 1976, may receive benefits via VEAP (Veterans Education Assistance Program). The VA will match the individual's contributions on a two-for-one basis. Entitlement is limited to 36 months or the number of months of which a participant made contributions, whichever is less. The delimiting date is 10 years and one day after discharge.

A veteran who has a service-oriented disability which entitles him/her to VA disability compensation and who is in need of vocational rehabilitation may be eligible for benefits for up to 45 months.

Dependents and survivors (Chapter 35) of veterans who died in service or as a result of service-connected disability may be eligible for educational assistance. Veterans who become permanently and/or totally disabled and who were missing in action or captured for at least 91 days may be eligible for assistance.

A veteran who entered service after June 30, 1985, but before July 1, 1988, or who has had continuous service since December 31, 1976, and is eligible for Chapter 34 benefits as of December 31, 1976, may receive benefits under Chapter 106.

VA Work-Study

VA work-study allows eligible veterans to perform services for the VA in return for monetary allowance equal to the prevailing federal minimum wage. VA work-study payments are non-taxable. Eligible veterans may contract for a maximum of 750 hours of service in a fiscal year, not to exceed 250 hours a quarter. Applications for work-study may be obtained at the Veterans Affairs Office.

Attendance

Veterans are responsible for maintaining satisfactory attendance as outlined in the College's policy. If a veteran's absences exceed 25 percent of the scheduled meetings of a class, his or her training will be reduced accordingly. (No distinction is made between excused and unexcused absences by Veterans Regional Office.) Veterans who are students receiving VA educational assistance are required to maintain satisfactory progress according to the academic standards of Denmark Technical College as approved by the state approving agency.

Tutorial Assistance

If a tutor is required to assist a veteran in passing a subject, veterans may receive monetary assistance from the Veterans administration to pay a tutor. This program will provide up to \$84 per month over a 12-month period. Tutorial assistance is limited to a maximum of \$1,008 per year.

Transportation

Denmark Technical College provides bus transportation to and from the campus for students in Allendale, Bamberg, and Barnwell Counties. The Student Services Division at Denmark Technical College can furnish information about schedules and cost for transportation. Bus Transportation is also available for resident students to attend area churches and for off-campus shopping trips and activities.

Student Services

POLICIES, RULES AND REGULATIONS

Conduct

The responsibility for maintaining discipline at the College is vested in the Office of Student Services, which investigates any instances of misconduct. They may refer cases to either of the judicial boards for the appropriate disciplinary action. Dorm Supervisors have the authority to ensure that the rules and regulations of the College are adhered to by all of the College's students in the residential centers and on the campus. Registration at the College involves the student's acceptance of all rules not only those that are published.

Smoke-Free Environment Policy

For Denmark Technical College to fulfill its role and responsibility to provide a safe and healthy environment for faculty, staff, and students, it is essential to eliminate exposure to the toxic substances produced by tobacco smoke. Smoking is prohibited inside all facilities at the College.

Dormitory Loitering Policy

No females should be loitering at the side entrances of the male dormitory nor males at the windows, back, and/or side entrances of female dormitories; and no females or males should use or be loitering in the path behind King Hall.



Campus Police

Public Safety Regulations

The Department of Public Safety and Security (located in Building 022) enforces state, county, and municipal laws and regulations for the protection and security of persons and property at Denmark Technical College. The College's Public Safety Officers are commissioned by the Governor as state constables with full police powers and state-wide authority. All South Carolina State Statutes are enforced.

Students are requested to adhere to the laws, rules, and regulations provided to promote safety and security at the College.

1. Vandalism

S. C. Code of Law (16-11-510) makes it a misdemeanor for anyone to willfully damage, destroy, or change in any manner the property of another, in this case, your fellow students, faculty/staff or property of Denmark Technical College. (Malicious injury to real property – damage less than \$200 (Magistrate Court Bond \$237), more than \$200 (General Sessions Court).

2. Illegal Graffiti Vandalism (16-11-770)

Any inscription, writing, drawing, marking or design that is painted, sprayed, etched, scratched, or otherwise placed on structures, buildings, dwellings, statues, monuments, fences, vehicles or other similar materials that are on public or private property and that are publicly viewable without the consent of the owner, manager, or agent in charge of the property.

Misdemeanor -

- a. 1st offense - fined not less than \$1,000.00 or imprisoned not less than 30 days nor more than 90 days;
- b. 2nd offense - within 10 years, fined not more than 1 year;
- c. 3rd offense - within 10 years if 1st offense, fined not more than \$3,000.00 or imprisoned not more than 3 years in addition to removal of the illegal graffiti, pay the cost of the removal, or make further restitution in the discretion of the court.

2. Alcohol and Drug Use on Campus

- a. It is against institutional policy to have and use either alcohol or drugs on campus.
- b. Students with alcohol or drugs in their possession are subject to the S.C. Code of Laws that deals with alcohol and drugs.
- c. Law Enforcement Officers will conduct periodic surveillance. Violators will be prosecuted in accordance with the law.

3. Speeding or Failing to Stop for Stop Sign

The speed limit on campus is 15 m.p.h. monitored by use of radar. Violators will be issued a uniform ticket and a summons to magistrate court. Violators will be fined not less than \$50 (30 days) and/or two or more points will be assessed on their driver's license.

4. Disorderly Conduct

Disorderly conduct laws apply on the Denmark Technical College campus as well as anywhere else in the state of other jurisdiction. Persons fighting, or found to be a conspirator to a disturbance on either the Denmark Technical College campus or the Voorhees campus will have criminal charges filed against them.

5. Loitering on Campus

Loitering on campus at night after visiting hours is prohibited. Students are requested to either be in dormitories or leave the campus. Students may be stopped by the officer on duty and asked to present a student ID card to determine status.

Parking and Traffic Regulations

General

1. All South Carolina State laws and Bamberg County laws apply on the Denmark Technical College campus unless specifically superseded by Denmark Technical College's regulations.
2. The Bamberg County Court has jurisdiction over all traffic and parking offenses.
3. Drivers must obey the instructions of designated traffic controllers.
4. All posted traffic signs and signals must be obeyed.
5. Uniform state and Denmark Technical College citations will be issued to violators.
6. Traffic, parking and registration violation fines may be paid to the Business Office. Failure to pay at the Business Office will result in a summons to magistrate's court and additional fines imposed.
7. Denmark Technical College assumes no responsibility for any vehicle or its contents.
8. Vehicle traffic on campus between the hours of 1:00 a.m. and 7:00 a.m. is restricted.
9. Vehicle accidents on campus must be reported to the Public Safety Office immediately.
10. Pedestrians always have the right of way.

Vehicle Registration/Liability Insurance

Temporary parking permits are issued for any reasonable need by the Denmark Technical College Department of Public Safety.

1. All vehicles of faculty/staff and students regularly or occasionally driven on campus must be registered with the Denmark Technical College Department of Public Safety.
2. Identification decals or visitor's passes must be displayed as directed.
3. Vehicle registrants are responsible for all non-moving and parking violations.
4. Proof of liability insurance must be shown to any Public Safety or Security Officer upon request.

Campus Police

Traffic Controls

1. Parking, standing, loading and unloading are prohibited on yellow curbs and where posted.
2. Parking on grass in front of shop buildings or doorways is prohibited.
3. Fast take-offs, loud mufflers, or loud radios are not allowed on campus.
4. Vehicles are not allowed to be parked or stand in a lane of traffic except to avoid an accident.

Towing and Impoundment

Vehicles may be towed and impounded at owner's risk and expense if:

1. The vehicle is blocking a fire lane.
2. The vehicle is blocking another vehicle's traffic lane, driveway, or service entrance.
3. The vehicle is parked in a restricted area.
4. Three or more outstanding traffic and/or parking citations have been issued against the vehicle.
5. The vehicle is creating a safety hazard in the opinion of the Public Safety Office.
6. Vehicles are repaired in parking lots or traffic lanes at any time for any reason.
7. Vehicle(s) left on campus during college breaks.

Parking Decals

1. All decals must be displayed on the left side of the front windshield.
2. Vehicle decals should be removed upon expiration or when a student's or employee's status changes.

Campus Parking Fines

Handicapped Parking	- \$50.00
Not registered or Failure to Display Sticker	- \$30.00
Faculty/Staff/Visitor Parking Space	- \$30.00
No Parking Zone/Loading Zone/Grassy Area	- \$30.00
Blocking Vehicles/Roadway/Walkway	- \$30.00
Parking in Fire Lane	- \$30.00
Occupying Two Spaces	- \$30.00
Other Noise Violation, Curfew Violation, etc.	- \$50.00/ \$25.00

-Fines double if not paid or appealed within 15 days.

-Appeals must be filed within 10 days from date listed on the ticket.

-Payment may be made in person at the Cashiers Office.

CAFETERIA REGULATIONS

The Thomas N. Rhoad Hall is the main cafeteria on campus. All student, faculty and staff meals are prepared and served in this building during academic sessions. Students are requested to adhere to the following policies while using the cafeteria:

1. Male students are requested to remove hats, caps or any head piece.
2. Large containers, jars, jugs, etc. are not allowed in the cafeteria.

3. Boom boxes (large stereos) are not allowed in the cafeteria.
4. It is illegal to remove dishes, glasses, and silverware from the cafeteria.
5. Loud noises and the use of profane language are prohibited in the cafeteria.
6. Cutting the serving line is prohibited. Those persons found guilty of cutting the line will not be served.
7. Students must present a valid I.D. card with the proper sticker affixed in order to be served during all meals.
8. Students are not allowed behind the serving line or in the kitchen.
9. Students are requested to remove trays from the table after each meal.
10. Smoking is prohibited.

STUDENT CENTER REGULATIONS

The Student Center is provided for the use of students enrolled at Denmark Technical College, faculty, staff, and their guests. A valid I.D. card should always be kept in your possession to verify your status. Please adhere to the following rules while visiting the Student Center:

1. Shirts and shoes are required at all times.
2. Profanity is not allowed.
3. No alcoholic beverages, weapons, or drugs are allowed.
4. Sitting on pool tables or any other tables is prohibited.
5. Chairs are not to be moved from their position or from one room to another.
6. Keep the center clean by throwing trash and other garbage in the trash containers provided, especially after eating and drinking in the canteen food area.
7. Please do not beat on the pool tables or video games.
8. Radios may be played on low volume in the game area only.
9. Failure to comply with these rules will result in your being denied the use of this facility.

GYM REGULATIONS

Please adhere to the following rules and regulations while visiting the gym:

1. Proper gym attire must be worn at all times (tennis shoes, warm-ups, or shorts, shirt, etc.).
2. Good conduct must be maintained. (No Profanity Allowed).
3. You must have approval to be in the gym (persons turning on the lights and playing without approval will be charged with trespassing).
4. Lights are to be turned on by a Denmark Technical College staff member.

Campus Police

5. No alcoholic beverages, weapons, or drugs are allowed.
6. Keep gym floor and bleacher area clean. Always throw trash in the proper container.

This facility is for the use of Denmark Technical College's students, faculty, staff, and/or authorized guests of the College.

REGULATIONS FOR OUTDOOR SPORTS FACILITIES

Please adhere to the following regulations while using the outdoor courts:

1. Proper tennis attire must be worn while playing on tennis courts (shorts, tops, and tennis shoes).
2. Tennis shoes must be worn on basketball courts.
3. No skates, skateboards, bicycles, or toys are allowed on the courts.
4. Good conduct and courtesy is expected.
5. No profanity is allowed on or near the courts.
6. Persons involved in vandalism will be prosecuted.
7. No alcoholic beverages, weapons, or drugs are allowed.
8. No food or drink is allowed inside the fence.
9. No loitering.
10. Keep courts and area clean and orderly.
11. Turn lights off when not in use.

Campus Sexual Assault Procedure

Sexual assault is a violent act of aggression. Studies show that at least 25% of female college students are victims of rape or attempted rape and 84% know their attacker. Victims of sexual assault are urged to report the crime. Persons who commit this crime are known to repeat the act and cannot be caught or stopped without the victim's assistance. The following applies to all members of the Denmark Technical College community: students, faculty, administrators, staff, contract employees and visitors.

Denmark Technical College is committed to providing an institutional environment where all persons may pursue their studies, careers, duties and activities in an atmosphere free of all threat of unwelcome and unwanted sexual actions. It strongly condemns sexual offenses and will not tolerate sexual offenders and supports those who have been victimized.

Denmark Technical College urges all students and personnel to exercise sound judgment when moving about the campus. Dormitory students are informed during student orientation to lock their doors and windows at all times. They should let someone know where they are going and should not walk alone, particularly at night.

If a sexual assault occurs on campus, the Campus Police should be notified immediately. If the responding officer is

not a female, a female officer or female authority figure will be summoned. The main objectives are to get medical assistance for the victim and preserve the crime scene. The College Nurse, the President, the Executive Dean of Student Services and the Chief of Public Safety should be notified immediately. Every effort will be made by College personnel to handle sexual assault with the utmost discretion.

Sexual assault is committed against a person's will, as well as evidenced by refusal of consent or the use of force, threat or intimidation, or against a person who by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant's responsibility for sexual assault.

If sexual assault occurs off-campus, the police officers from the proper jurisdiction should be notified immediately. Emergency Medical Services should be notified. In order to have the evidence needed for investigation, the victim should avoid douching, showering, changing clothes, brushing teeth, drinking or disturbing the crime scene in any way.

The College will respond promptly, fairly and decisively to all reports of sexual assault. Members of the College community accused of these actions will be subject to College disciplinary procedures when the alleged incident has occurred on campus or when the action has occurred off campus and materially affects the learning environment or operations of the College.

Sexual assaults are serious violations of the College's student code, faculty standards and College employee policies. They are crimes under state law and are punishable by fines and/or imprisonment. In addition, these actions are subject to civil suit for damages.

Denmark Technical College makes assistance available to those who have been affected by sexual assault through the Office of the Executive Dean of Student Services and the Office of Public Safety.

Residential Life



Residential Life

Denmark Technical College is the only technical college in the state system that maintains college operated residential facilities for full-time students. Students must be actively enrolled for at least 12 credit hours (9 hours in the summer) in order to reside in the dorm. If at any point during the semester the student's course load drops below the 12 credit hours (9 hours in the summer) he or she must move out of the dormitory.

An application is necessary to ensure a room in a residential center. The initial application for housing is made when the student is accepted to the College.

The room reservation fee is \$25. The arrangements for housing are made by the Residential Life Office. The Residence Agreement contract must be signed by the student (or parent if the student is under 18 years of age) and a Residential Life official to ensure a room in the residence hall. (See Refund Policy in the Fees and Financial Aid Section)

Breakage Fee

Purpose: To establish procedures whereby students at Denmark Technical College may receive timely adjustments to their accounts and to promote operational effectiveness, the guidelines listed below have been developed.

General Guidelines: A breakage fee will be assessed to the account of each student who resides on campus at the beginning of each academic term during the registration process. The breakage account will be reconciled by the Office of Fiscal Affairs at the close of each academic term based on "Fee Assessment Forms for Dorm Damages" received from the Office of Residential Services and verified by the Executive Dean of Student Services.

Rules for Campus Living

Each student will be responsible for obtaining a housing contract. You may receive a contract from the Office of Residential Life. **CONTRACT VIOLATIONS:** Any student who violates the rules and regulations will be referred to the Residential Center Director and/or to the Executive Dean of Student Services. Penalties for housing contract violations include:

1. Written warning.
2. Transfer to a different room.
3. Removal from campus housing.
4. Referral to the Executive Dean of Student Services for disciplinary action, including probation and suspension.
5. Fines and/or work projects.

The following are rules for campus living enforced by the Residential Center (see *Student Handbook* for additional information):

1. **REGISTERING FOR A ROOM:** All resident students must register with the Office of Residential Life before occupying a room. Anyone occupying a room without registering will be fined \$10 and asked to leave.
2. **USE OF DORM LOUNGE FURNITURE:** Lounge furniture is not allowed to be moved to dorm rooms. Residents with furniture in their rooms taken from lounges or other rooms will be fined \$10.
3. **DAMAGE OF PERSONAL PROPERTY:** Residents must not deliberately damage personal and/or real property. This includes throwing liquids or objects from doors, windows and roofs. Violators will face actual damage charges and actions through the Executive Dean of Student Services Office.
4. **FIRE ALARMS AND EQUIPMENT:** Residents who deliberately damage property or set false fire alarms will be evicted from the dormitory. It is also a violation of state laws to tamper with fire-fighting equipment. *Convictions of this offense can bring a \$100 fine and/up to 30 days in prison.*
5. **HEALTH AND SAFETY CHECKS:** Room checks are made daily by the Housing Department. Notices are posted well in advance of these checks; however, follow-up checks can be made without notice. Violations of any dorm regulations will result in disciplinary action.
6. **OVERNIGHT GUESTS:** Residents may have guests for a maximum of two consecutive nights as long as space is available and their roommate agrees. Guests may register in advance with residence hall staff members or the Housing Director. Residents who fail to register in guests will be charged \$10 per guest. No guest may stay more than two nights except when prior approval is given by the Director of Housing.
7. **PERSONAL PROPERTY and INJURIES:** Denmark Technical College assumes no liability for any *personal property* that is lost or damaged or any *personal injuries* that residents and their guests sustain.

Residential Life

8. **QUIET HOURS:** These hours will be posted in each dorm. Loud noise and music are prohibited during quiet hours.
9. **MUSIC:** Consideration of others is requested when playing stereos. Pointing speakers out of the window or door is prohibited. Violators will be disciplined.
10. **VACATING A ROOM:** Residents must check with the dorm supervisor before moving out of a room during the semester or at the end of a semester. The Dorm Supervisor will inspect the room with the resident to assess its condition. The room key must be returned at this time. A \$50 fine will be charged for each key that is not returned.
11. **ELECTRICAL APPLIANCES:** Because the residence halls have electrical circuit limitations, multiple plugs and extension cords are not allowed. Radios, stereo equipment, and televisions can be used as long as they do not require outside antennas. All appliances must be registered with the dormitory supervisor. Residents with unregistered appliances will be disciplined.
12. **COOKING EQUIPMENT AND REFRIGERATORS:** Cooking equipment, such as, microwave ovens, coffee pots and burners are not allowed in the dorm rooms. Small refrigerators are allowed.
13. **FLAMMABLE MATERIALS AND FIREWORKS:** The ignition or detonation of anything which could cause damage by fire, explosion or similar means to persons or property, and possession of any kind of weapon, i.e., hand guns, fireworks or explosives is prohibited on any property owned or operated by Denmark Technical College.
NOTE: Penalty for Possession of Firearms or other Dangerous Weapons on or off Denmark Technical College Property: **ANY STUDENT WHO IS FOUND TO BE IN THE POSSESSION OF A FIREARM OR OTHER DANGEROUS WEAPON WHILE ON OR OFF DENMARK TECHNICAL COLLEGE PROPERTY WILL BE EXPELLED FROM THE COLLEGE AND REMOVED FROM THE CAMPUS IMMEDIATELY.**
14. **ALCOHOL AND DRUGS:** Possession of any alcohol or non-prescription drugs is prohibited. The sale, barter, exchange or gift of such drugs or alcohol from anyone without legal authority to possess them is prohibited. Violators will face disciplinary actions which could result in suspension from school or prosecution by law.
NOTE: Penalty for possessing, using, or distributing narcotics or unlawful drugs on or off Denmark Technical College Property: **ANY STUDENT WHO IS FOUND TO BE IN THE POSSESSION OF, USING, OR DISTRIBUTING ANY NARCOTICS OR UNLAWFUL DRUGS ON OR OFF DENMARK TECHNICAL COLLEGE PROPERTY WILL BE EXPELLED FROM THE COLLEGE AND REMOVED FROM THE CAMPUS IMMEDIATELY.**
15. **ROOM VISITATIONS:** The dormitory rooms are to be occupied by members of the same gender. Males or females are not to have a member of the opposite sex in their dormitory beyond the lobby.

The penalty for having a member of the opposite sex in any area beyond the lobby is suspension for one semester followed by non-academic probation for one semester and ineligibility to reside on campus. *Denmark Technical College expressly prohibits the presence of infants, or any other persons who are not officially registered as student residents in the dormitories for any extended period of time. While visitors are permitted, their visitations may not exceed a period of 48 hours. The violation of these provisions may result in an immediate termination of the student resident contract.

16. **CLEANLINESS** – Occupants of residence halls are required to keep their rooms clean and tidy. Dirty and untidy rooms create a health and safety hazard. Failure to adhere to this rule will result in cancellation of the housing contract and fines.
17. **SMOKE-FREE ENVIRONMENT** - Smoking is prohibited in the residence halls in compliance with South Carolina guidelines for state buildings.

Students who do not have a breakage fee will receive a full refund. Students who have breakage damages less than the breakage deposit, will receive an appropriate refund equaling the deposit. If students have breakage damages in excess of the breakage deposit, their account will be charged for the amount due.

Alcohol/Drugs Policy

It is the policy of the South Carolina Technical College System to provide a drug-free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

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

Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or in approved educational sites off campus.

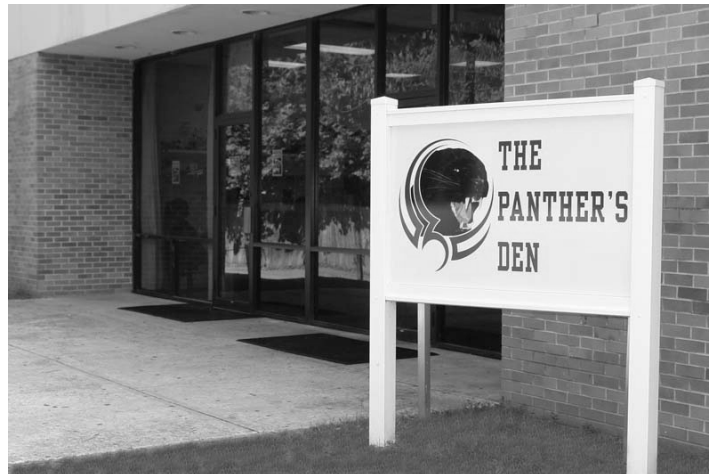
In order to prevent the consequences of alcohol and/or drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency through the use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs, and encourages employees and students to use such programs.

Residential Life

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure employees and students are aware that:

1. Alcohol and other drugs at the workplace and in the educational setting are dangerous because they lead to physical impairment, loss of judgment, safety violations and the risk of injury, poor health or even death. Information concerning health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the College Mission, as well as seriously affecting the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute for conduct at the workplace to their personnel officer within five days.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use and related procedures/statements/laws/guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.
5. Use of employee assistance programs (EAP), student assistance programs, (SAP), or drug/alcohol rehabilitation services is encouraged.



Student Code

STUDENT CODE AND GRIEVANCE PROCEDURE

General Provisions

I. Principles

Technical college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws; the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities. The Student Code and Grievance Procedure for Denmark Technical College sets forth the rights and responsibilities of the individual student.

When used in this document, the following definitions are in effect unless the content requires other meaning:

- A. "College" means Denmark Technical College.
- B. "President" means the chief executive officer of Denmark Technical College.
- C. "Administrative Officer" means anyone designated at the College as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
- E. "Chief Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
- F. "Student" means a person taking any course(s) offered by the College.
- G. "Instructor" means any person employed by the College to conduct class.
- H. "Staff" means any person employed by the College for reasons other than conducting class.
- I. "SGA" means Student Government Association of the college.

- I. "Campus" means any place where the College conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. "Suspension" means a temporary separation of the College and student under specified conditions.
- M. "Expulsion" means permanent separation of the College and student.

STUDENT CODE

I. General Rights of Students

- A. Non-discrimination
There shall be no discrimination in any respect by the College against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex, or disability.
- B. Freedom of Speech and Assembly
Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and non-discriminatory rules and regulations regarding time, place, and manner. Students desiring to conduct an assembly must submit a request to the President, or other designated College official requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no more than 10 working days prior to the desired event.
- C. Freedom of Press
In official student publications, they are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the College shall have an editorial board with membership representing SGA, faculty and administration. College has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.
- D. Protection Against Unreasonable Searches and Seizures
Students are entitled to the constitutional right to be secure in their persons, dwelling, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. Student Representation in College Governance
Students should be represented on campus committees that have the following duties:

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1. To propose policy that affects student activities and conduct.
 2. To make policy decisions on such matters.
 3. To implement policy.
- F. Classroom Behavior
- Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn. The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of the class period. The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.
- G. Evaluation and Grading
- Instructors will follow the announced College standards in evaluating and grading students. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.
- H. Privacy
- Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.
- I. Records
1. General
- The Student Records Office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories:
- (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial and (7) veterans affairs.
2. Confidentiality of Records
- Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:
- a. To instructors and administrators for legitimate educational purposes.
 - b. To accrediting organizations to carry out their functions.
 - c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
 - d. The Chief Student Services Officer may release directory information as authorized by the College through federal and state privacy legislation.
 - e. If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.
3. Disciplinary Records
- Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.
4. Treatment of Records after Student Graduation or Withdrawal
- When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.
- II. *Student Government and Student Organizations*
- A. Student Government Associations
- The College's Student Government Association's constitution, as approved by the Area Commission, establishes the governance structure for students at the College. Amendments to the constitution require approval as stipulated in the Student Government Association constitution.

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B. Student Organizations

An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization's constitution or by-law must be prepared, and a person must be identified who is willing to serve as faculty advisor and the names of at least 10 charter members must be submitted.

III. Proscribed Conduct

A. General

Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV.D.2.c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

B. Abuse of the Privilege of Freedom of Speech or Assembly

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the College or any other location where such activity is conducted or sponsored by the College. This disruption does not necessarily have to involve violence or force for the student to face disciplinary action. In the event of illegal or disruptive activity on the College campus, the Executive Dean of Student Services or other administrative officer will request those involved either to leave the campus or abide by the regulations governing the uses of, or presence on the campus. The Executive Dean of Student Services or other official will further announce that failure to disperse will result in Enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon."

(Section 16-17-420 part 2 of South Carolina Code of Laws).

C. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.

1. Cheating on tests is defined to include the following:

- a. Copying from another student's test or answer sheet.
 - b. Using materials or equipment during a test not authorized by the person giving the test.
 - c. Collaborating with any other person during a test without permission.
 - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part the contents of a test prior to its administration.
 - e. Bribing or coercing any other person to obtain tests or information about tests.
 - f. Substituting for another student, or permitting any other person to substitute for oneself.
 - g. Cooperating or aiding in any of the above.
2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:

1. Forgery, alteration or misuse of college documents, records, or identification cards.
2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

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E. Infringement of Rights of Others includes, but is not limited to the following:

1. Physical or verbal abuse inflicted on another person.
2. Severe emotional distress inflicted on another person or other property.
3. Theft, destruction, damage, or misuse of the private property of members of the College community or nonmembers of the College community occurring on campus or off campus during any College approved activity.
4. Sexual Harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear.

F. Other unlawful acts which call for discipline include, but are not limited to:

1. Destruction, theft, damage, or misuse of college property occurring on or off campus.
2. Unauthorized entry upon the property of the College after closing hours.
3. Unauthorized presence in any college facility after hours.
4. Unauthorized possession or use of a key to any college facility or other property.
5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the College.
6. Possession, use, or distribution on campus of any narcotics, dangerous or unlawful drugs as defined by the laws of the United States or the State of South Carolina.

7. Possession, use, or distribution on campus of any beverage containing alcohol.
8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
10. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others or adversely interferes with other normal functions and services.

IV. *Rules of Student Disciplinary Procedures and Sanctions*

The sanctions that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal states. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

A. Administrative Suspension

1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the students involved to cease and desist such conduct and advise the students that failing to cease and desist may result in immediate administrative suspension. If the students fail to cease and desist, or if the students' continued presence constitutes danger, the President of the College, or his/her designee, may temporarily suspend the students from the College, pending the outcome of a disciplinary hearing on the charge(s).
2. The President, or his/her designee, shall notify the Chief Student Services Officer in writing before 5:00 p.m. of the first class day following its imposition of the administrative suspension. The Chief Student Services Officer will inform the student in writing about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.

B. Academic Misconduct

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct

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- must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.
2. If the instructor, after meeting with the student determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
 - a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - c. Assign a failing grade for the course.
 - d. Require the student to withdraw from the course.
 3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Instructional Officer.
 4. The Chief Instructional Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Instructional Officer within several working days of the date of the Chief Instructional Officer's letter.
 5. If the student requests an appeal, the Chief Instructional Officer, or designee, will schedule a time for the meeting. The Chief Instructional Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Instructional Officer, or designee, will hear the appeal, this letter must also contain the following information:
 - a. A restatement of the charges.
 - b. The time, place, and location of the meeting.
 - c. A list of witnesses that may be called.
 - d. A list of the student's procedural rights. These procedural rights are presented in the Student Code and Grievance Policy, Section V.A.2.e.
 6. On the basis of the information presented at the appeal, the Chief Instructional Officer, or designee, will render one of the following:
 - a. accept the decision and the sanction imposed by the instructor.
 - b. accept the instructor's decision but impose a less severe action.
 - c. overturn the instructor's decision.
 7. The Chief Instruction Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five working days.
 8. After receiving the student's request, the President will review all written materials relating to this incident and render one of the following decisions:
 - a. accept the decision and the sanction imposed.
 - b. accept the decision but impose a less severe sanction.
 - c. overturn the decision.The President's decision cannot be appealed further.
- C. Student Misconduct
1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
 2. Within 5 working days after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer, or designee, may act as follows:
 - a. Drop the charges.
 - b. Impose a sanction consistent with those shown in Section IV.D.2.c.
 - c. Refer the student to a college officer or community agency for services.

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3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the Chief Student Services Officer's, or designee's decision, and instructions governing the appeal process.
 4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.
- D. The Student Appeals Committee
- Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Services Officer.
1. Membership of the Committee shall be composed of the following:
 - a. Three faculty members appointed by the Chief Academics Officer and approved by the President.
 - b. Three student members appointed by the appropriate student governing body and approved by the President.
 - c. One member of the Student Services staff appointed by the Executive Dean of Student Services and approved by the President.
 - d. The Executive Dean of Student Services serves as an ex-officio nonvoting member of the Committee.
 - e. The President shall appoint the Committee Chair from among the committee membership. Ex-officio members of the Committee may not serve as the Committee Chair.
2. Functions of the Committee are described as follows:
 - a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
 - b. To hand down a decision based only on evidence introduced at the hearing.
 - c. To provide the student defendant with a statement of the Committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:
 - (1) Academic Misconduct
 - (a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - (b) Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
 - (c) Assign a failing grade for the course.
 - (d) Require the student to withdraw from the course.
 - (2) Student Misconduct
 - (a) A written reprimand.
 - (b) An obligation to make restitution or reimbursement.
 - (c) A suspension or termination of particular student privileges.
 - (d) Disciplinary probation.
 - (e) Suspension from the College.
 - (f) Expulsion from the College.
 - (g) Any combination of the above.
- V. *Procedures for Hearings before the Student Appeals Committee*
- A. Procedural Duties of the Chief Student Services Officer
1. At least 7 working days prior to the date set for a hearing before the Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:
 - a. A restatement of the charge or charges.
 - b. The time and place of the hearing.
 - c. A list of all witnesses who might be called to testify.
 - d. The names of Committee members.
 - e. A statement of the student's basic procedural rights. These rights follow:
 - (1) The right to counsel. The role of the person acting as counsel is solely to

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- advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.
- (2) The right to produce witnesses on one's behalf.
 - (3) The right to request, in writing, that the President disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
 - (4) The right to present evidence. The Committee may determine as to what evidence is admissible.
 - (5) The right to know the identity of the person(s) bringing the charge(s).
 - (6) The right to hear witnesses on behalf of the person bringing the charges.
 - (7) The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - (8) The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.
2. On written request of the student, the hearing may be held prior to the expiration of the 7 day advance notification period, if the Chief Student Services Officer concurs with this change.
- B. The Conduct of the Committee Hearings
1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - a. The student and the person who initiated the charges. However the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
 - b. Counsels for the student and the College.
 - c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
 - e. Witnesses who shall:
 - (1) Give testimony singularly and in the absence of other witnesses.
 - (2) Leave the committee meeting room immediately upon completion of the testimony.
 2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
 3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
 4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
 5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
 6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
 7. Decisions of the Committee shall be made by majority vote.
 8. Within 2 working days after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the decision.
- C. Appeal to the President
- When the student appeals to the President, the President, whose decision is final, shall have the authority to:
1. Receive from the student an appeal of the Committee's decision.
 2. Review the findings of the proceedings of the Committee.
 3. Hear from the student, the Executive Dean of Student Services, and the members of the Committee before ruling on an appeal.

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4. Approve, modify, or overturn the decision of the Committee.
5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

STUDENT GRIEVANCE PROCEDURE

I. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

- A. Alleged discrimination on the basis of age, gender, race, disability or veteran's status excluding sexual harassment complaints. Because of the sensitive nature of this type of
- B. Alleged sexual harassment complaints should be directed to the Chief Student Services Officer. Because of the sensitive nature of this kind of complaint, a conference with the Chief Student Services Officer will replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
- C. Academic matters, excluding individual grades except when the conditions in items A or B above apply.

II. Definitions

When used in this document, unless the content requires other meaning,

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for the student services or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services pr his/her designee.

- F. "Student" means the person taking any course(s) offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

III. Procedures

A. First Step

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten instructional weekdays of the incident that generated the complaint.

B. Second Step

If the student is not satisfied with the outcome of the informal conference, the student may file a written grievance. The Chief Student Services Officer, or designee, shall make a grievance form available to the student and explain the grievance process to the student. The completed grievance form must be presented to the Chief Student Services Officer, or designee, within ten instructional weekdays after satisfying the first step in the grievance process. The Chief Student Services Officer, or designee, shall give written acknowledgement of receipt of the grievance form. The Chief Student Services Officer, or designee, will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the grievance form. As a part of the effort to resolve the issue, the supervisor will consult with the accused and Chief Administrative Officer of the division or component concerned.

C. Third Step

If the supervisor's written response does not resolve the matter, the student may a request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor's written response. The request shall include a copy of the original grievance form and the reason why the supervisor's response was unsatisfactory. The student must attach a copy of the supervisor's response to the request. The Chief Student

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President who shall ensure that the Committee is organized in a manner consistent with Section IV.A of this procedure. The Chief Student Services Officer, or designee, will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee. The Student Grievance Committee's meeting(s) shall be conducted between five and fifteen instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request prior to the scheduled meeting.

D. Fourth Step

If either party is not satisfied with the Committee's decision, that person may submit an appeal to the President of the College within ten instructional weekdays of the Committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final.

IV. The Student Grievance Committee

A. The Student Grievance Committee shall be composed of the following:

1. Three students recommended by the governing body of the student body.
2. Two faculty members recommended by the Chief Instructional Officer.
3. One Student Services staff member recommended by the Chief Student Services Officer.
4. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
5. The Chief Student Services Officer, or designee, who serves as an ex-officio, non-voting member of the Committee. The President must approve all recommended members.

B. Purpose and Function of Grievance Committee

1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

C. Rights of the Parties Involved in a Grievance

When a grievance committee is scheduled, the parties involved are entitled to:

1. A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
 - a. A brief description of the complaint, including the name of the person filing the complaint;
 - b. the date, time and location of the meeting, and
 - c. The name of any person who might be called as a witness.
2. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer or his/her designee.
3. Appear in person and present information on his/ her behalf and present additional evidence to the Committee, subject to the Committee's judgment that the evidence is relevant to the appeal.
4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.
5. An advisor who shall not address the Committee or ask any witness a question. Payment of legal fees is the student's responsibility.

D. Hearing Procedures

1. Hearings are closed to the public. When testimony is being given, only the Committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
2. Hearings are informal and a tape recording of the testimony presented during the appeal hearing may be made. The Committee's deliberations are not taped-recorded. After resolution of the appeal, the tape recording will be kept for three months in the Office of the Chief Student Services Officer. Either party in the appeal may listen to this tape recording under the supervision of the Chief Student Services Officer or designee.
3. The Committee may question the student and the employee. The Committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.

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4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.
5. The student shall bear the burden of proof.
6. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the Chairperson shall vote and thus break the tie.
7. The Chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the College within two instructional weekdays of the Committee's decision.

Student Complaints About the English Fluency of a Faculty Member

When a student files a written complaint with the Division Dean regarding the English Fluency of an instructor, the Division Dean will immediately alert the Vice President for Academic Affairs who shall refer the instructor within 10 working days 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. However, if student complaints continue or the supervisor determines a continuing fluency/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 Code

GRIEVANCE FORM

Filing Date _____

I. Name of Grievant _____ Phone Number _____

Address _____

II. Name of Person Against Whom Grievance is being Filed _____

III. Nature of Grievance:

IV. Desired Solutions

V. Action Taken by Grievant to Date:

**ATTACH ALL PERTINENT WRITTEN DOCUMENTATION AND FORWARD TO
APPROPRIATE SUPERVISOR**

SIGNATURE OF GRIEVANT

DATE

SIGNATURE OF DEAN

DATE

Student Code

Acceptable Student Use Policy for Computer Labs, Network Services and the Internet

General Principles

Computers are available for student use in the computer labs and in the Learning Resources Center. Student users are subject to the standard of Acceptable Use that is contained in this policy.

1. Access to computer systems and networks owned or operated by the State of South Carolina necessitates the following principles governed by policies and laws aforesaid referred.
2. Acceptable use always is ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security, mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.
3. Users who do not comply with this policy may be subject to limitations on their use of the network as determined by the appropriate supervising authority.
4. Users of the network services provided by the State of South Carolina, the State Technical College System and Denmark Technical College may be subject to monitoring for security and/or network management reasons. Users of these services are therefore advised of this potential monitoring by all three entities and agree to this practice.
5. Users who violate any copyright declarations are acting outside the course and scope of the authority governing the Acceptable Use Policy. The State of South Carolina, the State Technical College System and Denmark Technical College are therefore relieved of any legal responsibilities. Users will be held personally responsible and liable for such infringing activities.
6. By participation in the use of networks and systems provided by the State, users agree to be subject to and abide by this policy for their use. Willful violation of the principles and provisions of this policy may result in legal action of the authoritative boards.
7. This document may be updated on an as-needed basis and is subject to annual review.

Special Provisions

Student Users Shall:

1. Use the computer terminals primarily for academic purposes and classroom assignments. Users may access only files that are in keeping with the policies and laws of the governing bodies heretofore mentioned.

2. Refrain from monopolizing systems, overloading networks with excessive data or computer time, connect time, disk space, printer paper, manuals or other resources.
3. Assume responsibility for any charges associated with billable services unless appropriate authorization has been obtained.

Student Users Shall Not:

1. Use the network for illegal, or unlawful, or immoral purposes or to support or assist such purposes. Examples of this would be the transmission of violent, threatening, defrauding, obscene, or otherwise illegal or unlawful materials.
2. Use mail or messaging services to harass, intimidate or otherwise annoy another person.
3. Use the network for private, recreational, non-public purposes including the conduct of personal commercial transactions.
4. Use the network for commercial or partisan political purposes.
5. Use the network to disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer "worms" and viruses, and sustained high volumes network traffic which substantially hinders others in their use of the network.
6. Make or use illegal copies of copyrighted software or other mediums, store such copies on state systems, or transmit them over state networks.
7. Use the computers to play games, enter chatrooms or download information to the PC.
8. Manipulate any files on the Windows Desktop or configure/change any settings.

Violators of this policy may forfeit their access to computers on campus.

All student users of Denmark Technical College's electronic resources will be required to sign a copy of this policy to acknowledge their understanding of the policy and agree to abide by it.

Fees and Student Aid

FEES 2009-2010

Tuition and fees must be paid at the beginning of each semester. Students will not be permitted to enter classes until a paid receipt has been obtained from the Cashier-Business Office. Please submit payments by **money order or cashier's check** payable to Denmark Technical College. If mailing payments in advance, mail to:

Denmark Technical College, Attention: Business Office, Post Office Box 327, Denmark, SC 29042-0327.

Tuition and fees may change. See the Web page www.denmarktech.edu for up-to-date tuition and fees or call the Business Office at 803-793-5121.

COST PER SEMESTER

1ST Semester Costs payable by August 10th

2ND Semester Costs payable by December 8th

-FULL-TIME STUDENTS OFF-CAMPUS-

	<u>S. C. Students</u>	<u>Out-of-State Students</u>
Tuition	\$ 1,092.00	\$ 2,184.00
Insurance	47.00	47.00
Student Activity Fee	52.00	52.00
Technology Fee	55.00	55.00
Total Fee (off campus)	\$1,246.00	\$ 2,338.00
Total for the Year	\$2,492.00	\$ 4,676.00

- FULL-TIME STUDENTS ON-CAMPUS -

Tuition/Instructional Fee	\$ 1,092.00	\$ 2,184.00
Insurance	47.00	47.00
Student Activity Fee	52.00	52.00
Technology Fee	55.00	55.00

Each Semester

Room Rent	\$ 848.00	\$ 848.00
Breakage Deposit	50.00	50.00
Board (Required of all students who reside in dormitories).		
Each Semester	\$ 868.00	\$ 868.00

Total for each semester: \$3,012.00 \$ 4,104.00

Total for the Year \$ 6,024.00 \$ 7,662.00

PART-TIME STUDENTS:

S.C. Resident Cost Per Credit Hour	\$ 91
Out of State Student Cost Per Credit Hour	\$182
Technology Fee - All Part-Time Students	\$ 55

Books estimated at \$750 per semester.

Additional Costs For Barbering Students

Barbering Permit	\$ 35.00
Books	\$400.00
Supplies	\$626.20

Additional Costs For Cosmetology Students

Books	\$411.00
Supplies	\$470.00

Additional Costs For Early Childhood Development Students

South Carolina Law Enforcement (SLED) Check	\$25.00
T.B. Tine Test	13.00
CPR/First Aid	20.00

Additional Costs For Practical Nursing Students

Books	\$700.00
Health Form - (Physical Exam & updated Immunizations, to include Hepatitis B Vaccine)	\$100.00-200.00
Supplies -Student Uniform	\$150.00-\$250.00
Lab Skills Kit	\$200.00

*NOTE that all costs are subject to change.

OTHER FEES AND FEE INFORMATION

Technology Fee

The Technology Fee is assessed to all students. This fee is used to defray the cost of maintaining and upgrading hardware and software to meet the technological changes in curriculum requirements.

Senior Citizen Exemption

Persons who are 60 years old or more and who are legal residents of South Carolina may attend classes for credit or non-credit purposes on a space-available basis without paying tuition, provided that neither they nor their spouses receive compensation from any type of employment. Any person attending classes for credit must meet admission requirements.

Rental of Graduation Regalia

Graduating students will be charged the cost of renting caps and gowns and other materials required for participation in graduation ceremonies. Current costs will be posted.

Books and Supplies

Costs of books and supplies are determined by each student's needs in a particular program of study. Costs are not included in tuition. The campus bookstore carries these items for purchase by the student (*estimated cost: \$750 per semester*).

Continuing Education Fees

Continuing Education fees are based on the number of class hours and instructional costs for each course.

Payment of Fees

Tuition and fees must be paid at the beginning of each semester. Students will not be permitted to enter classes until a billing statement stamped "Approved" has been obtained from the cashier.

Payment to the College may be made in the form of a cashier's check or money order, made payable to Denmark Technical College. If mailing payments in advance, mail to: Denmark Technical College, Attn: Business Office, P.O. Box 327, Denmark, SC 29042-0327.

Fees and Student Aid

Debts Owed to the College

Students will not be permitted to graduate, receive transcripts or re-enroll in any programs until all debts incurred at the College have been paid in full.

Vehicle Registration

Each student is required to have a current parking permit properly displayed on any vehicle driven and/or parked on campus. Permits will be valid from September to August each year. (This applies to all full-time, part-time, and Continuing Education students.)

Any student who loses his/her permit or trades automobiles may apply for a new permit. The student shall apply for the new permit in the Public Safety Office. The parking permit is free.

ID Cards

Student identification cards are issued during registration. New ID cards are issued at the beginning of each academic term. There is a \$20 fee for lost cards. ID cards are required for all students and must be presented when requested by College personnel.

Student Insurance

This coverage insures students while on the premises of the College, at College-sponsored activities, College-sponsored trips, and while en route between home and College. Student insurance is furnished at the time of registration for all full-time students attending Denmark Technical College. The cost of this insurance is included in the semester fee and is optional to part-time students for a minimum fee.

Emergency services will be rendered at the Denmark Medical Center during office hours and at the Bamberg Memorial Hospital after office hours.

Students who are to be hospitalized will be admitted to the Bamberg County Memorial Hospital, Bamberg, SC, or referred to their family physician.

Late Registration

Any student registering after scheduled registration days must pay a \$60 late fee.

Refund Policy/ Adjustment of Financial Aid

It is the policy of Denmark Technical College to refund tuition, and fees, to students who officially leave the college, depending on the last date of attendance. For students who are receiving financial aid, regardless of the source, the Financial Aid Office will adjust aid based on the recalculation completed by the Business Office to determine the percentage of earned aid for students who withdraw, are dismissed, or take a leave of absence prior to completing 60% of the semester. If a student owes a balance to the College, he or she will be notified by the Business Office. A copy of the official recalculation is available in the Business Office.

A refund check will be generated for accounts that have a credit balance after application of all financial aid. However, withdrawal or changes in enrollment status may affect the

Refund checks are issued in two equal payments within a 14-day period following mid-term reconciliation.

Refunds to Veterans, Non-Degree – Refunds to veterans and/or orphans of veterans will be made subject to the limitations set in VA Regulation 12204.1. The College agrees to furnish each Public Law 500 Veteran and/or orphan a copy of the refund policy upon request.

Requesting a Refund After Overpayment -- If a student anticipates a refund due to an overpayment, the student should check with the Cashier. All refunds will be processed and payable by check within 14 days after the account has been reconciled.

Financial Aid

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance. Although the primary responsibility for financing an education remains with student's and their families, Denmark Technical College participates in several programs designed to supplement the family contribution in order to meet the financial need of the student. Financial aid may consist of grants, loans, scholarships, employment opportunities, and/or any combination of these as determined by the policies of the Financial Aid Office.

Philosophy

1. The primary purpose of financial aid is to provide financial assistance to students who need additional resources to pursue their educational and career goals and objectives.
2. Financial assistance may be offered in the form of grants, loans, employment, scholarships and/or any combination of resources listed.
3. Determination of the student's eligibility to continue receiving financial assistance is based upon the student's ability to make "satisfactory progress" according to the College's Financial Aid Standards of Satisfactory Academic Progress (SAP).
4. The Financial Aid Office reserves the right to review and cancel awards at any time because of change in the student's financial or academic status.

The Major Federal Aid Programs

Federal Pell Grant - Pell Grants provide non-repayable funds to eligible applicants and are intended to be the foundation of a combination of awards. These grants may be used for payments of tuition, books and living expenses, but do not to cover the full cost of these items. Students can receive Pell Grants for a maximum of 8 terms to complete their undergraduate education. (A financial aid year includes fall, spring, and summer terms.) Students must graduate in 150% of the time it takes to complete their major. (See a Financial Aid counselor for a detailed explanation.

Fees and Student Aid

Federal Supplemental Educational Opportunity Grant

(FSEOG) - FSEOG's are awarded to students with exceptional financial need. At Denmark Technical College, FSEOG's are awarded to students who have remaining eligibility after being considered for a Pell Grant and part-time work.

Federal Stafford Loans - Federal Stafford Loans are low interest loans available to students to help pay expenses related to attending a college or university. Repayment with interest begins six months after the student stops attending college at least half-time. A subsidized loan means that the Federal Government will pay the interest on the loan while you are enrolled in college on at least a half-time basis and during the grace period or, if possible, deferment period. Unsubsidized loans are available if you do not qualify for other types of financial assistance. An unsubsidized loan means that you are responsible for paying all interest on the loan.

Federal PLUS Loans - The Federal Plus Loan Program was established to ease the burden that the cost of post-secondary education places on many families. Federal PLUS loans are available to parents of dependent students who need additional financial assistance or who may not qualify for other types of financial assistance.

Federal Work-Study (FWS) - The Federal Work-Study Program provides part-time employment for eligible undergraduate and graduate students. Most FWS jobs are located on campus, although some community service related jobs are available off-campus. Federal Work-Study students are paid monthly.

SOUTH CAROLINA AID PROGRAMS

South Carolina Need-Based Grant (SNBG) - is designed to provide additional financial aid assistance to South Carolina's neediest students. In order to receive SNBG, you must comply with some requirements:

1. Be a legal resident of the State of South Carolina.
2. Be of good moral character, have no felony convictions or criminal record.
3. Admitted and enrolled at least half-time as an undergraduate student seeking your first undergraduate degree.
4. Make satisfactory academic progress as defined by the College catalog.
5. Renewal students must maintain a minimum cumulative grade point average of 2.0 and must complete a minimum of twenty-four credit hours an academic year.

South Carolina LIFE Scholarships provide free tuition to eligible students. For more information, contact the Financial Aid Office at (803) 793-5129.

South Carolina Tuition Assistance (Lottery Funds): Tuition Assistance funds are available to South Carolina residents enrolled in at least 6 credit hours. All applicants must file the Free Federal Student Aid Application. For current eligibility requirements contact the Financial Aid Office at (803)-793-5129.

Provided by Other Sources:

Scholarships - A limited number of scholarships are available through Denmark Technical College. These are based on academic performance and achievements.

National Guard Tuition Assistance Program - This program is open to students who are members of the South Carolina National Guard. Students can receive up to \$500 per calendar year. Applications for this program may be picked up through the South Carolina National Guard unit of assignment.

Veteran's Educational Benefits - Denmark Technical College is approved for VA educational benefits. Veterans and other persons eligible for VA benefits should determine their benefit eligibility to the Veteran's Affairs Office.

CHAPTER 30/34 VETERANS

The following chart shows pay rates for regular Chapter 30/34 veterans:

(1) Degree	(2) Diploma	Single (Per Month)	(1)Dep.	(2) Dep.	For each Additional Dependent
Full time	12 credit hours	\$ 592.88	\$ 628.88	\$ 659.88	\$ 16.00
12 Credit Hours	22 contact hours				
¾ time	9 credit hours	\$445.16	\$ 471.66	\$ 495.16	\$ 12.00
9 credit hours	16 contact hours				
½ time	6 credit hours	\$ 296.44	\$ 314.44	\$ 329.94	\$ 8.50
	11 contact hours				

Less than half time Tuition and fees only

All reimbursement figures are effective October 1, 1994.

Veterans in diploma programs must satisfy credit hours only. Chart does not apply to survivors and dependents of veterans (Chapter 35).

National Guard Veterans Pay Rates

Full-Time	\$ 192.32 per month
¾ time	\$ 144.74 per month
½ time	\$ 96.16 per month
Less than ½ time	\$ 48.08 per month

No benefits are payable for tutorial assistance. There is no additional allowance for dependents.

Veterans Educational Assistance Program (VEAP) - Monthly rates for full-time training currently range between \$150-\$225 per month depending on the total amount contributed during active duty service.

Fees and Student Aid

Eligibility for Aid

Eligibility requirements for each type of aid may vary from year to year. For information on the current eligibility requirements, methods for determining individual student eligibility requirements and calculating award amounts, contact the Financial Aid Office. Specific eligibility requirements are established by the US Education Department for Federally-funded programs; SC Commission on Higher Education for State-funded programs; and local/private sources determine eligibility for their respective programs.

All aid awarded through Denmark Tech is awarded on the basis of financial need and merit. Students that are in default on a student loan or repayment of a grant may not be awarded financial aid, except under certain circumstances. A student's aid package may include grants, scholarships, work-study or loans.

When making aid awards, students demonstrating the greatest unmet financial need are assigned funds first. Because of this, students applying for aid early are most likely to receive assistance with available funds.

If students do not have a high school diploma or GED certificate, they must score at least 35 on the ASSET in writing and reading and 33 in mathematics in order to be eligible for financial aid.

The student should also provide all requested information promptly, including verification and federal tax forms. A financial aid notification letter will be mailed after the completed file has been reviewed. If offered aid, students should follow the instructions contained in the letter of notification.

When communicating with applicants, the Financial Aid Office will use the address listed on the correspondence received when the student applied or was last registered. If students move, they should change their address promptly at the Office of Admissions and Records.

To remain eligible, a student must be enrolled and be in good academic standing. Students who withdraw from school after the start of the term are liable for repayment of part or all of the funds received during that semester. In addition, to assure that the student remains eligible, the student must notify the Financial Aid Office of changes in enrollment status or program of study.

For additional information concerning types of aid, student eligibility selection, award procedures, etc., contact the Financial Aid Office at Denmark Technical College.

Steps to Obtaining Financial Aid

1. Complete an application for admission to Denmark Technical College.
2. Complete a Denmark Technical College Financial Aid Application

3. Complete the Free Application for Federal Student Aid (FAFSA). This form is required for all financial aid programs-scholarships, grants, work-study, lottery tuition assistance and loans at Denmark Tech. Apply online at www.fafsa.ed.gov. Enter Denmark Technical College's school code —005363 on the FAFSA.
4. If you are eligible for financial aid, you will receive an award letter from Denmark Technical College stating the amount of aid. This letter and any required documents must be signed and returned to the Financial Aid Office within ten days after you received the correspondence.

Financial Aid Application Deadlines

Financial Aid application deadlines for each term are as follows:

For This Term	Application is due by
Fall Term	July 1
Spring Term	November 1
Summer Term	April 1

To be considered for campus-based aid, your student aid report must be in the Financial Aid Office **before July 1**, each year.

Financial aid applications may be processed after the posted deadlines; however, students should make arrangements to cover the cost of tuition and books for the first semester of enrollment or until they are officially notified of eligibility status for financial aid.

Students who have questions regarding their financial aid, should always speak with a financial aid counselor. The telephone numbers for the Financial Aid Office are: (803) 793-5180, 793-5129, 793-5161, 793-5181 or 793-5083.

Satisfactory Academic Progress

All students receiving federal student financial aid must adhere to the College's policy on satisfactory progress. The intent of this policy is to ensure that students who are receiving financial aid are making measurable progress toward completion of a degree, diploma or certificate program in a reasonable amount of time. (Please see "Time Limits for Education Programs for Title IV Recipients-Quantitative Standards.")

As recipients of federal student financial aid, students have certain rights and responsibilities. Failure to fulfill their part of the agreement as described may result in cancellation of the award, and having to repay any funds already received.

The Financial Aid Office will monitor satisfactory progress for all students receiving federal financial aid to ensure they are making progress toward program completion. The standards defining satisfactory progress for Denmark Technical College students are outlined as follows:

Fees and Student Aid

Academic Progress — Qualitative Standards

In order to remain in good standing, students pursuing a degree, diploma, or certificate who are enrolled in regular curriculum courses must maintain a minimum credit hour grade point average (GPA) according to the following scale:

Credit Hours Earned	Minimum GPA
0-35	1.50
36-50	1.80
51-above	2.00

Students who fail to earn the required GPA as specified will be placed on probation during the next term in which they enroll at the College. Probationary students who achieve the required GPA for the probationary term, but whose cumulative GPA remains below the required level, will remain on probation for one additional term. By the end of the second probationary term, students who achieve a 2.0 minimum GPA for the term, but whose cumulative GPA remains below the required level, will remain on probation for one additional term. By the end of the third probationary term, both the cumulative and term GPA must reach the prescribed level, or the student will be suspended. PLEASE NOTE: A student must complete a “Problem Course Plan Form” with their academic advisor. Students on probation must also enroll in College Skills 101 and attend class on a regular basis. If a student on probation withdraws from College Skills 101 or does not attend on a regular basis causing them to be administratively withdrawn from the College Skills 101, the student will also be completely withdrawn from the College.

Time Limits for Educational Programs for Title IV Recipients—Quantitative Standards

Federal financial aid is no longer available for an unlimited time. The length of time for which a student may receive funds is now based on the length of the program in which the student is enrolled. All Title IV Funds (Pell and Supplemental Grants, Loans, and Federal Work-Study) are affected by a 150% time limit.

Federal regulations state that a student must complete their program of study within 150% time published to complete the curriculum. Denmark Technical College measures this time frame by using credit hours. For example, a student whose program consists of 60 credit hours is required to have completed the program in no more than 90 attempted credit hours. *All classes registered for are included in the 150% time frame, including classes for which one receives a grade of “F” or “W.”* Students who register but do not officially withdraw from classes may have those classes included in the 150% calculation. To avoid this, students who do not plan to attend classes should officially withdraw from the applicable courses in the Records Office. A change of program does not automatically result in recalculation of attempted credit hours. It is in the best interest of the student to contact the Financial Aid Office before changing programs.

In accordance with these regulations, *all courses taken must be applicable toward an eligible program.* Classes which are not applicable toward an eligible program will not be funded by financial aid. Students will be required to pay the tuition for these classes from other sources.

Students must complete 67% of the credits that they register for each semester. Completed courses are courses with a grade of A, B, C, or D. Students who fail to complete their curriculum in 150% of the published time or who fail to complete 67% of the courses registered for each semester will be placed on Financial Aid Probation for one semester.

Student Right-to-Know Disclosure

Under the Student Right-to-Know and Campus Security Act of 1990, prospective students, applicants and current DTC students have the right to know the graduation and transfer-out rates of students enrolled at the College. These rates indicate the percentage of students who begin college as a first-time, full-time student during the fall semester and graduate or transfer within prescribed timelines as outlined in the Department of Education Guidelines. This information may be obtained from the Executive Dean of Student Services and Academic Support or Admissions Office at Denmark Technical College P.O. Box 327 Denmark, SC 29042 or by calling (803) 793-5182. Information and statistics concerning campus crime, safety and security policies and procedures are also available and may be obtained from the Denmark Tech Security Office, P.O. Box 327 Denmark, SC 29042 or by calling (803) 793-5173.

Consumer Information

Denmark Technical College administers various types of financial aid to students who demonstrate financial need. The types of financial aid available include grants, loans, scholarships and work-study program. Typically, a student must be enrolled for at least six credit hours or more to be eligible for most financial aid, although limited funds may be available for a few students who attend less than six credit hours. Any student who needs financial assistance must submit a Free Application for Federal Student Aid (FAFSA) to determine eligibility. Application forms should be submitted online at www.fafsa.ed.gov.

Financial aid awards are made equitably without regard to race, color, sex, handicap or national/ethnic origin. Awards are disbursed each semester and are determined on the last day of ADD/Drop and are based on class attendance. If a student does not attend all of his/her classes, the award will be recalculated and based on the student’s verified enrollment status.

Due to limited amount of money and the large number of students in need, typically Denmark Tech does not award federal Supplemental Educational Opportunity Grant (SEOG) and South Carolina Need Based Grant (SCNBG) to students receiving aid from Workforce Investment Act, Employment Security Commissions, VA and/or Vocational Rehabilitation.

Academic Regulations

Credit Programs Offered

Denmark Technical College offers a comprehensive instructional program designed to fulfill the occupational, professional, and public service needs of its constituents. Included are technical education and transfer programs. Technical education programs are designed to provide students with the necessary skills to enter the work force in a chosen career field.

Individuals who seek to pursue a career at the technical or para-professional level may enroll in a two-year college credit program leading to an Associate Degree. One-year College Credit Diplomas and Technical Certificates are offered for those persons desiring to spend fewer than two years in preparation. Technical certificate programs of various lengths can be chosen by individuals which, depending upon the preparation needed by the individual, allow the student to graduate in one year or less. All occupational programs are designed to prepare students for immediate employment after graduation.

Students may be placed in transitional courses as needed to help prepare them for successful completion of the Associate Degree, Diploma, or Certificate, based on test results obtained by ASSET/COMPASS scores.

Work experience options for student program majors are also available via Cooperative Education opportunities. Students can gain valuable job experience in their major or area of study through this structured learning experience. Experiential Learning options are available through the divisional programs.

Advisory committees for each program of study assist Denmark Technical College in evaluating and creating sound instructional programs. Advisory committees are made up of civic-minded representatives of business, industry, government, and health agencies.

The courses required to graduate are listed under specific educational programs. Due to rapid technology changes and industrial demands, Denmark Technical College is evaluating and recreating sound instructional programs.

The courses required to graduate from any program area are listed under the program title and are identified as General Education, Required Core Subject Areas, Other Hours for Graduation and Electives.

Placement Testing

Each student admitted to Denmark Technical College must take placement tests in Reading, Mathematics, and English. Students participate in a variety of assessments and surveys from admission through post-graduation to ensure high academic standards, effective evaluation of the student's achievement and placement in certain courses, and student's satisfaction with quality of the instructional program.

At Denmark Technical College, the ASSET/COMPASS is administered as a placement examination for Reading, English, and Mathematics to help identify a student's present academic strengths and needs, and how they match up with starting point

requirements for the first courses that are a part of a student's program of study. Other diagnostic assessment tools are available as needed. Students who do not attain an appropriate score on the ASSET/COMPASS are placed in transitional courses. Any student enrolled in a transitional course is considered a part of the Transitional Studies Program. This program provides supplemental assistance in the form of academic support laboratories, tutoring, and academic counseling.

Program Entrance Requirements

Admission to specific academic programs requires that applicants have appropriate educational preparation, satisfactory placement scores and all admission requirements completed. Some programs, notably Practical Nursing, Nurse Aid Assistant, Early Care and Education, Cosmetology, and Barbering have some non-academic program requirements prior to admission.

Course Restrictions

Students who do not meet the minimum ASSET/COMPASS score in writing and English skills must register for Transitional Studies English and may not take any English course beyond the Transitional level or any other English course where writing is a major requirement.

Students who do not meet the minimum ASSET/COMPASS score in mathematics must register for Transitional Studies mathematics and may not take any course in which mathematics skills are a major requirement.

Students who do not meet the minimum ASSET/COMPASS score in reading skills must register for Transitional Studies reading and may not take any course in which reading skills are a major requirement for passing the course.

Students must meet minimum program standards in English, Mathematics, or Reading in order to enroll in credit courses where these skills are required.

Academic Advising

Academic advising at Denmark Technical College is a continuous process starting with the student's identification of a major. The purpose of academic advising is to assist students in planning and pursuing a program of study that will enable them to satisfy the requirements for an associate degree, diploma or certificate. After a student is admitted to a program of study, he or she is assigned a faculty advisor. The advisor is available throughout the period that the student is enrolled in the program to:

1. Assist the student in planning and facilitating a schedule of courses that are appropriate to the program of study;
2. Assist the student in making schedule changes;
3. Make referrals for students in situations that require the services of other areas of the College;
4. Maintain an individual file on the student's progress
5. Assist the student with questions and concerns about his or her program of study and career opportunities; and

Academic Regulations

6. Complete and submit all materials the student needs for notification of graduation to Enrollment Services.

Advisors are required to meet with each student advisee a minimum of two times per semester.

Students are allowed to change academic advisors in special situations with the approval of the Vice President for Academic Affairs.

Pre-registration

Pre-registration is the formal process for students to meet with their advisors and select courses and schedules. Pre-registration guarantees students enrollment in a class provided the class meets the College's minimum requirements to be offered. Students who register late will not be guaranteed enrollment in class.

Registration

Students are required to register for each semester in which they plan to enroll. Registration and payment of fees must be made in accordance with the published instructions. Students are not officially enrolled until they complete all the steps of registration, including payment of fees.

Late Registration

All students are expected to complete their registration, including the payment of required fees, on the dates mentioned in the College Calendar. Students who register late within the period set aside for late registration will be required to pay an additional fee.

Course Admit Slips

Students will be required to present admit slips upon entering each class. This includes any courses which have been added during the Add/Drop period. Each admit slip must be stamped with "Final Approval."

Under no circumstances will students be admitted to class until a course admit slip is presented to the instructor.

Schedule

A schedule of classes is provided each semester. Students may change their schedules after their original registration through the scheduled Add/Drop period. Denmark Technical College reserves the right to change and/or cancel scheduled courses, times, date, and instructors.

Schedule Changes – Dropping, Withdrawing from Classes

Schedule changes are made only with the consent of a faculty advisor, the Division Dean and approval by the Admissions and Records Office. A student may not be added after the Add/Drop date. A student who receives veteran's benefits, financial aid, and who withdraws or is dropped from a course after the mid-term date published in the College Catalog, shall receive a grade of WF, WP or WU for that course.

Classification of Students

To advance from freshman to sophomore standing, a student must have earned a minimum of thirty (30) semester hours with a grade point average of at least 1.50.

Definition of Student Status

The following definitions are used to describe the student's status based upon the number of hours pursued within a given semester:

1. A full-time student is a student enrolled in an associate degree, diploma, or certificate program and registered for 12 or more semester hours.
2. A three-fourth time student is a student enrolled in an associate degree, diploma, or certificate program and registered for 9 to 11 semester hours.
3. A one-half time student is a student enrolled in an associate degree, diploma, or certificate program and registered for 6 to 8 semester hours.

Course Load

The minimum number of semester hours for a student at Denmark Technical College for matriculation as a bona fide full-time student is twelve (12) semester hours. Eighteen (18) semester hours is the maximum. However, under special circumstances additional credit hours may be approved by the Division Deans and the Vice President for Academic Affairs for students who are doing exceptionally well academically.

Changes in Program of Study

Students who wish to change their course of study should complete a "Change of Program Request Form" for the new program after discussing the change with the faculty advisor before or during the pre-registration and/or registration process.

The College may drop or change courses, hours, or credits in accordance with institutional capability and as demands change, or according to student interest, or community, or industrial needs.

Independent Study

Denmark Technical College policy provides that students who find themselves with unusual circumstances may be assigned to selected courses on a directed independent study basis so that progress toward successful program completion can be maintained if a course does not appear on the schedule. State policy prohibits the use of independent study to satisfy requirements listed under the "Required Core Subject" section of any curriculum model. Students who wish to enroll in independent study courses must get approval from the Division Dean and the Chief Academic Officer.

Academic Regulations

Attendance Policy

A student who is absent for more than 25% of the scheduled class meetings each semester cannot receive credit for the courses. The instructor retains the right to further limit the number of absences provided it is published in the course syllabi and distributed to all students at the beginning of the term. Absences are classified as excused or unexcused. The guidelines governing each are as follows:

Excused Absences

Excused absences occur when students who have legitimate documentation to verify an absence to include death in the family, doctor's statements, jury duty, approved student activities, etc. Excused absences are given by the Counseling Center or College Nurse after the appropriate documentation is presented. Students with excused absences shall be given the opportunity to make up any work missed as a result of the absence.

Unexcused Absences

Unexcused absences occur when students do not meet the criteria for excused absences. When an absence is regarded as unexcused, the instructor has the option of deciding whether or not to allow a student to make up any work missed during the absence.

Grade Reporting

Final Grades will be available to students one week following the end of a term. Students will receive a copy of FINAL grades by mail or electronically. Students are encouraged to carefully review their grade information and report any errors to the Records Office. Any requests for grade changes must be submitted within one year of the ending date of the semester in which the grade was assigned. Grade information will not be released to students owing past due funds to the College.

Grading System

Denmark Technical College shall use a grading and grade point system in which the calculation of the student's grade point average (GPA) is based on a 0 to 4 point numerical value scale. The only grades and numerical values used in the calculation of the GPA are as follows:

- A = Excellent... Earns 4.0 Quality Points
- B = Above Average... Earns 3.0 Quality Points
- C = Average... Earns 2.0 Quality Points
- D = Below Average... Earns 1.0 Quality Point
- F = Failure... Earns 0.0 Quality Points
- FA = Failure Due to Excessive Absences... Earns 0.0 Quality Points
- UA = Failure Due to Excessive Absences... Earns 0.0 Quality Points
- WF = Withdrawn Failing... No Credits or Grade Points

Other grade and course symbols authorized for use are as follows:

- AU = Audit... No Credit or Grade Points
- I = Incomplete... No Credits or Grade Points
- W = Withdrawn... No Credits or Grade Points
- WP = Withdrawn Passing... No Credits or Grade Points
- SC = Satisfactory Completion... Earns Institutional Credits, No Grade Points
- S = Satisfactory Progress... No Credits, No Grade Points
- U = Unsatisfactory Progress... No Credits or Grade Points
- E = Exempt... Earns credits, No Grade Points
- TR = Transfer... Earns credits, No Grade Points
- CF = Carry Forward... Earns no credit hours, No Grade Points

Grades of W, S, SC, U, CF, AU, TR, WP, WU and UA are not included in calculating the GPA, neither are the credit hours. Credits transferred to Denmark Technical College are only used to determine eligibility to graduate. They are not used to calculate the GPA. A cumulative GPA of 2.00 is required for graduation.

"I" and "CF" grades are temporary and must be replaced by an academic grade. While the "I" and "CF" grades are not a part of the student's permanent record, nor are they included in calculating the student's GPA. A student receiving an "I" grade must complete the coursework necessary to earn an academic grade by midterm of the following semester or the grade will automatically turn into an "F."

A student receiving a "CF" grade must complete the work necessary to earn a grade by the end of the following semester or the grade will automatically turn into an "F."

Credits earned in transitional courses or other courses numbered less than 100 shall not be creditable towards a certificate, diploma or degree and shall not generate grade points for use in GPA calculations.

The highest grade earned in a course is to be computed in a student's grade point average. However, the student's complete academic records shall be reflected on the transcript.

Students may appeal a grade by acting in accordance with the College's grade appeal procedure.

Grade Point Average

A grade point average will be maintained for each student. To determine GPA, numerical values are assigned to final grades as shown in the following example:

Course	Grade	Credit Hours Attempted	Quality Points Earned	Total Quality Points Per Course
Microeconomics	F	3	0	0
Communication I	B	3	3	9
Introduction to Business	A	3	4	12
College Algebra	C	3	2	6
College Skills	D	3	1	3
TOTAL		15		30

$$\frac{\text{Total Quality Points (divided by)}}{30} = \frac{\text{Credits Hours Attempted}}{15} = \text{GPA} = 2.00$$

Academic Regulations

For an “A”, 4 quality points are awarded for each semester hour of credit attempted; for a “B”, 3 quality points; for a “C”, 2 quality points; for a “D”, 1 quality point; and for an “F”, “FA” or “WF” no quality points. The grade-point average is calculated by multiplying Credit Hours Attempted by the Quality Points Earned for each course grade, summing the Total Quality Points per course, and dividing the sum of the total number of Credit Hours Attempted.

Standards of Academic Progress

In order to remain in good standing, students pursuing a degree, diploma or certificate who are enrolled in curriculum courses must maintain a minimum credit hour grade point average (GPA) according to the following scale:

Credit Hours Earned	Minimum GPA
0-35	1.50
36-50	1.80
51-above	2.00

During the semester students are given a report on their academic progress every two weeks by each instructor. These reports are also available to the advisor, counselor, and the Division Dean for intervention, if necessary.

Transitional Courses

Denmark Technical College students enrolled in Transitional Studies courses are given “SC” grades for satisfactory completion, “S” grades for satisfactory progress, and “U’s” grades for unsatisfactory progress. These grades are not included in the grade-point average calculations. According to Title IV regulations, students who do not complete the transitional courses after 30 hours are no longer eligible for financial aid. Contact the Financial Aid Office for further clarification.

Academic Probation and Suspension

Students who fail to maintain the required GPA as specified will be placed on probation during the next term in which they enroll in the college. Students must complete a “Program Course Plan” form with their academic advisor and counselor before registering for the next semester. Students must follow the completed Program Course Plan which outlines the courses to be taken. Students must register for and attend COL 101. Students who withdraw from or do not attend COL 101 will be administratively withdrawn from the College. Students who do not achieve the required GPA for good standing will be suspended; however, the student can petition the Chief Academic Officer for reinstatement. If the petition is denied the suspension may be appealed to the President of the College. The President’s decision is final.

A student on probation and suspension will receive a letter from the Vice President for Academic Affairs explaining the student’s status.

Effort-to-Benefit

Denmark Technical College believes in strictly adhering to the guidelines established by the U.S. Department in administering Title IV funds – Federal Aid Programs. Therefore, “a student must demonstrate ability-to-benefit to successfully succeed from the education being offered at said college.” This determination is made during mid-term grade reporting period to see if the student is making satisfactory academic progress.

Procedure:

The College’s “effort to benefit” process is designed to assist and foster student success in college courses. Funds will not be issued until the following steps have been taken to show an effort to benefit on the student’s part.

Implementation:

1. A written explanation for no or limited academic success;
2. The signature of the divisional counselor indicating a plan of active solutions is in place (Action Plan Contract), and;
3. The signature of the student on the form defining his/her responsibility as a Financial Aid Recipient.

PLEASE NOTE: Completed action plan contracts must have the signatures of the counselor, the Executive Administrator affixed in order for the students to receive a check.

Related Policies:

1. Students on probation shall not take more than 12 credit hours.
2. Students on probation shall not be a candidate for or serve in any school-wide elective offices or be appointed to any administrative or social committees.
3. A student who has been suspended academically from Denmark Technical College must apply for re-admission.
4. Probation or suspension indicators will appear each semester on the student’s grade report and transcript, when applicable.
5. Courses canceled by Denmark Technical College and courses initially registered for, but formally dropped, shall not be counted when determining the number of courses undertaken in a given semester.
6. Students who register but never attend class will be dropped from the class rolls.
7. Students who officially withdraw from the College after the Add/Drop period, but before midterm, will receive “W” grades for their courses.
8. Students who withdraw after midterm will receive “WP, WF or WU” grades. However, students who fail to maintain satisfactory class attendance during the semester will receive “FA” or “UA” grades.
9. Academic status within a given semester will be changed only if there is a grade change or removal of an “I.”

Academic Regulations

- 10 “I” and “CF” grades are temporary and must be replaced by an academic grade. While the “I” and “CF” grades are on the student’s record, they are not included in calculating the student’s GPA, neither are the credit hours. A student receiving an “I” grade must complete the coursework to earn an academic grade by midterm of the following semester or the grade will automatically turn into an “F”. A student receiving a “CF” grade must complete the work necessary to earn a grade by the end of the following semester or the grade will automatically turn into an “F”.

Advanced Standing

Denmark Technical College has established policies and procedures which may allow students to enter certain curriculum programs with advanced standing. In many cases, credit may be awarded through transfer or credit from other post-secondary institutions, challenge examinations, the College Level Examination Program, military experience or credit for non-academic achievement, thus giving students advanced standing. In addition, many of the College’s programs have developed articulation agreements with vocational/technical education centers in the College’s service area which also allow for advanced placement. Students interested in advanced standing should furnish appropriate documentation to the Admissions Office. After this information has been reviewed by the appropriate academic department, students will be notified of information regarding academic credits awarded.

Credit by Examination

A student may earn up to one-third of the semester hour credits required for an associate degree and enter certain curriculum programs with advanced standing through credit-by-examination options. Total credit awarded may come from standardized tests, such as Advanced Placement (AP) or a combination of AP, College-Level Examination Program (CLEP) and/or the Proficiency Examination Program (PEP). Information about these tests are available at the Testing Center in the Student Development Office.

CLEP

The College-Level Examination Program (CLEP) is a nationally standardized series of tests designed primarily for students who have acquired college-level knowledge outside the classroom. Students may receive college credit for CLEP equivalent courses by making an acceptable score on the CLEP test. A student is normally awarded between two and four semester credit hours for passing a CLEP subject examination. Credit will be awarded when scores are officially recorded.

Credits will be given for the following subjects: Calculus with elementary functions, college algebra, college composition, computers and data processing, educational psychology, elementary computer programming (FORTRANIV), freshman English, general biology, general chemistry, general psychology, human growth and development, introduction to business law, introduction micro/macro economics, introductory marketing, introductory sociology, money and banking.

Proficiency Examination Program

The Proficiency Examination Program (PEP) is an alternative to obtaining college credit through traditional classroom course work. Students may earn credit for both formal and informal education with PEP. Students demonstrating sufficient knowledge of material covered in a course may elect to earn credit or exempt a course by examination. The student must complete the examination with a passing score of 80 percent to earn credits. PEP examinations will not be given for subject areas when CLEP examinations are available.

Institutional Credit by Examination

Students regularly enrolled or formerly enrolled in the College may obtain credit by examination for courses in which they have had no class attendance or semester standing. However, permission must be obtained from the Dean of the division involved. A grade of not less than “C” on the examination is necessary to receive credit for the course. Examinations are not permitted in courses in which students have previously enrolled either regularly or as an auditor. Before the examination, applicants must pay the Business Office a fee of \$87 per semester hour* and a \$15 examination fee. These fees are non-refundable. The Business Office issues a receipt which must be shown to the Dean of the division conducting the examinations. The Dean immediately reports the results of the examination to the records office. Credits earned under this regulation are recorded as *hours earned*.

*Tuition rate subject to change.

Military Service School Credit

Following enrollment, in order to receive credit, the student must have a DD295 and a Certificate of Completion. Students who qualify should contact the Office of Admissions and Records.

Following a review by the Admissions Office, using *A Guide to the Evaluation of Educational Experiences in the Armed Services*, a recommendation for credit is made to the Dean of the student’s major area. The final decision as to the credit awarded is made by the Dean of the division in which the student is enrolled.

OTHER ACADEMIC REGULATIONS

Post Secondary Non-Academic Achievement for College Credit

To be eligible to receive post secondary non-academic achievement for college credit, the student should be least 25 years old and have been employed for five years, including at least two years of full-time work experience related to the specific course content requested for credit. The student can be eligible to receive up to one-third of their course work for an associate degree, diploma or certificate program based on Denmark Technical College’s policy concerning the awarding of credit for post secondary non-academic achievement. Contact the Office

Academic Regulations

of the Vice President for Academic Affairs for further information.

Repetition of Course Work

It is the policy of the College that permanent records of students show the actual course work completed. Under no circumstances can a grade be deleted from a student's record. In instances where a course is repeated, only the quality points and credit hours associated with the higher grade will be counted in the calculation of the student's GPA. In the event of identical grades, the quality points and credits of only the latest repetition will be included in the student's GPA.

Program Completion

Students must complete program curriculum requirements as stated in the Catalog in effect at the time of their enrollment at Denmark Technical College or any subsequent catalog. Students who discontinue their enrollment for a period of one term must complete the program curriculum requirements in the Catalog in effect at the time of their re-entry.

Change of Program

Students who elect to change from one program of study to another must contact their current Division Dean or academic advisor who will determine the student's eligibility for the new program and will complete a Program Change Form. The completed Program Change Form should be returned to the office of Admissions and Records.

Course Substitution

All substitutions of courses required for graduation must be approved by the faculty advisor, divisional dean, and Vice President for Academic Affairs. Students must still meet the minimum number of hours required for graduation.

Auditing a Course

A student who desires to attend classes, but does not wish to receive grades or credits, may register to audit the class. The instructor may decide whether or not the student may participate in class discussions, tests, or examinations. An auditor is expected to register and pay appropriate fees. After the Drop/Add period, a student enrolled in a course for audit cannot change to credit and a student enrolled in a course for credit cannot change to audit.

An audited course may be repeated for credit. To receive credit for previously audited courses, the student must register, pay fees, and meet all requirements of the course. Audited courses will appear on the student transcript.

Exemption Procedures

By assessment, students may demonstrate knowledge equivalent to an approved curriculum course due to "life experiences" or other relevant experiences. Any student at the

College desiring to exempt a course, should:

1. Make an appointment with an academic advisor.
2. The academic advisor completes the Course Exemption Request Form and submits it to the appropriate Divisional Dean for approval.
3. The student submits the approved form along with the credit hour cost and a \$15 non-refundable fee for each course to the Business Office.
4. The instructor will return the form to the Office of Admissions and Records with a grade attached after assessment.
5. If the exemption is approved, the student will receive credit for the course, with a grade of E being placed on the academic transcript.
6. An exemption of a course may be challenged only once.
7. A student may earn a grade of E for a maximum of twenty-five percent (25%) of the credits required by a program.

Statute of Limitations

Courses

Any required course that has been completed more than six years must be repeated before the degree/diploma/certificate will be conferred.

Placement Test (ASSET/COMPASS)

The placement test scores are valid for three years after the test date.

Length of Programs

Denmark Technical College operates on a 16-week semester format. The projected time for completing a program of study shown in the curriculum display. If a student enrolls on a part-time basis, he or she may expect to take a longer time to complete the program. Financial aid regulations require students to complete their programs in 150% of time when enrolled full-time. This means that students in Associate Degree programs have a maximum of 3 years to complete. One year diploma and certificate students have 3 semesters to complete.

Academic Regulations

ACADEMIC RECORDS

Official Student Records

The permanent academic record of each student contains entries of all courses taken for credit and/or non-credit and is housed in the Office of Admissions and Records.

The permanent academic record of each student contains the following:

1. Student's Name
2. Social Security Number
3. Date of Birth
4. Permanent home address
5. Type of transcript
6. Course entries, course number, course title, grade, credit hours, quality points
7. Admitted program
8. Current and cumulative statistics
9. Transcript key
10. Academic status
11. Transfer credit
12. Official signature (on official transcript)
13. Name and address of institution

Change of Name and Address

It is the obligation of every student to notify the Office of Admissions and Records of any change in name and/or address. Failure to do so can cause serious delays in the handling of student records and in the notification in case of emergencies. When a change of name is requested, the student must present proof to justify the change.

Privacy of Student Records

Denmark Technical College safeguards the privacy of all student records. The confidentiality of all records is respected in accordance with the recent U S Department of Education ruling on the Family Educational Rights and Privacy Act (FERPA), which, as amended, prescribes the conditions under which information pertaining to students can be released. Therefore, no information, other than directory information, may be released to the public without prior consent of the student. Only members of the College's administration, faculty, or counseling staff, who have legitimate educational, administrative, or statistical purposes may have access to student records.

Transcript Fees

A student's records are confidential; therefore, transcripts are released only when a student makes a written request to the Office of Admissions and Records. Students may release their transcripts to any individual or institution they choose. They may also secure student copies for their own use.

The first copy requested by the student is free. Additional copies of transcripts are \$3.00 each. Transcript requests may be made by mail. Telephone requests will not be accepted. In all cases, financial obligations to the College must be paid in full before a transcript or any other information can be released.

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

Honors and Presentations

Honor Students

A student who carries a course load of 12 credit hours or more and maintains a semester GPA of 3.0 or above will be placed on the Dean's List of Honor Students. A student who carries a course load of 12 credit hours or more and maintains a semester GPA of 4.0 or above will be placed on the President's List of Honor Students. Students with an incomplete grade or a CF grade are not eligible for the Dean's or President's List.

Honor Awards

Phi Theta Kappa National Honor Fraternity is a scholastic honor organization that consists of student members who have a grade point average of 3.50 or better and who are enrolled as full-time students with 12 credit hours or above.

Eta Alpha Omega Chapter of Phi Beta Lambda Business Fraternity is a business organization whose membership consists of students who have developed vocational competencies for business and office occupations.

Academic Honors for Part-Time Students with a cumulative GPA of 3.50 or greater who meets the criteria listed below will be recognized for outstanding academic achievement and be placed on the Honors List.

A part-time student is eligible for the Honors List if the student:

- is enrolled in a major (certificate, diploma or associate degree program), and
- has completed at least 18 semester credit hours.

Academic Awards

Senior Honor Awards are given to the top three graduating seniors with the highest cumulative averages in rank order.

Achievement Awards are presented to graduating seniors in each division who have an average of 3.5 or above in their subject area.

Achievement Awards are presented to other students in each division who maintain a 3.00 or above in their technology subject areas.

The Presidential Achievement Award

The Presidential Achievement Award is given by the President of the College and is presented to a graduating senior who has demonstrated exemplary scholarship, leadership, congeniality, citizenship and who has served as an exemplary ambassador for the College.

Graduation Requirements

Residency Requirements

In order to complete requirements for graduation, students must earn at least 25 percent of credit hours through courses offered by Denmark Technical College.

Academic Regulations

General Requirements

1. Satisfactory completion of the required number of general education courses for the degree, diploma, or technical certificate.
2. Satisfactory completion of the required number and type of courses required for the major.
3. Satisfactory completion of the required number of hours specified by the curriculum in which the student is specializing.
4. Payment of all required fees, including the graduation fee, licensing application and examination fees (Cosmetology and Barbering students), and any other financial obligations due the College.
5. Completion and filing of an official application for a degree, diploma or technical certificate with the Office of Admissions and Records.
6. Completion of all course requirements with a minimum cumulative grade point average of 2.0 and a minimum grade of C in each major course in their specific program.
7. Completion of Denmark Technical College's residency requirements (students must successfully earn at least 25 percent of credit hours through courses offered by Denmark Technical College).

All students have the option of satisfying requirements for graduation as found in the College Catalog in force on the date of the first entrance to Denmark Technical College or the catalog that is in effect on the date of graduation.

Specific course requirements for each award are found in the curriculum display sheets.

Requirements for the Associate Degree

1. General education requirements are listed for each degree program in the Academic Programs section of this catalog. A minimum of 15 credit hours must be taken in general education courses.
2. A minimum of 25 percent of all associate degree courses must be taken at Denmark Technical College.
3. Completion of all core requirements and other requirements for graduation.

Requirements for the Diploma

1. A minimum of 9 credit hours must be taken in general education courses.
2. A minimum of 25 percent of all diploma courses must be taken at Denmark Technical College.
3. Completion of the core requirements and other graduation requirements for the diploma.
4. Complete a minimum of 1,500 clock hours of clinical and classroom lectures required for Barbering and Cosmetology students.

Requirements for the Technical Certificate

Course requirements for each technical certificate are listed in the Academic Programs section of this catalog. Technical certificates require only core courses in the major program.

Transfer and Articulation

Transfer In Credit

Denmark Technical College may accept and give credit for work completed at other accredited colleges and universities. Applicants seeking such credits should complete the regular application form and request an official transcript of work from all colleges previously attended. If fewer than 15 hours have been earned on the collegiate level, a complete high school transcript must be submitted. The rules regulating the transfer of credit will be at the discretion of the Vice President for Academic Affairs and the appropriate Divisional Dean using the following guidelines:

1. Courses being transferred in must cover the competencies of courses being offered by Denmark Technical College.
2. In order to transfer in credit, a grade of C or better must have been made in the course.
3. Transfer in credit will be included in the computation of the student's GPA.

Applicants may enter with advanced standing by being awarded transfer credit when they have earned academic credit from another accredited post-secondary educational institution. The submission of fraudulent records or information constitutes ground for denial of admission or dismissal from the College.

Transfer In Procedures

1. New transfer students must provide official transcripts for each accredited post-secondary institution from which they are seeking transfer credit. A "Confidential Statement" form from each college attended must also be completed.
2. Only course work in which a student has earned a minimum grade of C or its equivalent will be considered for credit.
3. Course work must have been earned at college level to receive Denmark Technical College credit.
4. Course work is evaluated individually on the basis of its content and on the credit hours received for the course. For transfer in credit to be awarded, a comparable Denmark Technical College course must exist within the student's curriculum with the course content and credit hours being equivalent as described in the State Technical College System Catalog of Approved courses.
5. Transfer in credit will be awarded to students enrolled seeking degrees, diplomas, and technical certificates.
6. When advanced standing has been awarded for transfer in credit, a grade of TR will be recorded on the student's academic transcript.

TRANSFER: STATE POLICIES AND PROCEDURES

Statute of Limitations – Courses

Any required course that has a completed date of over six is not eligible for transfer.

Articulation Agreements

Denmark Technical College complies with the South Carolina Statewide Articulation Agreement. The College maintains articulation agreements for specific majors with a number of public and private colleges in South Carolina. All South Carolina Public and Private colleges accept transfer credits from Denmark Technical College. Please contact the college or university to which you would like to transfer for specifics.

Although the College cannot guarantee the transferability of its courses, articulation agreements are generally accurate guidelines regarding the acceptability of Denmark Technical College's courses by the participating institutions.

Other Transfer Options

The institution also accepts Advanced Placement (AP), College Level Examination Program (CLEP), Program on Non-Collegiate Sponsored Instruction (PONS), and Technical Advanced Placement (TAP) credits in appropriate programs.

Post-Secondary Non-Academic Achievement

Denmark Technical College offers potential mature students, with full-time jobs and demanding schedules, an opportunity to earn an associate degree, diploma, or certificate through credit for work or public service by taking courses at Denmark Technical College, and through other approved testing options.

Any person who is at least 25 years old and has not been enrolled in a higher education institution for the past five years, or is resuming his education after a one-year break, must have a minimum of five years of acquired work or public service experience in order to be eligible for credit for Non-Academic Achievement.

A potential student may be awarded a maximum of one-third of the credits for program completion. Potential students are not exempted from the College's admissions requirements or other academic regulations.

Electronic Transcripts

Denmark Technical College has the capability of sending and receiving transcripts electronically. Contact the Office of Admissions and Records to arrange for this service.

Transfer Officer

The College Transfer Officer is the Vice President for Academic Affairs, who can be contacted at Denmark Technical College, 1126 Solomon Blatt Blvd. Post Office Box 327, Denmark, SC 29042; phone (803) 793-5109.

Transfer Guide Update Schedule

The Denmark Technical College Articulation and Transfer Guide is updated annually by September 1, and can be found on the Denmark Technical College WEB page.

State Transfer Policies and Procedures

Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents' established a Transfer Articulation Policy Committee composed of four-year institutions' Vice Presidents for Academic Affairs and the Associate Director of Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995 were:

- * An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- * A statewide policy document on good practices in transfer to be followed by public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- * Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995, the General Assembly passed ACT 137, which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, will have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools."

This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures became effective immediately upon approval by the Commission and were to be fully implemented, unless otherwise stated, by September 1, 1997.

TRANSFER: STATE POLICIES AND PROCEDURES

Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses already approved by the South Carolina Commission on Higher Education for transfer from two-to-four-year public institutions will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to those on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

* As of 12/2002

Admissions Criteria, Course Grades, GPA's, Validation

2. All four-year public institutions will issue annually in August a transfer guide covering at least the following items:

- A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
- B. 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 or her home institution, and so forth.
- C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
- D. Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all course work taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
- E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.

- F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.

- G. Lists of the institution's Transfer Officer (s) personnel together with telephone and FAX numbers, office address, and e-mail address.

- H. 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 the 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.

- I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

3. Coursework (individual courses, transfer blocks, state-wide agreements) covered within these procedures will be transferable if the student has completed coursework with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any G.P.A. requirements or other admissions requirements of the institution or program to which application has been made.

- A. 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.

- B. Any multi-campus institution or system will certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.

4. Any coursework (individual courses, transfer blocks, state-wide agreements) covered within these procedures 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.

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Transfer Block, Statewide Agreement, Completion of the AA/AS Degree

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs as follows:
 - Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 hours
 - Business Administration: Established curriculum block of 46-51 semester hours
 - Engineering: Established curriculum block of 33 semester hours
 - Science and Mathematics: Established curriculum block of 51-53 semester hours.
 - Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.
 - Nursing: 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 (AND), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is currently licensed as a Registered Nurse.
6. Any “unique” academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above must either create its own transfer block of 35 or more credit hours with the approval of CHE staff or will adopt either the Arts/Social Science/Humanities or the Science/Mathematics block. The institution at which such program is located will inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.

7. 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 within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science 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. (Note: As agreed by the Committee on Academic Affairs, 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.)

Related Reports and Statewide Documents

8. All applicable recommendations found in the Commission’s report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two and four year institutions.
9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred (Contact the Division of Academic Affairs for copies of this report.)

Assurance of Quality

10. 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 and appropriate measures will be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending all receiving institutions alike. This process of formal review will occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education will print and distribute copies of these Procedures upon their acceptance by the Commission. The staff will also place this document and the Appendices on the Commission’s Home Page on the Internet under the title “Transfer Policies.”

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12. By September 1 of each year, all public four-year institutions will place the following materials on their internet websites:

- A. A copy of this entire document.
- B. A copy of the institution's transfer guide.

13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its internet website:

- A. A copy of their entire document.
- B. Provide to the Commission staff in a format suitable for placing on the Commission's website a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.

14. Each two-year and four-year public institutional catalog will contain a section entitled "Transfer: State Policies and Procedures." Such a section at a minimum will:

- A. Publish these procedures in their entirety (except Appendices).
- B. Designate a Chief Transfer Officer at the institutional who 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

C. Designate other programmatic Transfer Officer (s) as the size of the institution and the variety of its programs warrant.

D. Refer interested parties to the institution Transfer Guide (if applicable).

E. Refer interested parties to institutional and Commission on Higher Education's websites for further information regarding transfer.

15. In recognition of its widespread acceptance and use through the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.

16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

(As an electronic counseling guide, this computerized, on-line instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he or she is transferring.)

Development of Common Course System

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions.

18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.

(A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower division coursework at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit, and purpose among the lower-division courses at all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division course work, thus clearing a path for easier movement between the technical colleges and senior institutions.)

Statewide Articulation Agreement

Listed below are the Statewide Articulation Agreements of Technical Colleges courses that are transferable to Public Senior Institutions.

Course Code	Title of Course	Credits
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
ANT 101	General Anthropology	3
ART 101	History and Appreciation of Art	3
ART 105	Film As Art	3

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Course Code	Title of Course	Credits	Course Code	Title of Course	Credits
AST 101	Solar System Astronomy	4	PHI 106	Logic II: Inductive Reasoning	3
AST 102	Stellar Astronomy	4	PHI 110	Ethics	3
BIO 101	Biological Science I	4	PHI 115	Contemporary Moral Issues	3
BIO 102	Biological Science II	4	PHY 201	Physics I	4
BIO 210	Anatomy and Physiology I	4	PHY 202	Physics II	4
BIO 211	Anatomy and Physiology II	4	PHY 221	University Physics I	4
BIO 225	Microbiology	4	PHY 222	University Physics II	4
CHM 110	College Chemistry I	4	PHY 223	University Physics III	4
CHM 111	College Chemistry II	4	PSC 201	American Government	3
CHM 112	College Chemistry III	4	PSC 215	State and Local Government	3
CHM 211	Organic Chemistry I	4	PSY 201	Introduction to Psychology	3
CHM 212	Organic Chemistry II	4	PSY 203	Human Growth and Development	3
ECO 210	Macroeconomics	3	PSY 208	Human Sexuality	3
ECO 211	Microeconomics	3	PSY 212	Abnormal Psychology	3
ENG 101	English Composition I	3	SOC 101	Introduction to Sociology	3
ENG 102	English Composition II	3	SOC 102	Marriage and the Family	3
ENG 201	American Literature I	3	SOC 205	Social Problems	3
ENG 202	American Literature II	3	SOC 206	Social Problems	3
ENG 203	American Literature Survey	3	SOC 210	Juvenile Delinquency	3
ENG 205	English Literature I	3	SOC 220	Sociology and the Family	3
ENG 206	English Literature II	3	SOC 235	Thanatology	3
ENG 208	World Literature I	3	SPA 101	Elementary Spanish I	3
ENG 209	World Literature II	3	SPA 102	Elementary Spanish II	3
ENG 214	Fiction	3	SPA 201	Intermediate Spanish I	3
ENG 218	Drama	3	SPA 202	Intermediate Spanish II	3
ENG 222	Poetry	3	SPC 205	Public Speaking	3
ENG 230	Women in Literature	3	SPC 210	Oral Interpretation of Literature	3
ENG 236	African American Literature	3	THE 101	Introduction to Theatre	3
ENG 260	Adv. Tech. Communication	3			
FRE 101	Elementary French I	4			
FRE 102	Elementary French II	4			
FRE 201	Intermediate French I	3			
FRE 202	Intermediate French II	3			
GEO 101	Introduction to Geography	3			
GEO 102	World Geography	3			
GER 101	Elementary German I	4			
GER 102	Elementary German II	4			
HIS 101	Western Civilization to 1689	3			
HIS 102	Western Civilization Post 1689	3			
HIS 201	American History Discovery to 1877	3			
HIS 202	American History 1877 to Present	3			
MAT 110	College Algebra	3			
MAT 111	College Trigonometry	3			
MAT 120	Probability and Statistics	3			
MAT 122	Finite College Mathematics	3			
MAT 130	Elementary Calculus	3			
MAT 140	Analytical Geo. and Calculus I	4			
MAT 141	Analytical Geo. and Calculus II	4			
MAT 240	Analytical Geo. and Calculus III	4			
MAT 242	Differential Equations	4			
MUS 105	Music Appreciation	3			
PHI 101	Introduction to Philosophy	3			
PHI 105	Introduction to Logic	3			

General Education Transfer Block Arts, Humanities, and Social Sciences; Technical College Courses

Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
Total Credits:		6

Natural Sciences

BIO 101	Biological Science I	4 Credits
BIO 102	Biological Science II	4 Credits
OR		
CHM 110	College Chemistry I	4 Credits
CHM 111	College Chemistry II	4 Credits
OR		
PHY 201	Physics I	4 Credits
PHY 202	Physics II	4 Credits
OR		
PHY 221	University Physics I	4 Credits
PHY 222	University Physics II	4 Credits
Total Credits:		8

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Mathematics

MAT 120	Finite Probability and Statistics	3 Credits
MAT 130	Elementary Calculus	3 Credits
	OR	
MAT 140	Analytical Geometry and Calculus I	4 Credits
	OR	
MAT 141	Analytical Geometry and Calculus II	4 Credits
Total Credits:		6-8

Humanities

ENG 205	English Literature I	3 Credits
	OR	
ENG 206	English Literature II	3 Credits
	OR	
ENG 201	American Literature I	3 Credits
	OR	
ENG 202	American Literature II	3 Credits
	OR	
ENG 208	World Literature I	3 Credits
	OR	
ENG 209	World Literature II	3 Credits
	OR	
PHI 101	Introduction to Philosophy	3 Credits
	OR	
PHI 110	Ethics	3 Credits
	OR	
PHI 201	History of Philosophy	3 Credits
Total Credits:		3

History

HIS 101	Western Civilization to 1689	3 Credits
	OR	
HIS 102	Western Civilization Post 1689	3 Credits
Total Credits:		3

Foreign Languages

FRE 101	Elementary French I	4 Credits
FRE 102	Elementary French II	4 Credits
	OR	
GER 101	Elementary German I	4 Credits
GER 102	Elementary German II	4 Credits
	OR	
SPA 101	Elementary Spanish I	4 Credits
SPA 102	Elementary Spanish II	4 Credits
Total Credits:		8

Fine Arts

ART 101	Art History and Appreciation	3 Credits
	OR	
ART 108	History of Western Art	3 Credits
	OR	
MUS 105	Music Appreciation	3 Credits
	OR	
THE 101	Introduction to Theater	3 Credits
Total Credits:		3

Social and Behavioral Sciences

ECO 210	Macroeconomics	3 Credits
ECO 211	Microeconomics	3 Credits
PSY 201	General Psychology	3 Credits
SOC 101	Introduction to Sociology	3 Credits
PSC 201	American Government	3 Credits
GEO 102	World Geography	3 Credits

Total Credits: 9

Grand Total Credits:

46-48

General Education and Business Foundations Transfer Block for Baccalaureate Business Degrees

Technical College Courses

Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
Total Credits:		6

Natural Sciences

BIO 101	Biological Science I	4 Credits
BIO 102	Biological Science II	4 Credits
	OR	
CHM 110	College Chemistry I	4 Credits
	OR	
CHM 111	College Chemistry II	4 Credits
	OR	
PHY 221	University Physics I	4 Credits
PHY 222	University Physics II	4 Credits
Total Credits:		8

Mathematics

MAT 130	Elementary Calculus	3 Credits
	OR	
MAT 140	Analytical Geometry and Calculus I	4 Credits
MAT 141	Analytical Geometry and Calculus II	4 Credits
Total Credits:		3-8

Accounting*

ACC 101	Principles of Accounting I	3 Credits
ACC 102	Principles of Accounting II	3 Credits
Total Credits:		6

*Due to the way some technical colleges in their local areas teach the accounting sequence, Coastal and FMU accept both courses in the ACC sequence as equivalent to only the first course in their own accounting sequences. The additional 3 credits counts toward elective credit. Check with the Schools of Business at Coastal and FMU for additional information.

Humanities

Choose 1 course from 2 of the following 3 areas:

Literature:

	EITHER	
ENG 205	English Literature I	3 Credits
	OR	
ENG 206	English Literature II	3 Credits

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History:

	EITHER	
HIS 101	Western Civilization to 1689	3 Credits
	OR	
HIS 102	Western Civilization Post 1689	3 Credits

Fine Arts

	EITHER	
ART 101	Art History and Appreciation	3 Credits
	OR	
MUS 105	Music Appreciation	3 Credits
(Not Accepting: FMU)		

Total Credits: 6

**Foreign Languages

FRE 101	Elementary French I	4 Credits
FRE 102	Elementary French II	4 Credits
	OR	
GER 101	Elementary German I	4 Credits
GER 102	Elementary Germany II	4 Credits
	OR	
SPA 101	Elementary Spanish I	4 Credits
SPA 102	Elementary Spanish II	4 Credits

****Total Credits: 8**

**USC-Spartanburg will accept only 4 credit hours of foreign language credit. Depending on the student's chosen major, additional courses may or may not be creditable toward graduation. Check with the School of Business Administration and Economics at USC-S for additional information.

Social and Behavioral Sciences

ECO 210	Macroeconomics	3 Credits
ECO 211	Microeconomics	3 Credits
	AND	

Choose 1 of the following 3 courses:

PSY 201	General Psychology	3 Credits
SOC 101	Introduction to Sociology	3 Credits
	OR	
PSC 201	American Government	3 Credits

Total Credits: 9

Grand Total Credits: 46-51

General Education Transfer Block for Baccalaureate Engineering Majors

Technical College Courses

Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits

Total Credits: 6

Natural Sciences

CHM 110	College Chemistry I	4 Credits
CHM 111	College Chemistry II	4 Credits
PHY 221	University Physics I	4 Credits

Total Credits: 12

Mathematics

MAT 140	Analytical Geometry and Calculus I	4 Credits
MAT 141	Analytical Geometry and Calculus II	4 Credits

Total Credits: 8

Humanities and Sciences

HIS 101	Western Civilization to 1689	3 Credits
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Total Credits: 3

Engineering

Approximately 4 credits of EGR prefix coursework to be determined.

Total Credits: 4

Grand Total Credits: 33 Credits

General Education Transfer Block Sciences and Mathematics Majors Technical College Courses

Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits

Total Credits: 6

Natural Sciences

CHM 110	College Chemistry I	4 Credits
CHM 111	College Chemistry II	4 Credits
PHY 221	University Physics I	4 Credits
PHY 222	University Physics II	4 Credits

Total Credits: 16

Mathematics

MAT 140	Analytical Geometry and Calculus I	4 Credits
MAT 141	Analytical Geometry and Calculus II	4 Credits

Total Credits: 8

Humanities

	EITHER	
HIS 101	Western Civilization to 1689	3 Credits
	OR	
HIS 102	Western Civilization Post 1689	3 Credits
	AND	

*one 200 level literature course 3 Credits

Total Credits: 6

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Fine Arts

	EITHER	
ART 101	Art History and Appreciation	3 Credits
	OR	
MUS 105	Music Appreciation	3 Credits
	OR	
THE 101	Introduction to Theater	3 Credits
Total Credits: 3		

Foreign Languages*

FRE 101	Elementary French I	4 Credits
FRE 102	Elementary French II	4 Credits
	OR	
GER 101	Elementary German I	4 Credits
GER 102	Elementary German II	4 Credits
Total Credits: 8		

Behavioral and Social Sciences

*One Course from Each of Two of the Following Disciplines:
Economics, Psychology, Sociology, Political Science
Total Credits: 6

Grand Total Credits: 53

Footnotes on Usage of this Block

1. Coursework in this block is guaranteed to count as transfer credit towards graduation in all Sciences and Mathematics majors at all public, senior institutions. However, this block may or may not completely satisfy all general education requirements at a particular senior institution.

2. Some institutions will take pre-calculus mathematics for credit toward sciences/mathematics majors.

3. Some majors at senior institutions allow for fewer than 7 elective credits; transfer of this entire block may preclude students transferring into these majors from taking some selective credits at the senior institution.

4. Completion of this 53 credit hour module will bring a student close to attaining an AA/AS degree. By working closely with advisors at both the technical college and at the senior institution, a student may be able to take enough transferable coursework to complete the AA/AS degree.

5. Majors in Computer Information Systems and in Applied Mathematics at the College of Charleston should contact these departments directly regarding appropriate transfer coursework in the Natural Sciences and in the Behavioral and Social Sciences.

*6. Choose these courses from the 86 courses listed on the Statewide Articulation Agreement.

7. Some senior institutions offer only 3 credit hour foreign language courses. These institutions may only grant 3 credits per course for technical college foreign language coursework.

General Education Transfer Block for Early Childhood, Elementary and Special Education Majors*

Technical College Courses

Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
Total Credits: 6		

Natural Sciences

BIO 101	Biological Science I	4 Credits
	AND	
CHM 110	College Chemistry I	4 Credits
	OR	
PHY 201	Physics I	4 Credits
Total Credits: 8		

**Mathematics

MAT 130	Elementary Calculus	3 Credits
	OR	
MAT 140	Analytical Geometry and Calculus I	4 Credits
Total Credits: 3-4		

Humanities

ENG 208	World Literature I	3 Credits
	OR	
ENG 209	World Literature II	3 Credits
	AND	
HIS 101	Western Civilization to 1689	3 Credits
	OR	
HIS 102	Western Civilization Post 1689	3 Credits
Total Credits: 9		

Fine Arts

ART 101	Art History and Appreciation	3 Credits
	AND	
MUS 105	Music Appreciation	3 Credits
Total Credits: 6		

Social and Behavioral Sciences

Choose 2 of 3

PSC 201	American Government	3 Credits
PSY 201	Introduction to Psychology	3 Credits
SOC 101	Introduction to Sociology	3 Credits
Total Credits: 6		

Grand Total Credits:

35-39

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Footnotes on Usage of Block

1. These courses are guaranteed to transfer into either the general education component or the electives component of each baccalaureate early childhood, elementary, or special education program at each public senior institution in South Carolina. Moreover, all courses are guaranteed to count toward graduation in these majors without increasing the number of credit hours to degree.

*2. Students majoring in secondary education should consult the Arts and Humanities or Science and Mathematics Block, depending on their majors. Students who major in a field outside education but who desire teacher certification should consult the transfer block related to their majors (i.e., Arts and Humanities or Sciences and Mathematics) to ensure transferability of courses from the technical colleges.

**3. Winthrop requires MAT 122, Finite College Mathematics.



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Courses That Are Transferable To The University of South Carolina-Columbia From Denmark Technical College

Course	Title of Course	USC COURSES	Course	Title of Course	USC COURSES
ACC 101	Accounting Principles I	BADM 225/ RETL 161	HOS 102	Principles of Food Production II	HRTA elective
ACC 102	Accounting Principles II	BADM 226/ RETL 162	HOS 103	Nutrition	HRTA elective
ART 101	Art History & Appreciation	ARTE 101	HOS 155	Hospitality Sanitation	HRTA elective
BIO 101	Biological Science I	BIOL 101 & 101L	HOS 160	Purchasing for Hospitality	HRTA elective
BIO 102	Biological Science II	BIOL 102 & 102L	HOS 220	Advanced Bakeshop	HRTA elective
BUS 121	Business Law I	OADM 240	HOS 225	Buffet Organization	HRTA elective
BUS 240	Business Statistics	BADM 291	HOS 235	Menu Planning	HRTA elective
CHM 110	College Chemistry I	CHEM 111	MAT 110	College Algebra	MATH 111
CHM 111	College Chemistry II	CHEM 112	MAT 111	College Trigonometry	MATH 112
CPT 101	Introduction to Computers	CSCI 101/ BADM 290	MAT 112	Pre-Calculus	MATH 115
CPT 111	Basic Programming I	CSCI 102	MAT 122	Finite College Mathematics	MATH 170
CPT 114	Computers and Programming	CSCI 102	MAT 130	Elementary Calculus	MATH 122
CPT 115	COBOL Programming I	W/CPT 215= CSCI 205	MAT 140	Analytical Geometry & Calculus I	MATH 141
CPT 129	Microcomputer Assembler Programmer I	CSCI 210	MAT 141	Analytical Geometry & Calculus II	MATH 142
CPT 132	PASCAL Programming	CSCI 145	MUS 105	Music Appreciation	MUSC 110
CPT 170	Microcomputer Applications	BADM 290	PHI 101	Introduction to Philosophy	PHIL 102
CPT 215	COBOL Programming II	W/CPT 215= CSCI 205	PHS 101	Physical Science II	PHYS 101 & 101L
CPT 234	C Programming I	CSCI 207	PHS 102	Physical Science II	PHY 221
CPT 244	Data Structures	CSCI 146	PHY 221	University Physics I	PHYS 211
CPT 257	Operating Systems	AIME elective (for AIME majors)	PHY 222	University Physics II	PHYS 212
CRJ 101	Intro. to Criminal Justice	CRJU 101	PSC 201	American Government	GINT 201
CRJ 115	Criminal Law I (for Criminal Justice Majors)	CRJU 321	PSC 220	Intro. to International Relations	GINT 101
CRJ 125	Criminology (for Criminal Justice Majors)	CRJU 341	PSY 201	General Psychology	PSYC 101
CRJ 130	Police Administration	CRJU 211	PSY 230	Interviewing Techniques	Elective
CRJ 220	The Judicial Process	CRJU 221	PSY 231	Counseling Techniques	Elective
CRJ 242	Correctional Systems	CRJU 231	PSY 235	Group Dynamics	Electives
ECO 210	Macroeconomics	ECON 221	SOC 01	Introduction to Sociology	SOCY 101
ECO 211	Microeconomics	ECON 222	SPC 205	Public Speaking	THSP 140
ENG 101	English Composition I	ENGL 101			
ENG 102	Basic Communications	ENGL 102			
ENG 205	English Literature I	ENGL 288			
ENG 206	English Literature II	ENGL 289			
HIS 101	Western Civilization to 1689	HIST 101			
HIS 102	Western Civilization Post 1689	HIST 102			
HIS 201	American History: Discovery to 1877	HIST 111			
HIS 202	American History: 1877 to Present	HIST 112			
HOS 101	Principles of Food Production I	HRTA elective			



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Courses That Transfer to South Carolina State University From Denmark Technical College

Attached you will find an articulated list of courses between South Carolina State University and the Technical Colleges of South Carolina. Listed below is an articulated list of courses between South Carolina State University and the Technical Colleges of South Carolina.

Course	Title	Sem. Hrs.	SCSU Course	Sem. Hrs.	Course	Title	Sem. Hrs.	SCSU Course	Sem. Hrs.
ART101	Art History and Appreciation	3	A250	3	HIS201	American History Discovery to 1877	3	H103	3
COL101	College Orientation	1	ED101	1	HIS 202	American History Discovery 1877 to Present	3	H104	3
ENG101	English Composition I	3	E101	3	HIS205	Western Culture I	3	Elective	3
ENG102	English Composition II	3	E102	3	HIS206	Western Culture II	3	Elective	3
ENG205	English Literature I	3	E201	3	HIS 210	Introduction to China	3	Elective	3
ENG206	English Literature II	3	E202	3	HIS215	History / Literature of Bible	3	Elective	3
ENG208	World Literature I	3	E250	3	HIS220	American Studies I	3	Elective	3
ENG209	World Literature II	3	E251	3	HIS221	American Studies II	3	Elective	3
SPC205	Public Speaking	3	S103 or 205	3	PSC201	American Government	3	PS202	3
MUS101	Chorus I	1	MU021	1	PSC205	Politics and Government	3	PS201	3
MUS102	Chorus II	1	MU022	1	PSC215	State and Local Government	3	PS205	3
MUS103	Chorus III	1	MU023	1	PHI101	Introduction to Philosophy	3	PHIL301	3
MUS104	Chorus IV	1	MU024	1	PHI105	Introduction to Logic	3	PHIL305	3
MUS105	Music Appreciation	3	MU250	3	PHI110	Ethics	3	Elective	3
MUS110	Music Fundamentals	3	MU098	2	PHI115	Contemporary Moral Issues	3	Elective	3
MUS111	Band I	1	MU041	1	PHI201	History of Philosophy	3	Elective	3
MUS112	Band II	1	MU042	1	IDS101	Human Thoughts and Learning	3	Elective	3
MUS113	Band IIII	1	MU043	1	CPT101	Introduction to Computers	3	Elective	3
MUS 114	Band IV	1	MU044	1	CPT111	Basic Programming I	3	CS104	1
MUS 115	Elementary Harmony I	4	MU107	2	CPT115	COBOL Programming I	3	CS209	3
MUS116	Elementary Harmony II	4	MU108	2	CPT116	Essentials of COBOL I	4	CS209	3
MUS215	Advanced Harmony I	4	MU207	2	CPT120	Fortran Programming	3	CS105	3
MUS216	Advanced Harmony II	4	MU208	2	CPT125	Main Frame Assembler Program I	3	CS301	3
FRE101	Elementary French I	4	F201	3	CPT126	Essentials of Assembler Program	4	CS301	3
FRE102	Elementary French II	4	F202	3	CPT132	PASCAL Programming	3	CS201	3
FRE201	Intermediate French I	3	F301	3	CPT170	Microcomputer Applications	3	CS107	3
FRE202	Intermediate French II	3	F302	3	MAT110	College Algebra	3	M105	3
SPA101	Elementary Spanish I	4	SP201	3	MAT111	College Trigonometry	3	M106	3
SPA102	Elementary Spanish II	4	SP202	3	MAT112	Pre-Calculus	5	M106	3
SPA201	Intermediate Spanish I	3	SP301	3	MAT120	Probability Statistics	3	M208	3
SPA 202	Intermediate Spanish II	3	SP302	3	MAT122	Finite College Math	3	M210	3
GER101	Elementary German	4	G201	3	MAT132	Discrete Mathematics	3	M213	3
GER102	Elementary German II	4	G202	3	MAT140	Analytic Geometry & Calculus I	4	M203	3
GER201	Intermediate German I	3	G301	3	MAT141	Analytic Geometry & Calculus II	4	M204	3
GER202	Intermediate German II	3	G302	3	MAT175	Algebra & Trigonometry I	3	M105	3
ECO101	Basic Economics Principles	3	ECON205	3	MAT176	Algebra & Trigonometry II	3	M106	3
ECO105	Introduction to Economics Principles	3	ECON205	3	MAT235	Matrix Algebra	3	M209	3
ECO210	Macroeconomics	3	ECON201	3	MAT240	Analytic Geometry & Calculus III	4	M307	3
ECO210	Macroeconomics	3	ECON201	3					
ECO211	Microeconomics	3	ECON202	3					
HIS101	Western Civilization to 1689	3	Elective	3					
HIS102	Western Civilization Post 1689	3	Elective	3					
HIS110	Introduction to American History	3	Elective	3					

TRANSFER: STATE POLICIES AND PROCEDURES

Courses That Transfer to South Carolina State University From Denmark Technical College

Attached you will find an articulated list of courses between South Carolina State University and the Technical Colleges of South Carolina. Listed below is an articulated list of courses between South Carolina State University and the Technical Colleges of South Carolina.

Course	Title	Sem. SCSU Hrs.	Sem. Course Hrs.	Course	Title	Sem. SCSU Hrs.	Sem. Course Hrs.		
MAT242	Differential Equations	4	M403	3	SOC205	Social Problems	3	SOC308	3
MAT 211	Math for Elementary Education I	3	MED300	3	SOC220	Sociology of the Family	3	SOC202	3
MAT215	Geometry	3	MED104	3	SOC225	Sociology of Gender Roles	3	Elective	3
PSY103	Human Relations	3	Elective	3	SOC235	Thantology	3	Elective	3
PSY105	Personal./ Interpersonal Psychology	3	Elective	3	ANT101	General Anthropology	3	SOC310	3
PSY120	Organizational Psychology	3	Elective	3	BIO101	Biological Science	4	BSC101	3
PSY201	General Psychology	3	PSY201	3	BIO101	Biological Science II	4	BSC103	3
PSY205	Adolescent Psychology	3	Elective	3	BIO102	Biological Science III	4	BSC102	3
PSY208	Human Sexuality	3	PSY309	3	BIO112	Basic Anatomy & Physiology	4	B209	4
PSY212	Abnormal Psychology	3	PSY204	3	BIO201	Zoology	4	B101	4
PSY218	Behavior Modification	3	Elective	3	BIO202	Botany	4	B103	4
PSY222	Psychology of Individual Achievement	3	Elective	3	BIO216	Physiology	4	B208	4
PSY203	Human Growth & Development	3	EPSY204	3	PHS101	Physical Science I	4	PSC101	3
PSY210	Educational Psychology	3	EPSY205	3	PHS102	Physical Science II	4	PSC102	3
PSY214	Psychology of the Exceptional Child	3	SPED216	3	AST101	Solar System Astronomy	4	PSC203	3
PSY215	Psychology of the Mentally Retarded	3	SPED217	3	AST102	Stellar Astronomy	4	PSC104	3
SOC101	Introduction to Sociology	3	SOC201	3	CHM110	College Chemistry I	4	C103	4
SOC102	Marriage & Family	3	SOC202	3	CHM111	College Chemistry II	4	C104	4
					PHY221				
					& 222	University Physics I & II	4	P201	4
					PHY222				
					& 223	University Physics II & III	4	P202	4



Continuing Education

General Information

Continuing Education Admissions

Requirements for admission to the various courses in Continuing Education (Personal Interest, Occupational Advancement, Community Service) depend on the nature of the course involved. Generally, the student enrolls in the selected course by completing general information and paying fees. Information on these courses may be obtained by contacting the Office of Continuing Education at the College. For further information check the continuing education section of this catalog.

Registration

Students may register at the first class meeting or come to the Office of Continuing Education at the College. By telephoning the office at (803) 793-5153, a student may request a mail-in registration form.

Fees

The registration fee for each course depends on the nature of the course. All checks should be made payable to Denmark Technical College.

Books and Supplies

The cost of textbooks and supplies for most courses is included in the registration fee. Most books and some supplies are normally available at the Bookstore on campus.

Continuing Education Program

The Continuing Education Division is committed to the instructional development and support of the institution. The Continuing Education program strives to meet the continuing community needs and interests. It endeavors to enhance the educational and economic advancement, personal fulfillment or enrichment, and general social effectiveness of the society it serves.

The Continuing Education program consists of any courses, or organized groupings of courses, structured to meet specific occupational or professional needs offered for a specified number of class meetings for which no institutional credit toward a diploma or degree is awarded. Courses offered in this program are specially planned, designed, and conducted for the purpose of:

1. Maintaining and/or improving professional competence;
2. Advancing vocational/occupational growth; and
3. Preparing/upgrading for career-changing demands and adjustments.

Continuing Education Units (CEUs) are awarded on the basis of 10 student contact hours equaling one Continuing Education Unit. Certificates of completion are awarded for specific educational activities which do not meet standards for CEU awards.

Programs in Continuing Education

Occupational Upgrading

Continuing Education courses, seminars or workshops are offered to the general public for professional, technical, occupational, and vocational skills development or improvement that meet the Occupational Upgrading criteria and/or requirements for CEU classification.

Industrial Training

This is a customized program of instruction requested by an industry, trade or professional organization. Training is conducted for a specific group of employees, using unique instructional objectives, at the request of a business, industrial or organizational representative. Programs included in this category must meet the requirements of Occupational Upgrading.

ReadySC

ReadySC is operated under the management of the Economic



Development Division of the State Technical and Comprehensive Education System on a statewide basis in cooperation with the College. These services ensure industry of trained employees necessary for plant start-up. Special training is also available to existing industries which are expanding plant operations in the College's service area. Each program is individually designed to meet the manpower needs of the company. Training is coordinated with the South Carolina Employment Security Commission.

Seminars and Workshops

Short-term training is designed to develop, reinforce, or refine knowledge, skills, and/or attitudes.

Continuing Education

Community Service and Personal Interest

Courses are scheduled as a service to the tri-county area of Denmark Technical College – Allendale, Bamberg, and Barnwell counties. Non-credit courses of interest to the public are offered and then are taught when the required enrollment level is reached. The courses are self-supporting.

WorkKeys

The WorkKeys system is an advanced, computerized system of job analysis designed to meet the needs of the individuals who want to work, employers who want qualified employees, and educators and trainers who want to help learners become qualified employees. As WorkKeys Service Center licensed by ACT, Denmark Technical College will provide unique and special access to all services of the WorkKeys system including job profiling (analysis), assessment, instructional support, reporting services and job placement/matching.

The WorkKeys system currently includes eight workplace skills: Applied Mathematics, Applied Technology, Listening, Locating Information, Observation, Reading for Information, Teamwork, and Writing. Each skill is described by a skill scale. The same skill scale is the basis of the system and its four components:

The assessments measure the skills of the individual; profiling measures the level of skill required for a particular job or occupation; instructional support provides structure for teaching the skills; and reports and research serve as the communication links between examiners, employers, and educators.

The WorkKeys system from American College Testing (ACT) is an effective network of information services designed to help bridge this skills gap. By providing individuals with reliable information regarding their own workplace skill levels and the skill levels required by jobs, WorkKeys empowers individuals to make informed career decisions. By providing employers with a common metric for evaluating the jobs they need to staff, and people who want to work, WorkKeys facilitates fair and useful hiring strategies.



Admission Procedure

The application process for the PN Program is as follows:

- Apply to Denmark Technical College
- Take the ASSET placement test
 - ♦ Minimum scores for the PN Program application are Math 40, English 40, Reading 45
- Apply to the Practical Nursing Program
- Take the Test of Essential Academic Skills (TEAS)
 - ♦ (\$20.00 paid to the DTC Cashier)
- Arrange for a criminal background check
 - ♦ (\$25.00 paid to the DTC Cashier)
- Take a drug screening
- Attend a Nursing Information Session

Practical Nursing Program Brochure (See Appendix F)

Due to the limited availability of student slots, students must meet additional requirements to be admitted to the Practical Nursing Program. Program admission is academically competitive with admission decisions based on the applicant's academic preparation, assessment results and clear drug screening and clear criminal background check. Most clinical facilities require several screenings prior to approval for student eligibility for participation in clinical experiences. One is the criminal background check, provided by SLED for S.C. residents and by the FBI for non-S.C. residents. Other screenings, such as drug testing, may be required. Clinical facilities may refuse student participation in clinical experiences if screenings reveal unclear reports. Students must be able to attend all clinical experiences during the academic year to complete course and program requirements. Selected program applicants are admitted once per year in the fall semester. After acceptance into the PN Program, students are required to attend a Practical Nursing Orientation Session. All Practical Nursing students are covered under Liability Insurance policy and workman's compensation at time of the registration.

Program Requirements and Information

1. A student must be able to attend all clinical site rotations in the Practical Nursing Program.
2. A student must agree to a criminal background check for the PN Program that will be shared with the affiliated clinical facilities, as required.
3. A student must agree to a drug screening and provide results to the PN Program and the clinical affiliating agencies, as required.
4. Student must demonstrate physical health as evidenced by the results of a medical exam, demonstrate emotional health as evidenced by appropriate behavior and include current status of all required immunizations to enter the program.

6. Students must have tuberculosis testing (with appropriate healthcare follow up as indicated) to enter the program and which must remain current throughout the program.
7. Student must have current CPR and First Aid certificates, which must be maintained throughout the program. Students will not be permitted in the clinical area without current certification. Certifications can only be by the American Red Cross or American Heart Association. No other certifications will be accepted.
8. Student must provide a legal copy of the his/her birth certificate upon entry in the program.
9. Student must adhere to the student guidelines specific to the Practical Nursing Program.

Progression Procedure

The Practical Nursing curriculum is divided into general education and nursing courses. To be eligible to graduate from the program a student must meet the following criteria:

1. Make a minimum grade of "C" on all nursing courses, courses that have a PNR prefix. Any student that fails to meet the minimum grade requirement of "C" or above will not be able to progress in the program. The student will receive notification by the Nursing faculty immediately that he/she will not be able to enroll in the next semester in the nursing courses. The student may proceed in the general education courses if desired. The student will be informed of their options for readmission if desired.
2. Make a minimum grade of "C" on all co-requisite general education courses. General education courses are those that have an ENG, BIO, MAT or PSY prefix. A student that does not meet the minimum grade requirement of "C" or above in a co-requisite course will not be allowed to progress in the nursing program. This includes any grade of D, F, W, or WF.

Examples:

- Must achieve a grade of "C" or above in PNR 110 to progress to PNR 120.
- Must achieve a grade of "C" or above in PNR 120, BIO 210, ENG 101, and MAT 155 to progress to PNR 122 and PNR 130.
- Must achieve a grade of "C" or above in PNR 130 to progress to PNR 140.

Nursing

- Must achieve a grade of “C” or above in PNR 140, PNR 122, and BIO 211 to progress to PNR 165 and PNR 170.
3. Have a minimum GPA of 2.0 and completed all PN program curriculum courses, both nursing and co-requisite general education courses, with a “C” or better to be considered for graduation from the program.
 4. An overall grade of Satisfactory is required on the lab/clinical component of the course. A grade of “Satisfactory” or “Unsatisfactory” will be based on mastery of stated lab/clinical competencies as outlined on the evaluation form. The student will be evaluated and a rating of “Satisfactory” must be achieved. A student who achieves a theory grade of 80% or above but has an “Unsatisfactory” rating on the lab/clinical component fails the course and will be withdrawn from the program. A student who achieves a “Satisfactory” rating on a lab/clinical component and achieves a theory grade of 80% or less fails the course and will be withdrawn from the program.
 5. Academic Dismissal: The student may be academically dismissed at any time by:
 - a. Earning a grade of less than a “C” in a required nursing course or required general education course.
 - b. Not maintaining a GPA of 2.0.Students should refer to Student Code and Grievance Procedure found in the Denmark Technical College Academic Catalog and Student Handbook
 6. Nursing courses are offered in sequence and the program requires three semesters of coursework for completion.
 7. Should a criminal background check disclose adverse results the student will not be able to participate in clinical experiences and will be withdrawn from the program.
 8. A student who does not have a “C” average in any course at midterm is encouraged to discuss their situation with their instructor.
 9. Students who withdraw prior to midterm will receive a grade of “W”. Students who withdraw after midterm with a “C” or better receive a grade of “W”. Students who withdraw after midterm without a grade of “C” or better will receive a “WF”.

GRADING SCALE FOR NURSING COURSES

The grading scale for all nursing courses is as follows:

Grade	Average (GPA)
A 93-100	4.0
B 85-92	3.0
C 80-84	2.0
D 75-79	1.0
F 74 & below	0.0

The nursing grading scale is more stringent than other DTC courses. Nursing students are held to a higher standard of success and competency due to the critical component for safe nursing practice. As a result, the nursing grading scale is elevated to a level more consistent with expectations on the NCLEX-PN.



GRADUATION PROCEDURE

PN graduates are eligible to take the National Council Licensure Examination for the Practical Nurse (NCLEX-PN). An endorsement of completion will be sent to the SC State Board of Nursing by the PN Program Dean for eligible students that meet all endorsement criteria. In order to meet graduation requirements of the Practical Nursing Program, a student must do the following:

Have a minimum overall GPA of 2.0 with a “C” or better in all courses in the curriculum.

Show safe and adequate nursing practice on all clinical evaluations.

File a DTC graduation application.

Complete applications to write the National Council Licensure Examination for the Practical Nurse (NCLEX-PN).**

****Any student that has a prior conviction of a crime (excluding minor traffic violations) or a drug or alcohol abuse problem could make the student ineligible to take the NCLEX-PN. Early notification to the SC State Board of Nursing is suggested. See the Dean of Nursing for questions regarding the NCLEX-PN.**

PRACTICAL NURSE LICENSURE EXAMINATION

Upon graduation from an approved nursing program, the National Council Licensure Examination for the Practical Nurse (NCLEX-PN) is required for licensure as a licensed practical nurse as required by the South Carolina Board of Nursing and the National Council of State Boards of Nursing. Please go to the SC Board of Nursing website for current information regarding requirements for licensure at: <http://www.llr.state.sc.us.POL/NURSING/>.

Steps to take the NCLEX-PN

Applications to take the NCLEX-PN examination must be completed by the candidate. It must be accompanied by a money order, cashier’s check or a credit card number, one 2x2 recent photograph (non-glossy head and shoulder), an endorsement from the program Dean and a legal copy of the birth certificate.

If your name differs from the name on your birth certificate, you must furnish a certified copy of the legal document (marriage license, divorce decree, etc.).

Visit the SC Board of Nursing website <http://www.llr.state.sc.us.POL/NURSING/> for current application fees. Fees will be due in the summer semester prior to completion of the program.

READMISSION PROCEDURE

A Request to Re-Enter Form (see appendix) must be completed and submitted to the Dean of Nursing at the beginning of the course prior to the desired readmission date. Forms may be picked up from the Nursing Division.

2. Student may apply for readmission into the Practical Nursing Program one time only.

To be eligible for readmission, the student is required to meet current admission criteria into the nursing program.

Submit an application to the Admissions office for admission into the college.

Follow PN application process as outlined in the nursing application packet.

A student requesting readmission into the nursing program are required to submit updated criminal background check and updated drug screen results.

Submit current CPR and First Aid cards and updated medical form, including current PPD results.

A dropped, withdrawn or failed course must be successfully completed before the student can progress to additional nursing courses.

Readmission is based on space availability & eligibility. Currently progressing students have priority in enrollment in nursing courses, as there are only 20 slots available in each nursing course.

Nursing

If there are more students seeking readmission than can be accommodated, the date the student completed all requirements for readmission will be the deciding factor in the order in which available space is awarded.

A student must validate his/her nursing knowledge/competencies prior to readmission into the program by making a grade of “C”, 80 or above, on a selected theory test and a selected drug calculation test, if required. The test(s) may be taken only once. A student must also validate clinical competency by performing selected skills with a maximum of two attempts. The validation process should be completed one month prior to expected re-entry.

A student who makes a “D”, “F”, or “WF” in a nursing course on the first attempt, must make a “C”, 80 or above, on the second attempt. No required nursing course may be attempted more than twice in order to earn a “C”. If the student fails to earn a “C” on the second attempt, he/she will not be eligible for future readmission into the nursing program.

READMISSION DEADLINES

1. Submit a current physical prior to the first day of class.
2. Submit a current PPD result prior to the first day of class [cannot be older than 90 days]
3. Submit a copy of current immunizations (and titer results as indicated) prior to the first day of class.
4. Submit a current CPR and 1st Aid cards prior to the first day of class.
5. Submit current drug screening results prior to the first day of class.
6. Criminal background check completed prior to the first day of class.

Follow all other guidelines and requirements on the Program Re-admission Procedure sheet.

THEORY TESTING

Arrange for validation testing to be given one month prior to program re-entry.

NURSING SKILLS COMPETENCY TESTING

Arrange for validation testing to be given one month prior to program re-entry.

NURSING SKILLS FOR EACH RE-ENTRY LEVEL

STAR Center

Systematic Teaching & Retention Project

The Systematic Teaching and Retention Project is Denmark Technical College's Quality Enhancement Plan (QEP) which was designed and implemented as a part of the College's 2005 SACS Reaffirmation process. The Quality Enhancement Plan called for the creation of the STAR Center, the organizational unit and physical space where students who tested into three developmental courses would come to receive the assistance they needed to move into a regular academic major.

The mission of the STAR Center is to support and enhance student learning by identifying, acquiring, organizing, and making resources accessible in a variety of formats to meet their needs. The STAR Center staff strives to provide students with the highest quality of service for effective and efficient learning using the latest technology.

Project STAR, was designed with the following initiatives to ensure that the students served are successful. These initiatives are:

1. To establish the Systematic Teaching and Retention (STAR) Center
2. To establish a collaborative-instruction College Skills Class
3. To establish small group learning across the academic block
4. To improve the quality of instruction through faculty development
5. To initiate STAR Orientation, an interview and registration process for incoming STAR Scholars during the registration period.
6. To expand career and life support programs through Student Support Services.
7. To implement the Pilot Educators program.
8. To effectively use computer technology to enhance student learning through the STAR Center.
9. To communicate information about the Project through published reports and public relations tools.

STAR students are required to participate in STAR Center activities which include tutoring, mentoring, and using the CareerScope Inventory System to help them chart their career paths. The STAR Center staff, which includes tutors, counselors, and faculty, are available to help the students reach their goals.

The STAR Center is designed to :

- Encourage a sense of campus community in students;
- To create inclusive opportunities for self-enhancement;
- To offer a continuum of education and experiences that develop and enhance their personal perspective of future goals and success for our students;
- To improve communication among groups and organizations about job opportunities and employee expectations;
- To develop a mentoring program with off-campus professionals;
- To develop study groups and assist Transitional Studies students in participating in these study groups; and
- To ensure broad dissemination of information learned and gathered

The STAR Center students are enrolled in Transitional Studies courses in mathematics, reading, and English. The STAR Center is located in Building 029. The Director of the STAR Center and STAR Center staff can be contacted at 803-793-



Academic Programs

Transitional Studies Program

Option I Students

These are high school graduates who did not score successfully on the ASSET in Mathematics, Reading and/or English and therefore need remediation. Option I students are advised by both the program advisor and Transitional Studies advisor.

Option IIA

Student in this sub-group have successfully completed all requirements for a high school diploma, but have not successfully passed one or both parts of the high school exit examination. Upon completion of the high school diploma, students have the option to change their program or continue in the certificate program they are currently enrolled in.

Option II Students

These are students who are not high school graduates and are admitted into one of the certificate programs that do not require high school credentials. Students in this category are divided into two sub-groups:

Option IIB

Students in this sub-group are non-high school graduates seeking high school credentials. Upon receiving high school credentials, students have the option to change their program or continue in the certificate program they are currently enrolled in.

Option II students are advised by both the program advisor and Transitional Studies advisor.

- **It is advised that students completed requirements for Transitional Studies in two semesters.**

Degrees, Diplomas and Certificates

Associate in Arts and Science Majors

Associate in Arts
Associate in Science

Associate in Applied Science Majors

Administrative Office Technology
Computer Technology
Criminal Justice Technology
Early Care and Education
Electromechanical Engineering Technology
Electronics Technology
General Business
General Technology
Human Services

Diploma in Applied Science Majors

Administrative Support
Barbering
Cosmetology
(*Pharmacy Technician)
Practical Nursing

Certificate in Applied Science Majors

Accounting Certificate
Building Construction Fundamentals
Computer Networking Certificate
Computer Servicing & Repair
Criminal Justice
Culinary Arts
Customer Service
Early Childhood Development
General Studies
Gerontology
Industrial Process Technology
Legal Research Assistant
Multi-Media Web Graphics Design
Multi-Skilled Maintenance Technician
Nurse Aide Assistant
Plumbing
Pre-Medical
Welding
Word Processing

*Denmark Technical College offers the Pre-Medical Certificate to students seeking the Pharmacy Technician Diploma, offered by Midlands Technical College through distance learning.

Academic Programs

ACADEMIC PROGRAM DISPLAY SHEETS

The following section contains the Academic Program Display Sheets used by Denmark Technical College students, academic counselors, and faculty advisors to guide each student's academic career.

A copy of the student's display sheet is maintained in his advising file. Each curriculum display sheet contains the following:

- Program Entrance Requirements which include Reading, Math, and English placement test score minimums.
- General Education Requirements
- Core Subject Area Requirements
- Other Hours Required for Graduation
- Curriculum Course Sequence
- Program Description Indicating Career Opportunities

For academic programs that are nationally accredited or have specific entrance or licensing requirements, the information is also found on the display sheet.

INDEX TO ACADEMIC PROGRAM DISPLAY SHEETS

College Transfer

Associate Degrees

Associate in Arts.....
Associate in Science.....

Associate Degrees

Computer Technology.....
Criminal Justice Technology
Early Care and Education
Electromechanical Engineering
Technology
Electronics Technology
General Business
General Technology
Human Services

Diplomas

Administrative Support
Barbering
Cosmetology
(*Pharmacy Technician)
Practical Nursing

Certificates

Accounting Certificate
Building Construction Fundamentals
Computer Networking Certificate
Computer Servicing & Repair
Criminal Justice
Culinary Arts
Customer Service
Early Childhood Development
General Studies
Gerontology
Industrial Process Technology
Legal Research Assistant
Multi-Media Web Graphics Design
Multi-Skilled Maintenance Technician
Nurse Aide Assistant
Plumbing
Pre-Medical
Welding
Word Processing

Academic Programs

ASSOCIATE IN ARTS AND SCIENCES MAJORS

Associate in Arts

Associate in Science



CURRICULUM DISPLAY
MAJOR: ASSOCIATE IN ARTS
ASSOCIATE DEGREE
(MIN. - 63 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT			MATH PLACEMENT			ENG PLACEMENT		
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)			ASSET (REQUIREMENT-40) (36-ALGEBRA)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)		
COMPASS (REQUIREMENT-70) (46-67-ADVISEMENT)			COMPASS (REQUIREMENT-43-ALGEBRA)			COMPASS (REQUIREMENT-38) (23-32-ADVISEMENT)		
			LECT	LAB	SHC	TERM TAKEN		GRADE
RDG _____			4	0	4	_____		_____
MAT _____			4	0	4	_____		_____
ENG _____			4	0	4	_____		_____

GENERAL EDUCATION: MIN. - 63 SHC

	SHC		SHC
<u>COMMUNICATIONS (COM)</u>	9	<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>	MIN. - 6
ENG 101 ENGLISH COMPOSITION I (3-0-3)		MAT 110 COLLEGE ALGEBRA (3-0-3)	
ENG 102 ENGLISH COMPOSITION II (3-0-3)		MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)	
SPC 205 PUBLIC SPEAKING (3-0-3)		BIO 101 BIOLOGICAL SCIENCE I (3-3-4)	
		BIO 102 BIOLOGICAL SCIENCE II (3-3-4)	
		BIO 210 ANATOMY AND PHYSIOLOGY I (3-3-4)	
<u>HUMANITIES (HUM)</u>	15	BIO 211 ANATOMY AND PHYSIOLOGY II (3-3-4)	
ENG 205 ENGLISH LITERATURE I (3-0-3)		PHS 101 PHYSICAL SCIENCE I (3-3-4)	
ENG 206 ENGLISH LITERATURE II (3-0-3)		PHS 102 PHYSICAL SCIENCE II (3-3-4)	
ENG 208 WORLD LITERATURE I (3-0-3)		CHM 110 COLLEGE CHEMISTRY I (3-3-4)	
ENG 209 WORLD LITERATURE II (3-0-3)		CHM 111 COLLEGE CHEMISTRY II (3-3-4)	
ART 101 ART HISTORY AND APPRECIATION (3-0-3)		<u>COMPUTER TECHNOLOGY (CT)</u>	3
MUS 105 MUSIC APPRECIATION (3-0-3)		CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	
SPA 101 ELEMENTARY SPANISH I (3-3-4)		<u>OTHER REQUIREMENTS</u>	3
SPA 102 ELEMENTARY SPANISH II (3-3-4)			
THE 101 INTRODUCTION TO THEATER (3-0-3)			
<u>SOCIAL BEHAVIORAL SCIENCE (SBS)</u>	24	COL 103 COLLEGE SKILLS (3-0-3) OR	
HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)		IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)	
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)		<u>ELECTIVE</u> _____ (3-0-3)	3
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)			
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)			
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)			
PSC 201 AMERICAN GOVERNMENT (3-0-3)		TOTAL	MIN. - 63
SOC 101 INTRODUCTION TO SOCIOLOGY (3-0-3)			
PSY 201 GENERAL PSYCHOLOGY (3-0-3)			
ECO 210 MACROECONOMICS (3-0-3)			
ECO 211 MICROECONOMICS (3-0-3)			

1ST SEM.	TERM		2ND SEM.	TERM		3RD SEM.	TERM		4TH SEM.	TERM	
(____SHC)	TAKEN	GRADE	(____SHC)	TAKEN	GRADE	(____SHC)	TAKEN	GRADE	(____SHC)	TAKEN	GRADE
COL 103/			ENG 102	_____	_____	SPC 205	_____	_____	HUM REQ.	_____	_____
IDS 101	_____	_____	NSM REQ.	_____	_____	HUM REQ.	_____	_____	SBS REQ.	_____	_____
ENG 101	_____	_____	SBS REQ.	_____	_____	HUM REQ.	_____	_____	SBS REQ.	_____	_____
NSM REQ.	_____	_____	SBS REQ.	_____	_____	SBS REQ.	_____	_____	SBS REQ.	_____	_____
HUM REQ.	_____	_____	CT REQ.	_____	_____	SBS REQ.	_____	_____	ELECTIVE	_____	_____
SBS REQ.	_____	_____	HUM REQ.	_____	_____						

Student must be a high school graduate.

Program Description: The Associate in Arts Program is designed to prepare students for transfer to a four-year college or university for study in the areas of humanities, social and behavioral sciences, or fine arts. The student along with his/her academic advisor will plan a program of study to meet the requirements of the college to which the student expects to transfer. Students who receive the Associate in Arts degree can expect to find employment in the career fields of English, foreign language, geography, history, international studies, journalism, law, political science, psychology, social work and sociology.



CURRICULUM DISPLAY
MAJOR: ASSOCIATE IN SCIENCE
ASSOCIATE DEGREE
(MIN. - 62 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT	MATH PLACEMENT	ENG PLACEMENT
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-40) (36-ALGEBRA)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
RDG _____	LECT 4 LAB 0 SHC 4	TERM TAKEN _____ GRADE _____
MAT _____	4 0 4	_____
ENG _____	4 0 4	_____

GENERAL EDUCATION: MIN. - 62 SHC

COMMUNICATIONS (COM)	SHC 9	NATURAL SCIENCES/MATHEMATICS (NSM)	SHC MIN. - 23
ENG 101 ENGLISH COMPOSITION I (3-0-3)		MAT 110 COLLEGE ALGEBRA (3-0-3)	
ENG 102 ENGLISH COMPOSITION II (3-0-3)		MAT 111 COLLEGE TRIGONOMETRY (3-0-3)	
SPC 205 PUBLIC SPEAKING (3-0-3)		MAT 112 PRE-CALCULUS (5-0-5)	
		MAT 130 ELEMENTARY CALCULUS (3-0-3)	
HUMANITIES AND SOCIAL SCIENCES (HSS) MIN.- 21		MAT 140 ANALYTICAL GEOMETRY AND CALCULUS I (4-0-4)	
ENG 205 ENGLISH LITERATURE I (3-0-3)		MAT 141 ANALYTICAL GEOMETRY AND CALCULUS II (4-0-4)	
ENG 206 ENGLISH LITERATURE II (3-0-3)		MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)	
ENG 208 WORLD LITERATURE I (3-0-3)		MAT 177 CALCULUS (3-0-3)	
ENG 209 WORLD LITERATURE II (3-0-3)		MAT 215 GEOMETRY (3-0-3)	
ART 101 ART HISTORY AND APPRECIATION (3-0-3)		BIO 101 BIOLOGICAL SCIENCE I (3-3-4)	
MUS 105 MUSIC APPRECIATION (3-0-3)		BIO 102 BIOLOGICAL SCIENCE II (3-3-4)	
SPA 101 ELEMENTARY SPANISH I (3-3-4)		BIO 210 ANATOMY AND PHYSIOLOGY I (3-3-4)	
SPA 102 ELEMENTARY SPANISH II (3-3-4)		BIO 211 ANATOMY AND PHYSIOLOGY II (3-3-4)	
THE 101 INTRODUCTION TO ACTING (3-0-3)		PHS 101 PHYSICAL SCIENCE I (3-3-4)	
HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)		PHS 102 PHYSICAL SCIENCE II (3-3-4)	
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)		CHM 110 COLLEGE CHEMISTRY I (3-3-4)	
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)		CHM 111 COLLEGE CHEMISTRY II (3-3-4)	
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)		COMPUTER TECHNOLOGY (CT)	3
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)		CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	
PSC 201 AMERICAN GOVERNMENT (3-0-3)		OTHER REQUIRMEENTS	3
SOC 101 INTRODUCTION TO SOCIOLOGY (3-0-3)		COL 103 COLLEGE SKILLS (3-0-3) OR	
PSY 201 GENERAL PSYCHOLOGY (3-0-3)		IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)	
ECO 210 MACROECONOMICS (3-0-3)		ELECTIVE _____ (3-0-3)	3
ECO 211 MICROECONOMICS (3-0-3)			

TOTAL

MIN. - 62

1ST SEM. (____SHC)	TERM TAKEN	GRADE	2ND SEM. (____SHC)	TERM TAKEN	GRADE	3RD SEM. (____SHC)	TERM TAKEN	GRADE	4TH SEM. (____SHC)	TERM TAKEN	GRADE
COL 103/			ENG 102			SPC 205			HSS REQ.		
IDS 101			NSM REQ.			HSS REQ.			HSS REQ.		
ENG 101			HSS REQ.			NSM REQ.			NSM REQ.		
NSM REQ.			NSM REQ.			NSM REQ.			HSS REQ.		
HSS REQ.			CT REQ.			HSS REQ.			ELECTIVE		
NSM REQ.											

Student must be a high school graduate.

Program Description: The Associate in Science Program is designed to prepare students for transfer to a four-year college or university for study in the areas of the physical sciences, natural sciences or mathematics. The student along with his/her academic advisor will plan a program of study to meet the requirements of the college to which the student expects to transfer. Students who complete the Associate of Science degree requirements can expect to find employment in the science and mathematics career fields.

Academic Programs

Associate in Applied Science Programs

Administrative Office Technology
Computer Technology
Criminal Justice Technology
Early Care and Education
Electromechanical Engineering Technology
Electronics Technology
General Business
General Technology
Human Services



CURRICULUM DISPLAY
MAJOR: ADMINISTRATIVE OFFICE TECHNOLOGY
ASSOCIATE DEGREE
(66 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT	MATH PLACEMENT	ENG PLACEMENT
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
RDG _____	LECT 4	TERM TAKEN _____
MAT _____	LAB 0	GRADE _____
ENG _____	SHC 4	

GENERAL EDUCATION: 15 SHC

HUMANITIES/FINE ARTS

ENG 101 ENGLISH COMPOSITION I (3-0-3)
SPC 205 PUBLIC SPEAKING (3-0-3)

NATURAL SCIENCE/MATHEMATICS (NSM)

BIO 101 BIOLOGICAL SCIENCE I (3-3-4)
BIO 102 BIOLOGICAL SCIENCE II (3-3-4)
CHM 110 COLLEGE CHEMISTRY I (3-3-4)
CHM 111 COLLEGE CHEMISTRY II (3-3-4)
MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)
PHS 101 PHYSICAL SCIENCE I (3-3-4)
PHS 102 PHYSICAL SCIENCE II (3-3-4)

SOCIAL BEHAVIORAL SCIENCE (SBS)

ECO 210 MACROECONOMICS (3-0-3)
ECO 211 MICROECONOMICS (3-0-3)
HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)
PSC 201 AMERICAN GOVERNMENT (3-0-3)

SHC

6

3

6

15

REQUIRED CORE SUBJECT AREAS: 18 SHC

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)
**AOT 105 KEYBOARDING (3-0-3)
AOT 110 DOCUMENT FORMATTING I (3-0-3)
AOT 141 OFFICE PROCEDURES I (3-0-3)
AOT 163 WORD PROCESSING (3-0-3)
AOT 167 INFORMATION PROCESSING APPLICATIONS (3-0-3)

SHC

3

3

3

3

3

3

18

OTHER HOURS FOR GRADUATION: 33 SHC

COL 103 COLLEGE SKILLS (3-0-3) OR
IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)
ACC 101 ACCOUNTING PRINCIPLES I (3-0-3)
AOT 120 INTRODUCTION TO MACHINE TRANSCRIPTION (3-0-3)
*AOT 133 PROFESSIONAL DEVELOPMENT (3-0-3)
AOT 134 OFFICE COMMUNICATIONS (3-0-3)
AOT 210 DOCUMENT PRODUCTION (3-0-3)
AOT 254 OFFICE SIMULATION (3-0-3)
CPT 242 DATABASE (3-0-3)
CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)
CPT 174 MICROCOMPUTER SPREADSHEETS (3-0-3)
MKT 135 CUSTOMER SERVICE TECHNIQUES (3-0-3)

SHC

3

3

3

3

3

3

3

3

3

3

3

33

ELECTIVE: 3 SHC

SHC

_____ (3-0-3)

3

COMPUTER REQUIREMENT SATISFIED WITH CPT 101

3

TOTAL

66

1ST SEM.	TERM	2ND SEM.	TERM	3RD SEM.	TERM	4TH SEM.	TERM
(__SHC)	TAKEN	(__SHC)	TAKEN	(__SHC)	TAKEN	(__SHC)	TAKEN
SBS REQ.	_____	SBS REQ.	_____	ACC 101	_____	NSM REQ.	_____
COL 103/	_____	AOT 110	_____	AOT 120	_____	AOT 254	_____
IDS 101	_____	AOT 134	_____	AOT 167	_____	CPT 242	_____
ENG 101	_____	CPT 170	_____	AOT 210	_____	SPC 205	_____
CPT 101	_____	AOT 141	_____	CPT 174	_____	MKT 135	_____
*AOT 133	_____	AOT 163	_____			ELECTIVE	_____
**AOT 105	_____						

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

**THIS COURSE MAY BE EXEMPTED THROUGH PLACEMENT TESTING FOR KEYBOARDING SKILLS COMPETENCIES.

Program Description: The Administrative Office Technology Program is structured to provide students with education and skills in secretarial office procedures, including training in the use of keyboarding, machine transcription, office machines, calculators, accounting, and word processing equipment. This program prepares students for a wide array of career opportunities including executive secretary, administrative assistant, office manager, and word processing clerk in both the private and public sector.



CURRICULUM DISPLAY
MAJOR: COMPUTER TECHNOLOGY
ASSOCIATE DEGREE
(63 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT _____	MATH PLACEMENT _____	ENG PLACEMENT _____
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
RDG _____	LECT LAB SHC	TERM TAKEN GRADE
MAT _____	4 0 4	_____
ENG _____	4 0 4	_____

GENERAL EDUCATION: 15 SHC

HUMANITIES/FINE ARTS

ENG 101 ENGLISH COMPOSITION I (3-0-3)
SPC 205 PUBLIC SPEAKING (3-0-3)

NATURAL SCIENCE/MATHEMATICS (NSM)

BIO 101 BIOLOGICAL SCIENCE I (3-3-4)
BIO 102 BIOLOGICAL SCIENCE II (3-3-4)
CHM 110 COLLEGE CHEMISTRY I (3-3-4)
CHM 111 COLLEGE CHEMISTRY II (3-3-4)
MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)
PHS 101 PHYSICAL SCIENCE I (3-3-4)
PHS 102 PHYSICAL SCIENCE II (3-3-4)

SOCIAL BEHAVIORAL SCIENCE (SBS)

ECO 210 MACROECONOMICS (3-0-3)
ECO 211 MICROECONOMICS (3-0-3)
HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)
PSC 201 AMERICAN GOVERNMENT (3-0-3)

SHC

6

3

15

REQUIRED CORE SUBJECT AREAS: 18 SHC

CPT 115 COBOL PROGRAMMING I (3-0-3) 3
CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3) 3
CPT 215 COBOL PROGRAMMING II (3-0-3) 3
CPT 257 OPERATING SYSTEMS (3-0-3) 3
CPT 264 SYSTEMS AND PROCEDURES (3-0-3) 3
IST 220 DATA COMMUNICATIONS (3-0-3) 3
18

OTHER HOURS FOR GRADUATION: 30 SHC

COL 103 COLLEGE SKILLS (3-0-3) OR
IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3) 3
*BUS 101 INTRODUCTION TO BUSINESS (3-0-3) 3
CPT 212 VISUAL BASIC PROGRAMMING (3-0-3) 3
CPT 235 C PROGRAMMING II (3-0-3) 3
CPT 168 PROGRAMMING LOGIC AND DESIGN (3-0-3) 3
CPT 234 C PROGRAMMING I (3-0-3) 3
CPT 242 DATABASE (3-0-3) 3
IST 245 LOCAL AREA NETWORKS (3-0-3) 3
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3) 3
27

ELECTIVE: 3 SHC

_____ (3-0-3) 3
3

TOTAL 63

1ST SEM. TERM	2ND SEM. TERM	3RD SEM. TERM	4TH SEM. TERM
(__SHC) TAKEN GRADE	(__SHC) TAKEN GRADE	(__SHC) TAKEN GRADE	(__SHC) TAKEN GRADE
SBS REQ. _____	SBS REQ. _____	CPT 115 _____	CPT 215 _____
*BUS 101 _____	CPT 212 _____	CPT 234 _____	CPT 235 _____
COL 103/ _____	CPT 168 _____	CPT 264 _____	CPT 257 _____
IDS 101 _____	CPT 170 _____	IST 220 _____	IST 245 _____
ENG 101 _____	CPT 242 _____	SPC 205 _____	ELECTIVE _____
CPT 101 _____			
NSM REQ. _____			

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.
COMPUTER REQUIREMENT SATISFIED WITH CPT 101.

Program Description: The Computer Technology Program is designed to train students in computer programming languages and computer operations. Graduates of this degree program may pursue positions in entry level computer operations and programming.



CURRICULUM DISPLAY
MAJOR: CRIMINAL JUSTICE TECHNOLOGY
ASSOCIATE DEGREE
(60 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT			MATH PLACEMENT			ENG PLACEMENT		
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)		
			LECT	LAB	SHC	TERM TAKEN		GRADE
RDG _____			4	0	4	_____		_____
MAT _____			4	0	4	_____		_____
ENG _____			4	0	4	_____		_____

GENERAL EDUCATION: 15 SHC

REQUIRED CORE SUBJECT AREAS: 15 SHC

	SHC		SHC
<u>HUMANITIES/FINE ARTS</u>	6	*CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE (3-0-3)	3
		CRJ 115 CRIMINAL LAW I (3-0-3)	3
		CRJ 125 CRIMINOLOGY (3-0-3)	3
ENG 101 ENGLISH COMPOSITION I (3-0-3)		CRJ 236 CRIMINAL EVIDENCE (3-0-3)	3
SPC 205 PUBLIC SPEAKING (3-0-3)		CRJ 242 CORRECTIONAL SYSTEMS (3-0-3)	3
			15

NATURAL SCIENCE/MATHEMATICS (NSM) MIN - 3

MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)
PHS 101 PHYSICAL SCIENCE I (3-3-4)
PHS 102 PHYSICAL SCIENCE II (3-3-4)
BIO 101 BIOLOGICAL SCIENCE I (3-3-4)
BIO 102 BIOLOGICAL SCIENCE II (3-3-4)
CHM 110 COLLEGE CHEMISTRY I (3-3-4)
CHM 111 COLLEGE CHEMISTRY II (3-3-4)

SOCIAL BEHAVIORAL SCIENCE (SBS) 3

HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)
ECO 210 MACROECONOMICS (3-0-3)
ECO 211 MICROECONOMICS (3-0-3)
PSC 201 AMERICAN GOVERNMENT (3-0-3)

OTHER HOURS FOR GRADUATION: 30 SHC

COL 103 COLLEGE SKILLS (3-0-3) OR	
IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)	3
CRJ 102 INTRODUCTION TO SECURITY (3-0-3)	3
CRJ 130 POLICE ADMINISTRATION (3-0-3)	3
CRJ 145 JUVENILE DELINQUENCY (3-0-3)	3
CRJ 222 ETHICS IN CRIMINAL JUSTICE (3-0-3)	3
CRJ 230 CRIMINAL INVESTIGATION I (3-0-3)	3
CRJ 244 PROBATION, PARDON & PAROLE (3-0-3)	3
	21

ELECTIVE: 9 SHC

COMPUTER TECHNOLOGY (CT) 3 SHC

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)

_____	(3-0-3)	3
_____	(3-0-3)	3
15	(3-0-3)	3
		9

TOTAL 60

1ST SEM.	TERM		2ND SEM.	TERM		3RD SEM.	TERM		4TH SEM.	TERM	
(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE
COL 103/			CRJ 125	_____	_____	CRJ 102	_____	_____	CRJ 130	_____	_____
IDS 101	_____	_____	CRJ 222	_____	_____	CRJ 145	_____	_____	CRJ 244	_____	_____
ENG 101	_____	_____	CRJ 236	_____	_____	CRJ 230	_____	_____	SPC 205	_____	_____
*CRJ 101	_____	_____	CRJ 242	_____	_____	ELECTIVE	_____	_____	NSM REQ.	_____	_____
CRJ 115	_____	_____	SBS REQ.	_____	_____	ELECTIVE	_____	_____	ELECTIVE	_____	_____
CT REQ.	_____	_____									

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

Program Description: The Criminal Justice Program is designed to provide course offerings for both law enforcement and corrections. Students who seek employment after graduation can pursue career opportunities in adult and juvenile corrections, city and county police, state patrol, private and industrial security, federal law enforcement agencies, and with the military.



CURRICULUM DISPLAY
MAJOR: EARLY CARE AND EDUCATION
ASSOCIATE DEGREE
(MIN. 66-67 SHC)

Student's
Name _____
ID # _____

RDG PLACEMENT			MATH PLACEMENT			ENG PLACEMENT		
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (36-ALGEBRA)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)		
			LECT	LAB	SHC	TERM TAKEN		GRADE
RDG _____			4	0	4	_____		_____
MAT _____			4	0	4	_____		_____
ENG _____			4	0	4	_____		_____

GENERAL EDUCATION: MIN. - 15 SHC

		SHC			SHC
<u>COMMUNICATIONS (COM)</u>		6	<u>REQUIRED CORE SUBJECT AREAS</u>		21
ENG 101 ENGLISH COMPOSITION I (3-0-3)			*ECD 101 INTRODUCTION TO EARLY CHILDHOOD (3-0-3)		
SPC 205 PUBLIC SPEAKING (3-0-3)			ECD 102 GROWTH AND DEVELOPMENT I (2-3-3)		
			ECD 105 GUIDANCE AND CLASSROOM MGMT. (3-0-3)		
			ECD 135 HEALTH, SAFETY AND NUTRITION (3-0-3)		
<u>SOCIAL SCIENCES (SBS)</u>		3	ECD 203 GROWTH AND DEVELOPMENT II (2-3-3)		
ECO 210 MACROECONOMICS (3-0-3)			ECD 107 EXCEPTIONAL CHILDREN (3-0-3)		
ECO 211 MICROECONOMICS (3-0-3)			ECD 243 SUPERVISED FIELD EXPERIENCE (1-6-3)		
HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)					
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)			<u>OTHER HOURS FOR GRADUATION</u>		30
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)			ART 101 ART HISTORY APPRECIATION (3-0-3)		
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)			COL 103 COLLEGE SKILLS (3-0-3) OR		
PSC 201 AMERICAN GOVERNMENT (3-0-3)			IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)		
PSY 201 GENERAL PSYCHOLOGY (3-0-3)			ECD 108 FAMILY AND COMMUNITY RELATIONS (3-0-3)		
			ECD 109 ADMINISTRATION AND SUPERVISION (3-0-3)		
<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>		3 OR 4	ECD 131 LANGUAGE ARTS (3-0-3)		
BIO 101 BIOLOGICAL SCIENCE I (3-3-4)			ECD 132 CREATIVE EXPERIENCES (2-3-3)		
BIO 102 BIOLOGICAL SCIENCE II (3-3-4)			ECD 133 SCIENCE AND MATH CONCEPTS (2-3-3)		
CHM 110 COLLEGE CHEMISTRY I (3-3-4)			ECD 201 PRINCIPLES OF ETHICS AND LEADERSHIP (3-0-3)		
CHM 111 COLLEGE CHEMISTRY II (3-3-4)			ECD 237 METHODS AND MATERIALS (3-0-3)		
MAT 110 COLLEGE ALGEBRA (3-0-3)			MUS 105 MUSIC APPRECIATION (3-0-3) or		
PHS 101 PHYSICAL SCIENCE I (3-3-4)			SOC 101 INTRODUCTION TO SOCIOLOGY (3-0-3) or		
PHS 102 PHYSICAL SCIENCE II (3-3-4)			THE 101 INTRODUCTION TO THEATER (3-0-3)		
<u>COMPUTER TECHNOLOGY (CT)</u>		3	TOTAL		66-67 SHC
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)					

15 OR 16

1ST SEM.	TERM		2ND SEM.	TERM		3RD SEM.	TERM		4TH SEM.	TERM	
(____SHC)	TAKEN	GRADE	(____SHC)	TAKEN	GRADE	(____SHC)	TAKEN	GRADE	(____SHC)	TAKEN	GRADE
ENG 101	_____	_____	SPC 205	_____	_____	NSM REQ.	_____	_____	ECD 109	_____	_____
ECD 101	_____	_____	ECD 133	_____	_____	ECD 132	_____	_____	ECD 131	_____	_____
ECD 102	_____	_____	ECD 105	_____	_____	ECD 135	_____	_____	ECD 201	_____	_____
COL 103	_____	_____	ECD 107	_____	_____	ECD 237	_____	_____	ECD 243	_____	_____
CPT 101	_____	_____	SBS REQ.	_____	_____	ECD 108	_____	_____	ECD 203	_____	_____
SOC 101 or _____	_____	_____	ART 101	_____	_____						
MUS 105 or THE 101	_____	_____									

*THIS COURSE MAY BE TAKEN WITH TRANSITIONAL STUDIES COURSES

Student must be a high school graduate.

Program Description: The Early Care and Education major is designed to train students for specific career and employment goals who are currently employed in the field and wish to enhance their skills, as well as students with no previous experience. The program provides the theory and practical application in the growth and development, learning and behavior of preschool children. Students who matriculate in this program must have a Tuberculin Skin Test, a SLED Clearance and CPR/First Aid Training. Courses in this program are transferable to a number of senior institutions. Graduates of this program may pursue employment opportunities as teacher assistants in public schools, as childcare providers in daycare centers and nursery schools, as lead and assistant teachers in Headstart Centers, and as coordinators in other Child Development agencies.



CURRICULUM DISPLAY
MAJOR: ELECTROMECHANICAL
ENGINEERING TECHNOLOGY
ASSOCIATE DEGREE
(MIN. - 69 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT		MATH PLACEMENT			ENG PLACEMENT	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-40) (38-Algebra)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG		4	0	4		
MAT		4	0	4		
ENG		4	0	4		

GENERAL EDUCATION: 27 SHC

REQUIRED CORE SUBJECT AREAS: 15 SHC

	SHC		SHC
<u>HUMANITIES/FINE ARTS</u>	6	*EET 113 ELECTRICAL CIRCUITS I (3-3-4)	4
		EET 114 ELECTRICAL CIRCUITS (3-3-4)	4
		EET 145 DIGITAL CIRCUITS (3-3-4)	4
ENG 101 ENGLISH COMPOSITION I (3-0-3)		CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	3
SPC 205 PUBLIC SPEAKING (3-0-3)			15

<u>NATURAL SCIENCE/MATHEMATICS (NSM)</u>	13	OTHER HOURS FOR GRADUATION: 27 SHC	
**MAT 110 COLLEGE ALGEBRA (3-0-3)			
MAT 111 COLLEGE TRIGONOMETRY (3-0-3)			SHC
MAT 130 ELEMENTARY CALCULUS (3-0-3)			
PHY 201 PHYSICS I (3-3-4)		COL 103 COLLEGE SKILLS (3-0-3)	3
		EGR 194 STATICS AND STRENGTH OF MATERIAL (3-3-4)	4
<u>SOCIAL BEHAVIORAL SCIENCE (SBS)</u>	3	EGT 151 INTRODUCTION TO CAD (2-3-3)	3
		MET 214 FLUID MECHANICS (3-0-3)	3
HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)		MET 224 HYDRAULICS AND PNEUMATICS (2-3-3)	3
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)		MET 227 INSTRUMENTATION PRINCIPLES (1-3-2)	2
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)		EET 233 CONTROL SYSTEMS (3-3-4)	4
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)		EET 227 ELECTRICAL MACHINERY (2-3-3)	3
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)		MET 231 MACHINE DESIGN (3-3-4)	4
ECO 210 MACROECONOMICS (3-0-3)			29
ECO 211 MICROECONOMICS (3-0-3)			
PSC 201 AMERICAN GOVERNMENT (3-0-3)			
Total	22	Elective	3

TOTAL MIN. 69

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.											
1ST SEM. TERM			2ND SEM. TERM			3RD SEM. TERM			4TH SEM. TERM		
(____SHC)	TAKEN	GRADE	(____SHC)	TAKEN	GRADE	(____SHC)	TAKEN	GRADE	(____SHC)	TAKEN	GRADE
COL 103	_____	_____	SPC 205	_____	_____	EGT 151	_____	_____	EET 233	_____	_____
ENG 101	_____	_____	EET 145	_____	_____	EET 227	_____	_____	MET 231	_____	_____
EET 113	_____	_____	EET 114	_____	_____	MET 224	_____	_____	MET 214	_____	_____
EGR 194	_____	_____	MAT 111	_____	_____	PHY 201	_____	_____	SBS REQ.	_____	_____
**MAT 110	_____	_____	MET 227	_____	_____	MAT 130	_____	_____	Elective	_____	_____
CPT 101	_____	_____									

THIS COURSE IS A PREREQUISITE FOR HIGHER LEVEL EET COURSES.

**MAT 110 MUST BE TAKEN PRIOR TO 200 LEVEL COURSES IN THE MAJOR.

Program Description: The Electromechanical Engineering Program trains students in basic circuit analysis, electronic circuits, and applications of engineering principles in the manufacturing, installation, testing, and repair of electromechanical systems. Graduates of this program can explore career opportunities in manufacturing, general engineering technology, energy conversion, energy utilization and sales fields.



CURRICULUM DISPLAY
MAJOR: ELECTRONICS TECHNOLOGY
ASSOCIATE DEGREE
(67 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT			MATH PLACEMENT			ENG PLACEMENT		
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)		
			LECT	LAB	SHC	TERM TAKEN		GRADE
RDG _____			4	0	4	_____		_____
MAT _____			4	0	4	_____		_____
ENG _____			4	0	4	_____		_____

GENERAL EDUCATION: 12 SHC

REQUIRED CORE SUBJECT AREAS: 19 SHC

	SHC		SHC
<u>HUMANITIES/FINE ARTS</u>	6	EET 113 ELECTRICAL CIRCUITS I (3-3-4)	4
ENG 101 ENGLISH COMPOSITION I (3-0-3)		EET 131 ACTIVE DEVICES (3-3-4)	4
SPC 205 PUBLIC SPEAKING (3-0-3)		EET 145 DIGITAL CIRCUITS (3-3-4)	4
		ELT 229 MICROCOMPUTER REPAIR (2-3-3)	3
<u>NATURAL SCIENCE/MATHEMATICS (NSM)</u>	MIN - 3	EET 231 INDUSTRIAL ELECTRONICS (3-3-4)	4
			19

MAT 110 COLLEGE ALGEBRA (3-0-3)
PHS 101 PHYSICAL SCIENCE I (3-3-4)
PHS 102 PHYSICAL SCIENCE II (3-3-4)
BIO 101 BIOLOGICAL SCIENCE I (3-3-4)
BIO 102 BIOLOGICAL SCIENCE II (3-3-4)
CHM 110 COLLEGE CHEMISTRY I (3-3-4)
CHM 111 COLLEGE CHEMISTRY II (3-3-4)

SOCIAL BEHAVIORAL SCIENCE (SBS)

HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)
ECO 210 MACROECONOMICS (3-0-3)
ECO 211 MICROECONOMICS (3-0-3)
PSC 201 AMERICAN GOVERNMENT (3-0-3)

OTHER HOURS FOR GRADUATION: 30 SHC

	SHC
COL 103 COLLEGE SKILLS (3-0-3) OR	
IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)	3
*ELT 109 INTRODUCTION TO ELECTRONIC SERVICING (3-3-4)	4
EEM 165 RESIDENTIAL WIRING (3-3-4)	4
IST 220 DATA COMMUNICATION (3-0-3)	3
EGT 151 INTRODUCTION TO CAD (2-3-3)	3
EET 233 CONTROL SYSTEMS (3-3-4)	4
IST 245 LOCAL AREA NETWORKS (3-0-3)	3
ELT 202 SERVICING TECHNIQUES (1-3-2)	2
EET 114 ELECTRICAL CIRCUITS II (3-3-4)	4
	30

ELECTIVE: 3 SHC

COMPUTER TECHNOLOGY (CT)

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)

	SHC
_____ (3-0-3)	3
	3

TOTAL 67

1ST SEM.	TERM		2ND SEM.	TERM		3RD SEM.	TERM		4TH SEM.	TERM	
(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE
COL 103/			EET 131			IST 220			EET 233		
IDS 101			EET 145			EET 231			ELT 229		
ENG 101			EEM 165			ELT 202			IST 245		
EET 113			EET 114			EGT 151			SPC 205		
*ELT 109			CT REQ.			SBS REQ.			ELECTIVE		
NSM REQ.											

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

Program Description: The Electronics Technology Program provides training in the design, modification and testing of electronic circuits and systems. Graduates of this program will gain the necessary skills for employment as industrial plant technicians, construction technicians, electrical maintenance technicians, electronic assemblers, computer service technicians, digital control room operators, and technical sales representatives.



CURRICULUM DISPLAY
MAJOR: GENERAL BUSINESS
ASSOCIATE DEGREE
(63 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT _____			MATH PLACEMENT _____			ENG PLACEMENT _____		
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)		
RDG _____			LECT	LAB	SHC	TERM TAKEN		GRADE
			4	0	4	_____		_____
MAT _____			4	0	4	_____		_____
ENG _____			4	0	4	_____		_____

GENERAL EDUCATION: 15 SHC

REQUIRED CORE SUBJECT AREAS: 15 SHC

HUMANITIES/FINE ARTS

ENG 101 ENGLISH COMPOSITION I (3-0-3)
 SPC 205 PUBLIC SPEAKING (3-0-3)

NATURAL SCIENCE/MATHEMATICS (NSM)

BIO 101 BIOLOGICAL SCIENCE I (3-3-4)
 BIO 102 BIOLOGICAL SCIENCE II (3-3-4)
 CHM 110 COLLEGE CHEMISTRY I (3-3-4)
 CHM 111 COLLEGE CHEMISTRY II (3-3-4)
 MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)
 PHS 101 PHYSICAL SCIENCE I (3-3-4)
 PHS 102 PHYSICAL SCIENCE II (3-3-4)

SOCIAL BEHAVIORAL SCIENCE (SBS)

ECO 210 MACROECONOMICS (3-0-3)
 HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)
 HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)
 HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)
 HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)
 HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)
 PSC 201 AMERICAN GOVERNMENT (3-0-3)

SHC

6

ACC 101 ACCOUNTING PRINCIPLES I (3-0-3)
 BUS 121 BUSINESS LAW I (3-0-3)
 CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)
 MGT 101 PRINCIPLES OF MANAGEMENT (3-0-3)
 MKT 101 MARKETING (3-0-3)

SHC

3

3

3

3

3

15

OTHER HOURS FOR GRADUATION: 30 SHC

COL 103 COLLEGE SKILLS (3-0-3) OR
 IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)
 ACC 102 ACCOUNTING PRINCIPLES II (3-0-3)
 ACC 245 ACCOUNTING APPLICATIONS (3-0-3)
 BAF 201 PRINCIPLES OF FINANCE (3-0-3)
 *BUS 101 INTRODUCTION TO BUSINESS (3-0-3)
 BUS 130 BUSINESS COMMUNICATIONS (3-0-3)
 BUS 240 BUSINESS STATISTICS (3-0-3)
 CPT 174 MICROCOMPUTER SPREADSHEET (3-0-3)
 MKT 120 SALES PRINCIPLES (3-0-3)
 CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)

SHC

3

3

3

3

3

3

3

3

3

3

30

ELECTIVE: 3 SHC

SHC

COMPUTER REQUIREMENT SATISFIED WITH CPT 101

(3-0-3)

3

3

TOTAL

63

1ST SEM.	TERM		2ND SEM.	TERM		3RD SEM.	TERM		4TH SEM.	TERM	
(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE
SBS REQ.	_____	_____	SBS REQ.	_____	_____	NSM REQ.	_____	_____	ACC 245	_____	_____
ACC 101	_____	_____	ACC 102	_____	_____	BAF 201	_____	_____	BUS 121	_____	_____
*BUS 101	_____	_____	BUS 130	_____	_____	CPT 174	_____	_____	BUS 240	_____	_____
COL 103/	_____	_____	CPT 170	_____	_____	MKT 101	_____	_____	MKT 120	_____	_____
IDS 101	_____	_____	MGT 101	_____	_____	SPC 205	_____	_____	ELECTIVE	_____	_____
ENG 101	_____	_____									
CPT 101	_____	_____									

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.
 COMPUTER REQUIREMENT SATISFIED WITH CPT 101.

Program Description: The General Business Program provides instruction in finance, marketing, accounting, management, and sales. Graduates of this program can pursue career opportunities in entry level accounting, sales, office management, and management. In addition, the program prepares students for small business ownership.



CURRICULUM DISPLAY
MAJOR: GENERAL TECHNOLOGY
ASSOCIATE DEGREE
(70 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT		MATH PLACEMENT			ENG PLACEMENT	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-40) (36-ALGEBRA)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
RDG _____		LECT	LAB	SHC	TERM TAKEN	GRADE
MAT _____		4	0	4	_____	_____
ENG _____		4	0	4	_____	_____
		4	0	4	_____	_____

GENERAL EDUCATION: 15 SHC

SHC

HUMANITIES/FINE ARTS

6

ENG 101 ENGLISH COMPOSITION I (3-0-3)

SPC 205 PUBLIC SPEAKING (3-0-3)

HUMANITIES AND SOCIAL SCIENCE (HSS)

3

HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)

HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)

HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)

HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)

HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)

ECO 210 MACROECONOMICS (3-0-3)

ECO 211 MICROECONOMICS (3-0-3)

PSC 201 AMERICAN GOVERNMENT (3-0-3)

NATURAL SCIENCE/MATHEMATICS (NSM)

3

MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)

PHS 101 PHYSICAL SCIENCE I (3-3-4)

PHS 102 PHYSICAL SCIENCE II (3-3-4)

BIO 101 BIOLOGICAL SCIENCE I (3-3-4)

BIO 102 BIOLOGICAL SCIENCE II (3-3-4)

CHM 110 COLLEGE CHEMISTRY I (3-3-4)

CHM 111 COLLEGE CHEMISTRY II (3-3-4)

COMPUTER TECHNOLOGY (CPT)

3

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)

15

PRIMARY SPECIALITY: 28 SHC

SECONDARY SPECIALITY: 12 SHC

OTHER HOURS FOR GRADUATION: 12 SHC

ELECTIVE: 3 SHC

TOTAL 70 SHC

COURSES WILL BE IDENTIFIED TO ADAPT THE PROGRAM TO MEET THE NEEDS OF THE STUDENT.

Student must be a high school graduate.

Program Description: The General Technology major is an individualized course of study designed to train students for specific career and employment goals. The program is structured by the student with assistance from the student's advisor. The required core of courses consists of primary and secondary technical specialties. The primary core consists of a minimum of 28 semester hours credit in a single content area from an approved degree, diploma, or certificate program. The secondary technical specialty consists of an additional 12 semester hour credits in another technical area. Additional courses may be identified to adapt the program to meet the needs of local employers and students. Courses from the College's associate degree programs and from the following diploma and certificate programs may be used to satisfy General Technology degree requirements: Automated Office, Barbering, Practical Nursing, Gerontology, Machine Tool Technology, Criminal Justice, Early Childhood Development, Welding, and Word Processing.



CURRICULUM DISPLAY
MAJOR: HUMAN SERVICES
ASSOCIATE DEGREE
(60 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT			MATH PLACEMENT			ENG PLACEMENT		
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)		
			LECT	LAB	SHC	TERM TAKEN		GRADE
RDG _____			4	0	4	_____		_____
MAT _____			4	0	4	_____		_____
ENG _____			4	0	4	_____		_____

GENERAL EDUCATION: 15 SHC

HUMANITIES/FINE ARTS

ENG 101 ENGLISH COMPOSITION I (3-0-3)
SPC 205 PUBLIC SPEAKING (3-0-3)

NATURAL SCIENCE/MATHEMATICS (NSM)

MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)
PHS 101 PHYSICAL SCIENCE I (3-3-4)
PHS 102 PHYSICAL SCIENCE II (3-3-4)
BIO 101 BIOLOGICAL SCIENCE I (3-3-4)
BIO 102 BIOLOGICAL SCIENCE II (3-3-4)
CHM 110 COLLEGE CHEMISTRY I (3-3-4)
CHM 111 COLLEGE CHEMISTRY II (3-3-4)

SOCIAL BEHAVIORAL SCIENCE (SBS)

HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)
ECO 210 MACROECONOMICS (3-0-3)
ECO 211 MICROECONOMICS (3-0-3)
PSC 201 AMERICAN GOVERNMENT (3-0-3)

COMPUTER TECHNOLOGY (CT)

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)

SHC
6

3

3

3

15

REQUIRED CORE SUBJECT AREAS: 15 SHC

*HUS 101 INTRODUCTION TO HUMAN SERVICES (3-0-3)
HUS 216 BEHAVIOR CHANGE TECHNIQUES (3-0-3)
HUS 225 PERSONAL AND INTERPERSONAL ADJUSTMENT (3-0-3)
PSY 201 GENERAL PSYCHOLOGY (3-0-3)
HUS 230 INTERVIEWING TECHNIQUES (3-0-3)

SHC
3
3
3
3
3
15

OTHER HOURS FOR GRADUATION: 30 SHC

COL 103 COLLEGE SKILLS (3-0-3) OR
IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)
HUS 150 SUPERVISED FIELD PLACEMENT I (1-6-3)
HUS 151 SUPERVISED FIELD PLACEMENT II (1-6-3)
HUS 204 INTRODUCTION TO SOCIAL WORK (3-0-3) OR
HUS 209 CASE MANAGEMENT (3-0-3)
HUS 205 GERONTOLOGY (3-0-3) OR
HUS 112 SERVICES FOR THE ELDERLY (3-0-3)
HUS 208 ALCOHOL AND DRUG ABUSE (3-0-3)
HUS 203 HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT (3-0-3)
HUS 209 CASE MANAGEMENT (3-0-3)
HUS 231 COUNSELING TECHNIQUES (3-0-3) OR
HUS 237 CRISIS INTERVENTION (3-0-3)
HUS 235 GROUP DYNAMICS (3-0-3)

SHC
3
3
3
3
3
3
3
3
3
3
3
27

ELECTIVE: 3 SHC

HUS 134 ACTIVITY THERAPY (3-0-3) OR
HUS 206 DEATH AND DYING (3-0-3)

SHC
3
-
3

TOTAL 60

1ST SEM.	TERM		2ND SEM.	TERM		3RD SEM.	TERM		4TH SEM.	TERM	
(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE
COL 103/	_____	_____	HUS 203	_____	_____	HUS 208	_____	_____	HUS 204	_____	_____
IDS 101	_____	_____	HUS 231	_____	_____	HUS 150	_____	_____	HUS 216	_____	_____
ENG 101	_____	_____	HUS 205	_____	_____	HUS 230	_____	_____	HUS 151	_____	_____
NSM REQ.	_____	_____	SBS REQ.	_____	_____	SPC 205	_____	_____	HUS 235	_____	_____
*HUS 101	_____	_____	CT REQ.	_____	_____	ELECTIVE	_____	_____	PSY 201	_____	_____
HUS 225	_____	_____									

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

Program Description: The Human Services Program is designed to prepare students for entry level positions in human service and social service agencies. The instructional program prepares students with competencies for use in a wide array of human service practice arenas. Graduates of this program are trained to work in social service, youth, alcohol and drug abuse, vocational rehabilitation, aging and educational agencies. In addition, this course of study prepares students to transfer to a senior institution to work toward a bachelor's degree.

Academic Programs

Diploma in Applied Science Programs

Administrative Support

Barbering

Cosmetology

Pharmacy Technician

(Offered in conjunction with Midlands Technical College)

Practical Nursing



CURRICULUM DISPLAY
MAJOR: ADMINISTRATIVE SUPPORT
DIPLOMA
(48 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT _____			MATH PLACEMENT _____			ENG PLACEMENT _____		
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)		
			LECT	LAB	SHC		TERM TAKEN	GRADE
RDG _____			4	0	4		_____	_____
MAT _____			4	0	4		_____	_____
ENG _____			4	0	4		_____	_____

GENERAL EDUCATION: 9 SHC

REQUIRED CORE SUBJECT AREAS: 15 SHC

		SHC		SHC
<u>HUMANITIES/FINE ARTS</u>		3	CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	3
			**AOT 105 KEYBOARDING (3-0-3)	3
			AOT 110 DOCUMENT FORMATTING (3-0-3)	3
ENG 101 ENGLISH COMPOSITION I (3-0-3)			AOT 141 OFFICE PROCEDURES I (3-0-3)	3
			AOT 163 WORD PROCESSING (3-0-3)	3
<u>COMPUTATIONAL (COMP)</u>		3		15
MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)				
<u>BEHAVIORAL/SOCIAL SCIENCE (BSS)</u>		3		
HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)				SHC
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)				
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)		9	COL 103 COLLEGE SKILLS (3-0-3) OR	
			IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)	3
			ACC 101 ACCOUNTING PRINCIPLES I (3-0-3)	3
			AOT 120 INTRODUCTION TO MACHINE TRANSCRIPTION (3-0-3)	3
			*AOT 133 PROFESSIONAL DEVELOPMENT (3-0-3)	3
			AOT 135 DATA ENTRY (3-0-3)	3
			AOT 167 INFORMATION PROCESSING APPLICATIONS (3-0-3)	3
			CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)	3
			MKT 135 CUSTOMER SERVICE TECHNIQUES (3-0-3)	3
				24
TOTAL				48

OTHER HOURS FOR GRADUATION: 24 SHC

1ST SEM.	TERM		2ND SEM.	TERM		3RD SEM.	TERM	
(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE
COL 103/			AOT 110	_____	_____	ACC 101	_____	_____
IDS 101	_____	_____	AOT 135	_____	_____	BSS REQ.	_____	_____
ENG 101	_____	_____	AOT 141	_____	_____	AOT 120	_____	_____
MAT 155	_____	_____	AOT 163	_____	_____	AOT 167	_____	_____
CPT 101	_____	_____	CPT 170	_____	_____	MKT 135	_____	_____
**AOT 105	_____	_____						
*AOT 133	_____	_____						

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

**THIS COURSE MAY BE EXEMPTED THROUGH PLACEMENT TESTING FOR KEYBOARDING SKILLS COMPETENCIES.

Program Description: The Administrative Support Program prepares students in basic word-processing, machine transcription, filing, computer and calculator functions for employment in these career fields.



CURRICULUM DISPLAY
MAJOR: BARBERING
DIPLOMA
(46 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT _____	MATH PLACEMENT _____	ENG PLACEMENT _____
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	4 0 4	_____
MAT _____	4 0 4	_____
ENG _____	4 0 4	_____

GENERAL EDUCATION: 9 SHC

HUMANITIES/FINE ARTS

ENG 160 TECHNICAL COMMUNICATIONS (3-0-3)

COMPUTATIONAL (COMP)

MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)

BEHAVIORAL/SOCIAL SCIENCE (BSS)

HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)

HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)

HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)

SHC

3

3

3

9

REQUIRED CORE SUBJECT AREAS: 19 SHC

*BAR 101 BARBERING FUNDAMENTALS (1-6-3)

BAR 115 FACIAL CARE (1-6-3)

*BAR 130 FUNDAMENTALS OF HAIRCUTTING (1-6-3)

BAR 135 HAIR AND SCALP CARE I (1-6-3)

BAR 240 CHEMICAL PROCESSING OF HAIR (1-6-3)

BAR 255 BARBERING CLINICAL PRACTICE I (1-9-4)

SHC

3

3

3

3

3

4

19

OTHER HOURS FOR GRADUATION: 18 SHC

COL 103 COLLEGE SKILLS (3-0-3)

BAR 120 SHAMPOO AND CONDITIONERS (1-6-3)

BAR 235 HAIR AND SCALP CARE II (1-6-3)

BAR 250 BARBER SHOP MANAGEMENT (1-6-3)

BAR 256 BARBERING CLINICAL PRACTICE II (1-12-6)

SHC

3

3

3

3

6

18

TOTAL

46

1ST SEM. TERM
(__SHC) TAKEN GRADE

ENG 160 _____
 COL 103 _____
 *BAR 101 _____
 BAR 115 _____
 BAR 120 _____
 BAR 135 _____

2ND SEM. TERM
(__SHC) TAKEN GRADE

MAT 155 _____
 *BAR 130 _____
 BAR 240 _____
 BAR 235 _____
 BAR 250 _____
 BAR 255 _____

SUMMER TERM
(__SHC) TAKEN GRADE

BAR 256 _____
 BSS REQ. _____

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

Program Description: The Barbering Program prepares students with the knowledge and skills required by the South Carolina Board of Barber's licensing examination. Students accepted into this program can only enroll in curricula courses in the Fall Semester of each year. Students are required to spend 1,500 clock hours during the program in classroom lectures and clinical experiences. Students who matriculate in this diploma program must have a Tuberculine Skin Test prior to the first day of class. Job opportunities in Barbering include hair stylist, barber/stylist, colorist, wig specialist, hair straightener, or skin and hair specialist. The program also provides training in small business ownership, sales, product procurement, business management, and platform artistry.

Program Description: The Cosmetology Program prepares students with the knowledge and skills required by the South Carolina State Board of Cosmetology for the licensing examination. Students accepted into this program can only enroll in curricula courses in the Fall Semester of each year. Students are required to spend 1,500 clock hours in cosmetology. Students who matriculate in this diploma program must have a Tuberculine Skin Test prior to the first day of class. Job opportunities in Cosmetology include hair stylist, colorist, manicurist, wig specialist, or skin and hair specialist. The program also provides training in small business ownership, sales, product procurement, business management, and platform artistry.

**DENMARK TECHNICAL COLLEGE
AND
MIDLANDS TECHNICAL COLLEGE**

**CURRICULUM DISPLAY
MAJOR: PHARMACY TECHNICIAN
DIPLOMA
(48 SHC)**

Student's Name _____

Social Security # _____-_____-_____

Semester _____

**SAT: composite (910)
verbal (430)**

**ACT: composite (19)
verbal (18)**

Writing Sample: at least 3

REQUIRED CORE SUBJECT AREAS: 48 SHC

<u>DENMARK TECHNICAL COLLEGE</u>	<u>SHC</u>	<u>MIDLANDS TECHNICAL COLLEGE</u>	<u>SHC</u>
MAT 102 INTERMEDIATE ALGEBRA (3-0-3)	3	PHM 101 INTRODUCTION TO PHARMACY (3-0-3)	3
CHM 105 INORGANIC, ORGANIC, BIOCHEMISTRY (3-3-4)	4	PHM 113 PHARMACY MATH (3-0-3)	3
BIO 112 BASIC ANATOMY AND PHYSIOLOGY (3-3-4)	4	PHM 109 APPLIED PHARMACY PRACTICE (2-0-2)	2
AHS 102 MEDICAL TERMINOLOGY (3-0-3)	3	PHM 111 APPLIED PHARMACY PRACTICE LAB (0-3-1)	1
ENG 101 ENGLISH COMPOSITION I (3-0-3)	3	PHM 114 THERAPUTIC AGENTS I (3-0-3)	3
CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)	3	PHM 118 COMMUNITY PHARMACY SEMINAR (0-3-1)	1
PSY 201 GENERAL PSYCHOLOGY (3-0-3)	<u>3</u>	PHM 152 PHARMACY TECH. PRACTICUM I (0-6-2)	2
	23	PHM 124 THERAPUTIC AGENTS II (3-0-3)	3
		PHM 164 PHARMACY TECH. PRACTICUM II (0-12-4)	4
		PHM 173 PHARMACY TECH. PRACTICUM III (0-9-3)	<u>3</u>
			25

1ST SEM. (__SHC)	TERM TAKEN	GRADE	2ND SEM. (__SHC)	TERM TAKEN	GRADE	3RD SEM. (__SHC)	TERM TAKEN	GRADE
PHM 101	_____	_____	PHM 109	_____	_____	PHM 118	_____	_____
PHM 110	_____	_____	PHM 111	_____	_____	PHM 124	_____	_____
PHM 113	_____	_____	PHM 114	_____	_____	PHM 164	_____	_____
MAT 102	_____	_____	PHM 152	_____	_____	PHM 173	_____	_____
CHM 105	_____	_____	ENG 101	_____	_____	PSY 201	_____	_____
BIO 112	_____	_____	CPT 170	_____	_____			

PHM 101 will have 3 lab sessions in Columbia.

PHM 110 will have weekly lab sessions in Waltherboro.

PHM 152, PHM 164, and PHM 173 are clinical experiences offered in or near students community.

Student must be a high school graduate.

Program Description: Pharmacy Technician is a three semester diploma program. Students completing this program are health care specialists trained to assist pharmacists. They will maintain patient records, enter data into record systems, generate labels and prepare drugs for final review by a pharmacist before the patient receives it. Other duties may include purchasing inventory, home health, and others as assigned by the pharmacist.

{Denmark Technical College offers the
Premedical Certificate to students seeking
the Medical Record Coder Certificate and
the Pharmacy Technician Diploma, both
offered at Midlands Technical College}.



CURRICULUM DISPLAY
MAJOR: PRACTICAL NURSING
DIPLOMA
(48 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT _____			MATH PLACEMENT _____			ENG PLACEMENT _____		
ASSET (REQUIREMENT-45)			ASSET (REQUIREMENT-40)			ASSET (REQUIREMENT-40)		
			LECT	LAB	SHC	TERM TAKEN		GRADE
RDG _____			4	0	4	_____		_____
MAT _____			4	0	4	_____		_____
ENG _____			4	0	4	_____		_____

GENERAL EDUCATION: 17 SHC

REQUIRED CORE SUBJECT AREAS: 31 SHC

<u>HUMANITIES/FINE ARTS</u>	3						SHC
ENG 101 ENGLISH COMPOSITION I (3-0-3)					PNR 110 FUNDAMENTALS OF NURSING (3-6-5)		5
					PNR 120 MEDICAL SURGICAL NURSING I (3-6-5)		5
					PNR 122 PHARMACOLOGY (2-3-3)		3
					PNR 130 MEDICAL SURGICAL NURSING II (3-6-5)		5
<u>BEHAVIORAL/SOCIAL SCIENCE (BSS)</u>	3				PNR 140 MEDICAL SURGICAL NURSING III (3-6-5)		5
PSY 201 GENERAL PSYCHOLOGY (3-0-3)					PNR 165 NURSING CARE OF THE FAMILY (4-6-6)		6
					PNR 170 NURSING OF THE OLDER ADULT (1.5-1.5-2.0)		2
					Total		31
<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>	11						
BIO 210 ANATOMY AND PHYSIOLOGY I (3-3-4)							
BIO 211 ANATOMY AND PHYSIOLOGY II (3-3-4)							
MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)							
Total	17						

FALL SEM. TERM (____SHC)	TAKEN	GRADE	SPRING SEM. TERM (____SHC)	TAKEN	GRADE	SUMMER TERM (____SHC)	TAKEN	GRADE
BIO 210	_____	_____	BIO 211	_____	_____	PNR 165	_____	_____
ENG 101	_____	_____	PNR 122	_____	_____	PNR 170	_____	_____
MAT 155	_____	_____	PNR 130	_____	_____	PSY 201	_____	_____
PNR 110	_____	_____	PNR 140	_____	_____			
PNR 120	_____	_____						

Student must be a high school graduate.

Program Description: The Practical Nursing Program is designed to prepare students in the basic level of nursing that applies principles of therapeutic, preventative and rehabilitative care. New students accepted into this program can only enroll in curricula courses in the Fall Semester of each year. Students who matriculate into this program must take a nursing entrance test, have a clear criminal background check, a clear drug screening, current immunizations, Tuberculin test, and CPR/First Aid Training. A Licensed Practical Nurse can practice under the supervision of an advanced practice registered nurse, registered nurse, licensed physician, licensed dentist or other practitioner authorized by law to supervise LPN practice. Graduates of the program are eligible to apply to take the National Council Licensure Examination for the Practical Nurse (NCLEX-PN).

Academic Programs

Certificate in Applied Science Programs

Accounting Certificate
Building Construction Fundamentals
Computer Networking Certificate
Computer Servicing & Repair
Criminal Justice
Culinary Arts
Customer Service
Early Childhood Development
General Studies
Gerontology
Industrial Process Technology
Legal Research Assistant
Multi-Media Web Graphics Design
Multi-Skilled Maintenance Technician
Nurse Aide Assistant
Plumbing
Pre-Medical
Welding
Word Processing



CURRICULUM DISPLAY
MAJOR: ACCOUNTING
CERTIFICATE
(30 SHC)

Student's Name _____
 ID # _____
 Semester _____

RDG PLACEMENT _____		MATH PLACEMENT _____			ENG PLACEMENT _____	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (25-37-ADVISEMENT)	
		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG _____		4	0	4	_____	_____
MAT _____		4	0	4	_____	_____
ENG _____		4	0	4	_____	_____

REQUIRED CORE SUBJECT AREAS: 30 SHC

SHC

ACC 101 ACCOUNTING PRINCIPLES I (3-0-3)	3
ACC 124 INDIVIDUAL TAX PROCEDURES (3-0-3)	3
BAF 201 PRINCIPLES OF FINANCE (3-0-3)	3
CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)	3
BUS 121 BUSINESS LAW (3-0-3)	3
ACC 102 ACCOUNTING PRINCIPLES II (3-0-3)	3
ACC 245 ACCOUNTING APPLICATIONS (3-0-3)	3
BUS 130 BUSINESS COMMUNICATIONS (3-0-3)	3
BUS 240 BUSINESS STATISTICS (3-0-3)	3
CPT 174 MICROCOMPUTER SPREADSHEETS (3-0-3)	3
TOTAL	30

1ST SEM. (____SHC)	TERM TAKEN	GRADE
ACC 101	_____	_____
ACC 124	_____	_____
BAF 201	_____	_____
CPT 174	_____	_____
CPT 170	_____	_____

2ND SEM. (____SHC)	TERM TAKEN	GRADE
ACC 102	_____	_____
ACC 245	_____	_____
BUS 130	_____	_____
BUS 240	_____	_____
BUS 121	_____	_____

Minimum grade of "C" required in all courses. Student must be a high school graduate.

Program Description: This program prepares the student for entry-level positions in the fields of book-keeping, general accounting, record keeping and payroll. Students completing this program will gain a basic understanding of the accounting process and computerized accounting applications.



CURRICULUM DISPLAY
MAJOR: BUILDING CONSTRUCTION
FUNDAMENTALS
CERTIFICATE
(21 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT		MATH PLACEMENT			ENG PLACEMENT	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
RDG _____		LECT	LAB	SHC	TERM TAKEN	GRADE
MAT _____		4	0	4	_____	_____
ENG _____		4	0	4	_____	_____

REQUIRED CORE SUBJECT AREAS: 21 SHC

*BCT 102 FUNDAMENTALS OF BUILDING CONSTRUCTION	
CARPENTRY (2-6-4)	4
BCT 221 BUILDING CONSTRUCTION CODES (3-0-3)	3
BCT 112 CONSTRUCTION PRINT READING (1-3-2)	2
BCT 151 INTRODUCTION TO RESIDENTIAL PLUMBING (1-6-3)	3
EEM 165 RESIDENTIAL WIRING (3-3-4)	4
MSY 101 MASONRY FUNDAMENTALS (3-6-5)	5
	<u>21</u>

1ST SEM.	TERM	
(____SHC)	TAKEN	GRADE
BCT 221	_____	_____
BCT 112	_____	_____
*BCT 102	_____	_____

2ND SEM.	TERM	
(____SHC)	TAKEN	GRADE
BCT 151	_____	_____
EEM 165	_____	_____
MSY 101	_____	_____

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES.

Program Description: The Building Construction Fundamentals Program provides students with fundamental skills in masonry, plumbing and carpentry. Students who complete this certificate program can enter the building construction field as entry level brick masons, plumbers, or carpenters.



CURRICULUM DISPLAY
MAJOR: COMPUTER NETWORKING
CERTIFICATE
(24 SHC)

RDG PLACEMENT _____		MATH PLACEMENT _____			ENG PLACEMENT _____	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG _____		5	0	5	_____	_____
MAT _____		5	0	5	_____	_____
ENG _____		5	0	5	_____	_____

REQUIRED CORE SUBJECT AREAS: 24 SHC

SHC

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	3
CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)	3
IST 201 CISCO INTERNETWORKING CONFIGURATION (3-0-3)	3
IST 202 CISCO ROUTER CONFIGURATION (3-0-3)	3
IST 203 ADVANCED CISCO ROUTER CONFIGURATION (3-0-3)	3
IST 204 CISCO TROUBLESHOOTING (3-0-3)	3
IST 220 DATA COMMUNICATIONS (3-0-3)	3
IST 245 LOCAL AREA NETWORKS (3-0-3)	3
Total	24

1ST SEM. TERM
(____SHC) TAKEN GRADE

1st 8-Weeks
*CPT 101 _____
IST 201 _____

2nd 8-Weeks
CPT 170 _____
IST 202 _____

2ND SEM. TERM
(____SHC) TAKEN GRADE

1st 8-Weeks
IST 220 _____
IST 203 _____

2nd 8-Weeks
IST 245 _____
IST 204 _____

*This course may be taken with Developmental Studies Courses.
Student must be at least a junior in high school.

Program Description: This certificate program prepares students for employment in network troubleshooting, networking coordination and networking analysis in a variety of industries who use Cisco Networking Equipment. The Cisco Emphasis Certificate exposes students to a wide variety of Networking Protocols and their implementation on Cisco Routers and Switches. It prepares them for immediate Certified Cisco Networking Associate (CCNA) certification as well as for the more traditional roles of Network Troubleshooter and Network Manager in activities that are centered on support of Cisco Networking Equipment.



CURRICULUM DISPLAY
MAJOR: COMPUTER SERVICING
AND REPAIR
CERTIFICATE
(19 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT	MATH PLACEMENT	ENG PLACEMENT
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	4 0 4	_____
MAT _____	4 0 4	_____
ENG _____	4 0 4	_____

REQUIRED CORE SUBJECT AREAS: 19 SHC

SHC

*ELT 109 INTRODUCTION TO ELECTRONICS SERVICING (3-3-4)	4
ELT 202 SERVICING TECHNIQUES (1-3-2)	2
ELT 229 MICROCOMPUTER REPAIR (2-3-3)	3
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	3
CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)	3
EET 131 ACTIVE DEVICES (3-3-4)	4
	19

1ST SEM. TERM
(____SHC) TAKEN GRADE

*ELT 109 _____ _____
ELT 202 _____ _____
CPT 101 _____ _____

2ND SEM. TERM
(____SHC) TAKEN GRADE

ELT 229 _____ _____
EET 131 _____ _____
CPT 170 _____ _____

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

Program Description: The Computer Servicing and Repair program is designed to provide students with the necessary skills to pursue careers in the area of personal computer servicing, troubleshooting and net-working. Graduates of the program can expect to find employment opportunities in almost every sector of the job market where computers are in use. These opportunities include employment as computer technicians and support personnel in corporations, government, school systems, and independent businesses.



CURRICULUM DISPLAY
MAJOR: CRIMINAL JUSTICE
CERTIFICATE
(30 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT _____		MATH PLACEMENT _____		ENG PLACEMENT _____	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
		LECT	LAB	SHC	
RDG _____		4	0	4	TERM TAKEN _____
MAT _____		4	0	4	GRADE _____
ENG _____		4	0	4	_____

REQUIRED CORE SUBJECT AREAS: 30 SHC

SHC

*CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE (3-0-3)	3
CRJ 102 INTRODUCTION TO SECURITY (3-0-3)	3
CRJ 115 CRIMINAL LAW I (3-0-3)	3
CRJ 230 CRIMINAL INVESTIGATION I (3-0-3)	3
CRJ 242 CORRECTIONAL SYSTEMS (3-0-3)	3
CRJ 125 CRIMINOLOGY (3-0-3)	3
CRJ 130 POLICE ADMINISTRATION (3-0-3)	3
CRJ 236 CRIMINAL EVIDENCE (3-0-3)	3
CRJ 244 PROBATION, PARDON, PARLE (3-0-3)	3
CRJ 145 JUVENILE DELINQUENCY (3-0-3)	3
TOTAL	30

1ST SEM. TERM
(____SHC) TAKEN GRADE

*CRJ 101 _____
CRJ 102 _____
CRJ 115 _____
CRJ 145 _____
CRJ 230 _____

2ND SEM. TERM
(____SHC) TAKEN GRADE

CRJ 125 _____
CRJ 130 _____
CRJ 236 _____
CRJ 244 _____
CRJ 242 _____

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

Program Description: The Criminal Justice Program is designed to update the skills and knowledge of professionals working in corrections and law enforcement, and to prepare others to enter the Criminal Justice career fields. Career opportunities include employment in adult and juvenile corrections, city and country police departments, state patrol, private and industrial security, dispatch, federal law enforcement agencies, and with the military.



CURRICULUM DISPLAY
MAJOR: CULINARY ARTS
CERTIFICATE
(18 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT _____		MATH PLACEMENT _____			ENG PLACEMENT _____	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG _____		4	0	4	_____	_____
MAT _____		4	0	4	_____	_____
ENG _____		4	0	4	_____	_____

REQUIRED CORE SUBJECT AREAS: 18 SHC
SHC

*HOS 101 PRINCIPLES OF FOOD PRODUCTION (2-3-3)	3
HOS 102 PRINCIPLES OF FOOD PRODUCTION II (2-3-3)	3
HOS 120 BAKESHOP PRODUCTION (2-3-3)	3
HOS 155 HOSPITALITY SANITATION (3-0-3)	3
HOS 235 MENU PLANNING (3-0-3)	3
*HOS 255 FOOD SERVICE MANAGEMENT (3-0-3)	<u>3</u>
TOTAL	18

1ST SEM. TERM
(____SHC) TAKEN GRADE

*HOS 101 _____
HOS 155 _____
HOS 235 _____

2ND SEM. TERM
(____SHC) TAKEN GRADE

HOS 102 _____
HOS 120 _____
*HOS 255 _____

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES.

Program Description: The Food Service Program is designed to give students a basic foundation in the methods and chemistry of cooking. The program provides classroom training and practical skills in cooking techniques, cooking equipment, and operation of the dining room. In addition, students gain experience in menu planning, nutrition, and banquet planning. Students who complete this certificate program may pursue careers as a chef, short-order cook, baker, pastry chef, and self-employment in the catering business.



CURRICULUM DISPLAY
MAJOR: CUSTOMER SERVICE
CERTIFICATE
(30 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT _____		MATH PLACEMENT _____			ENG PLACEMENT _____	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (25-37-ADVISEMENT)	
		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG _____		4	0	4	_____	_____
MAT _____		4	0	4	_____	_____
ENG _____		4	0	4	_____	_____

REQUIRED CORE SUBJECT AREAS: 30 SHC

	SHC
SPC 205 PUBLIC SPEAKING (3-0-3)	3
*BUS 101 INTRODUCTION TO BUSINESS (3-0-3)	3
BUS 140 BUSINESS MATHEMATICS (3-0-3) OR	
MAT 160 MATH FOR BUSINESS & FINANCE (3-0-3)	3
BUS 220 BUSINESS ETHICS (3-0-3)	3
CPT 101 COMPUTER TECHNOLOGY (3-0-3)	3
MKT 135 CUSTOMER SERVICE TECHNIQUES (3-0-3)	3
MKT 250 CUSTOMER BEHAVIOR (3-0-3)	3
AOT 133 PROFESSIONAL DEVELOPMENT (3-0-3)	3
MKT 130 CUSTOMER SERVICE PRINCIPLES (3-0-3)	3
BUS 130 BUSINESS COMMUNICATIONS OR	
ENG 170 BUSINESS COMMUNICATIONS (3-0-3)	3
TOTAL	30

1ST SEM.	TERM	
(____SHC)	TAKEN	GRADE
SPC 205	_____	_____
*BUS 101	_____	_____
BUS 140	OR	
MAT 160	_____	_____
CPT 101	_____	_____
MKT 130	_____	_____

2ND SEM.	TERM	
(____SHC)	TAKEN	GRADE
BUS 220	_____	_____
MKT 135	_____	_____
MKT 250	_____	_____
AOT 133	_____	_____
BUS 130	OR	
ENG 170	_____	_____

Program Description: The Customer Service program prepares students to process customer complaints, prepare basic reports, answer customer services questions, and deal effectively with customers. Students who complete this program may seek employment as a receptionist, customer services specialist and cashier.



CURRICULUM DISPLAY
MAJOR: EARLY CHILDHOOD DEVELOPMENT
CERTIFICATE
(27 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT _____		MATH PLACEMENT _____			ENG PLACEMENT _____	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG _____		4	0	4	_____	_____
MAT _____		4	0	4	_____	_____
ENG _____		4	0	4	_____	_____

REQUIRED CORE SUBJECT AREAS: 27 SHC

*ECD 101 INTRODUCTION TO EARLY CHILDHOOD (3-0-3)	3
ECD 102 GROWTH AND DEVELOPMENT I (2-3-3)	3
ECD 203 GROWTH AND DEVELOPMENT II (2-3-3)	3
ECD 105 GUIDANCE - CLASSROOM MANAGEMENT (3-0-3)	3
ECD 131 LANGUAGE ARTS (3-0-3)	3
ECD 132 CREATIVE EXPERIENCES (2-3-3)	3
ECD 107 EXCEPTIONAL CHILDREN (3-0-3)	3
ECD 133 SCIENCE AND MATH CONCEPTS (2-3-3)	3
ECD 135 HEALTH, SAFETY, & NUTRITION (3-0-3)	<u>3</u>
TOTAL	27

1ST SEM. TERM
(____SHC) TAKEN GRADE

*ECD 101 _____ _____
ECD 102 _____ _____
ECD 132 _____ _____
ECD 135 _____ _____

2ND SEM. TERM
(____SHC) TAKEN GRADE

ECD 203 _____ _____
ECD 105 _____ _____
ECD 107 _____ _____
ECD 131 _____ _____
ECD 133 _____ _____

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

Program Description: The Early Childhood Development Program is targeted toward individuals who are currently employed in the field and wish to enhance their skills, as well as students with no previous experience in early childhood development. The program provides the theory and practical application in the growth and development, learning and behavior of pre-school children. Students who matriculate in this certificate program must have a Tuberculin Skin Test, a SLED Clearance, and CPR/First Aid. Courses in this program are transferrable to a number of senior institutions. Graduates of this program may pursue employment opportunities as teacher assistants in Day Care Centers, Nursery Schools, Elementary Schools, head Start Centers, and other Child Development agencies.



CURRICULUM DISPLAY
MAJOR: GENERAL STUDIES
CERTIFICATE
(MIN. - 18 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT		MATH PLACEMENT			ENG PLACEMENT	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-40) (36-ALGEBRA)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
RDG		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG _____		4	0	4	_____	_____
MAT _____		4	0	4	_____	_____
ENG _____		4	0	4	_____	_____

GENERAL EDUCATION: MIN. - 18 SHC

COMMUNICATIONS (COM)		SHC	NATURAL SCIENCES/MATHEMATICS (NSM)		SHC
		6			MIN. - 3
ENG 101 ENGLISH COMPOSITION I (3-0-3)			MAT 110 COLLEGE ALGEBRA (3-0-3)		
SPC 205 PUBLIC SPEAKING (3-0-3)			MAT 111 COLLEGE TRIGONOMETRY (3-0-3)		
			MAT 112 PRE-CALCULUS (5-0-5)		
			MAT 130 ELEMENTARY CALCULUS (3-0-3)		
			MAT 140 ANALYTICAL GEOMETRY AND CALCULUS I (4-0-4)		
			MAT 141 ANALYTICAL GEOMETRY AND CALCULUS II (4-0-4)		
			MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)		
			MAT 177 CALCULUS (3-0-3)		
			MAT 215 GEOMETRY (3-0-3)		
			BIO 101 BIOLOGICAL SCIENCE I (3-3-4)		
			BIO 102 BIOLOGICAL SCIENCE II (3-3-4)		
			PHS 101 PHYSICAL SCIENCE I (3-3-4)		
			PHS 102 PHYSICAL SCIENCE II (3-3-4)		
			CHM 110 COLLEGE CHEMISTRY I (3-3-4)		
			CHM 111 COLLEGE CHEMISTRY II (3-3-4)		
			<u>COMPUTER TECHNOLOGY (CT)</u>		3
			CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)		
			<u>ELECTIVE</u>		MIN. - 3
			TOTAL		MIN. - 18

1ST SEM.	TERM		2ND SEM.	TERM	
(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE
ENG 101	_____	_____	SPC 205	_____	_____
MAT 155	_____	_____	CPT 101	_____	_____
PSY 201	_____	_____	ELECTIVE	_____	_____

Program Description: The General Studies Certificate Program is designed for those students who have not decided what career path to pursue but still want to attend college. The courses in this certificate can be used to improve their academic skills for transfer to senior institutions. The courses that they select can be applied toward the Associate in Arts or Associate Science Degree or can be used as part of the General Education requirements for Associate Degree and Diploma Programs.



CURRICULUM DISPLAY
MAJOR: GERONTOLOGY
CERTIFICATE
(29)
SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT		MATH PLACEMENT			ENG PLACEMENT	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG _____		4	0	4	_____	_____
MAT _____		4	0	4	_____	_____
ENG _____		4	0	4	_____	_____

REQUIRED CORE SUBJECT AREAS: 29 SHC

SHC

HUS 112 SERVICES FOR THE ELDERLY (2-0-2)	2
HUS 134 ACTIVITY THERAPY (3-0-3)	3
HUS 150 SUPERVISED FIELD PLACEMENT I (1-6-3)	3
HUS 151 SUPERVISED FIELD PLACEMENT II (1-6-3)	3
*HUS 205 GERONTOLOGY (3-0-3)	3
HUS 206 DEATH AND DYING (3-0-3)	3
HUS 209 CASE MANAGEMENT (3-0-3)	3
HUS 216 BEHAVIOR CHANGE TECHNIQUES (3-0-3)	3
HUS 231 COUNSELING TECHNIQUES (3-0-3)	3
HUS 237 CRISIS INTERVENTION (3-0-3)	3
Total	29

1ST SEM. (____SHC)	TERM TAKEN	GRADE
HUS 112	_____	_____
HUS 134	_____	_____
HUS 150	_____	_____
*HUS 205	_____	_____
HUS 209	_____	_____

2ND SEM. (____SHC)	TERM TAKEN	GRADE
HUS 151	_____	_____
HUS 206	_____	_____
HUS 216	_____	_____
HUS 231	_____	_____
HUS 237	_____	_____

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. STUDENT MUST BE A HIGH SCHOOL GRADUATE.

Program Description: The Gerontology Program prepares graduates for positions in agencies and institutions which administer health and community-based services for older adults. Upon completion of the program, students will be able to seek employment in assisted living communities, senior centers, adult day care centers, home health agencies, rehabilitation centers, nursing homes, hospitals, area agencies on aging and social welfare agencies.



DENMARK
TECHNICAL COLLEGE

CURRICULUM DISPLAY
MAJOR: INDUSTRIAL PROCESS TECHNOLOGY
CERTIFICATE
(26 SHC)

Student's Name _____

Social Security # _____ - _____ - _____

Semester _____

RDG PLACEMENT _____	MATH PLACEMENT _____	ENG PLACEMENT _____
ASSET (REQUIREMENT-45)	ASSET (REQUIREMENT-40) (36 - ALGEBRA)	ASSET (REQUIREMENT-40)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	4 0 4	_____
MAT _____	4 0 4	_____
ENG _____	4 0 4	_____

REQUIRED CORE SUBJECT AREAS: 26 SHC

	SHC
CHM 110 COLLEGE CHEMISTRY I (3-3-4)	4
CHM 111 COLLEGE CHEMISTRY II (3-3-4)	4
MAT 110 COLLEGE ALGEBRA (3-0-3)	3
MAT 112 PRE-CALCULUS (5-0-5)	5
NET 113 NUCLEAR PHYSICS (2-3-3)	3
NET 215 NUCLEAR REACTOR PHYSICS (3-0-3)	3
PHY 201 PHYSICS I (3-3-4)	4
	<u>26</u>

***RECOMMENDED ELECTIVES (Optional)**

MET 214 FLUID MECHANICS (3-0-3)	3
MET 227 INSTRUMENTATION PRINCIPLES (1-3-2)	2
EET 113 ELECTRICAL CIRCUITS I (3-3-4)	4
EET 114 ELECTRICAL CIRCUITS II (3-3-4)	4
	<u>13</u>

*Electives are not required for the Industrial Process Technology Certificate.
Student must be a high school graduate.

1ST SEM.	TERM	
(____SHC)	TAKEN	GRADE
MAT 110	_____	_____
CHM 110	_____	_____
NET 113	_____	_____

2ND SEM.	TERM	
(____SHC)	TAKEN	GRADE
MAT 112	_____	_____
CHM 111	_____	_____
PHY 201	_____	_____
NET 215	_____	_____

Student must be a high school graduate.

The Program Description: Industrial Process Technology Certificate is designed for entry level employment in technology based industries. Employment possibilities are at Westinghouse-Savannah River Site. Graduates of the above certificate could pursue a degree in the Associate in Science, Electromechanical Engineering and Electronics Technology Degree programs.



DENMARK
TECHNICAL COLLEGE

CURRICULUM DISPLAY
MAJOR: LEGAL RESEARCH ASSISTANT
CERTIFICATE
(30 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT _____	MATH PLACEMENT _____	ENG PLACEMENT _____
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (25-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	4 0 4	_____
MAT _____	4 0 4	_____
ENG _____	4 0 4	_____

REQUIRED CORE SUBJECT AREAS: 30 SHC

SHC

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	3
LEG 135 INTRODUCTION TO LAW & ETHICS (3-0-3)	3
LEG 132 LEGAL BIBLIOGRAPHY (3-0-3)	3
LEG 120 TORTS (3-0-3)	3
BUS 130 BUSINESS COMMUNICATIONS (3-0-3)	OR 3
ENG 170 BUSINESS COMMUNICATIONS (3-0-3)	3
OST 105 KEYBOARDING (3-0-3)	3
BUS 121 BUSINESS LAW (3-0-3)	3
LEG 213 FAMILY LAW (3-0-3)	3
LEG 214 PROPERTY LAW (3-0-3)	3
LEG 233 WILLS, TRUST, ESTATES & PROBATE (3-0-3)	3
TOTAL	30

1ST SEM. (____SHC)	TERM TAKEN	GRADE
OST 105	_____	_____
LEG 135	_____	_____
LEG 120	_____	_____
BUS 130	OR	_____
ENG 170	_____	_____
LEG 213	_____	_____

2ND SEM. (____SHC)	TERM TAKEN	GRADE
CPT 101	_____	_____
LEG 132	_____	_____
LEG 214	_____	_____
LEG 233	_____	_____
BUS 121	_____	_____

Student must be a high school graduate.

Program Description: The Legal Research Assistant Program is designed to prepare students to work under the direct supervision of an attorney. Graduates of this program will be able to provide support for preparation of litigation.



DENMARK
TECHNICAL COLLEGE

CURRICULUM DISPLAY
MAJOR: MULTIMEDIA-WEB GRAPHICS DESIGN
CERTIFICATE
(27 SHC)

Student's Name _____
ID # _____
Semester _____

RDG PLACEMENT _____	MATH PLACEMENT _____	ENG PLACEMENT _____
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (25-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	4 0 4	_____
MAT _____	4 0 4	_____
ENG _____	4 0 4	_____

REQUIRED CORE SUBJECT AREAS: 27 SHC

	SHC
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	3
CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)	3
CPT 174 MICROCOMPUTER SPREADSHEETS (3-0-3)	3
BUS 130 BUSINESS COMMUNICATIONS (3-0-3) OR	3
ENG 170 BUSINESS COMMUNICATIONS (3-0-3)	3
ARV 110 COMPUTER GRAPHICS (3-0-3)	3
ARV 217 COMPUTER IMAGERY (3-0-3)	3
ARV 219 MULTIMEDIA TECHNIQUES (3-0-3)	3
ARV 220 MULTIMEDIA PRESENTATIONS (3-0-3)	3
CGC 110 ELECTRONIC PUBLISHING (3-0-3)	3
TOTAL	27

1ST SEM. (____SHC)	TERM TAKEN	GRADE	2ND SEM. (____SHC)	TERM TAKEN	GRADE
CPT 101	_____	_____	BUS 130	OR	
CPT 170	_____	_____	ENG 170	_____	_____
CPT 174	_____	_____	ARV 219	_____	_____
ARV 110	_____	_____	ARV 220	_____	_____
ARV 217	_____	_____	CGC 110	_____	_____

Student must be a high School Graduate.

Program Description: The Laptop Computer Presentation Program is designed to train individuals to prepare multimedia presentations with desktop publishing. Graduates will be able to work independently, as a team member or as a multimedia specialist.



CURRICULUM DISPLAY
MAJOR: MULTI-SKILLED MAINTENANCE
TECHNICIAN
CERTIFICATE
(40 SHC)

Student's Name _____

Social Security # _____ - _____ - _____

Semester _____

RDG PLACEMENT _____ ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	MATH PLACEMENT _____ ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ENG PLACEMENT _____ ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	4 0 4	_____
MAT _____	4 0 4	_____
ENG _____	4 0 4	_____

REQUIRED CORE SUBJECT AREAS: 40 SHC

SHC

REQUIRED CORE SUBJECT AREAS

40

CPT 141 CONSUMER APPLICATIONS II (1-0-1)	
EEM 105 BASIC ELECTRICITY (1-3-2)	
EEM 125 ELECTRONIC CIRCUITS (1-3-2)	
EEM 142 COMMERCIAL/INDUSTRIAL CODES (1-6-3)	
EEM 145 CONTROL CIRCUITS (1-6-3)	
EEM 160 INDUSTRIAL INSTRUMENTATION (1-6-3)	
EEM 162 INTRODUCTION TO PROCESS CONTROL (1-6-3)	
EVT 254 INDUSTRIAL SAFETY AND EMERGENCY RESPONSE (1-6-3)	
IDS 151 THE 21ST CENTURY WORKPLACE (1-0-1)	
IMT 120 MECHANICAL INSTALLATIONS (2-9-5)	
IMT 131 HYDRAULICS & PNEUMATICS (1-9-4)	
IMT 151 PIPING SYSTEMS (1-6-3)	
IMT 152 FUNDAMENTALS OF REFRIGERATION SYSTEMS (2-6-4)	
MTT 102 MACHINE TOOL BASICS (2-3-3)	
Total	40

1ST SEM. (____SHC)	TERM TAKEN	GRADE	2ND SEM. (____SHC)	TERM TAKEN	GRADE	3RD SEM. (____SHC)	TERM TAKEN	GRADE
IDS 151	_____	_____	EEM 105	_____	_____	EEM 162	_____	_____
CPT 141	_____	_____	EEM 125	_____	_____	IMT 151	_____	_____
EVT 254	_____	_____	EEM 142	_____	_____	IMT 131	_____	_____
IMT 120	_____	_____	EEM 145	_____	_____	IMT 152	_____	_____
MTT 102	_____	_____	EEM 160	_____	_____			

Minimum grade of "C" required in all courses (including successful classroom and on-the-job training).

Program Description: This program consists of four six-week sessions including classroom and on-the-job-training. Students will be trained in all areas of maintenance. Upon completion of the program, students will be able to fill a maintenance position in any industry.



CURRICULUM DISPLAY
MAJOR: NURSE AIDE ASSISTANT
CERTIFICATE
(26 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT _____		MATH PLACEMENT _____			ENG PLACEMENT _____	
ASSET (REQUIREMENT-38) (32-37 ADVISEMENT)		ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
RDG _____		LECT	LAB	SHC	TERM TAKEN	GRADE
MAT _____		4	0	4	_____	_____
ENG _____		4	0	4	_____	_____

REQUIRED CORE SUBJECT AREAS: 19 SHC

	SHC
AHS 102 MEDICAL TERMINOLOGY (3-0-3)	3
AHS 108 NUTRITION (1-6-3)	3
AHS 114 BASIC FIRST AID (0-3-1)	1
AHS 116 PATIENT CARE RELATIONS (1-6-3)	3
AHS 117 THE CARE OF PATIENTS (2-6-4)	4
AHS 151 HEALTH CARE PROCEDURES (1-12-5)	<u>5</u>
Total	19

OTHER HOURS FOR GRADUATION: 7 SHC

	SHC
BIO 112 BASIC ANATOMY & PHYSIOLOGY (3-3-4)	4
AOT 105 KEYBOARDING (3-0-3)	<u>3</u>
TOTAL	7

1ST SEM. (____SHC)	TERM TAKEN	GRADE	2ND SEM. (____SHC)	TERM TAKEN	GRADE
AHS 102	_____	_____	AHS 116	_____	_____
AHS 108	_____	_____	AHS 117	_____	_____
AHS 114	_____	_____	AHS 151	_____	_____
AOT 105	_____	_____			
BIO 112	_____	_____			

Student must be a high school graduate.

Program Description: The Nurse Aide Certificate program prepares students to assist in patient care in hospitals, nursing homes, and home care agencies under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN). Students who matriculate into this program must have a clear criminal background check, a clear drug screening, and current immunizations to include Hepatitis B, Tuberculin test, and CPR/First Aid Training. Graduates of the program are eligible to apply to take the National Nurse Aide Assessment Program Examination (NNAAP).



CURRICULUM DISPLAY
MAJOR: PLUMBING
CERTIFICATE
(17 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT _____	MATH PLACEMENT _____	ENG PLACEMENT _____
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	4 0 4	_____
MAT _____	4 0 4	_____
ENG _____	4 0 4	_____

REQUIRED CORE SUBJECT AREAS: 17 SHC

SHC

BCT 102 FUNDAMENTALS OF BUILDING CONSTRUCTION (2-6-4)	4
*BCT 112 CONSTRUCTION PRINT READING (2-0-2)	2
BCT 151 INTRODUCTION TO RESIDENTIAL PLUMBING (2-3-3)	3
BCT 152 RESIDENTIAL PLUMBING (3-6-5)	5
BCT 221 CONSTRUCTION BUILDING CODES (3-0-3)	<u>3</u>
	17

1ST SEM. TERM
(____SHC) TAKEN GRADE

*BCT 112 _____ _____
BCT 151 _____ _____
BCT 221 _____ _____

2ND SEM. TERM
(____SHC) TAKEN GRADE

BCT 102 _____ _____
BCT 152 _____ _____

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES.

Program Description: The Plumbing Program provides students with fundamental skills in plumbing such as installation and repair of general plumbing systems including faucets, commodes, water heaters, drain pipes, and other related fixtures. Students who complete this certificate program can enter the plumbing field as entry level plumbers.



CURRICULUM DISPLAY
MAJOR: PRE-MEDICAL
CERTIFICATE
(16 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT _____		MATH PLACEMENT _____			ENG PLACEMENT _____	
ASSET (REQUIREMENT-45)		ASSET (REQUIREMENT-40) (36 - ALGEBRA)			ASSET (REQUIREMENT-40)	
RDG _____		LECT	LAB	SHC	TERM TAKEN	GRADE
MAT _____		4	0	4	_____	_____
ENG _____		4	0	4	_____	_____

REQUIRED CORE SUBJECT AREAS: 26 SHC

	SHC
AHS 102 MEDICAL TERMINOLOGY (3-0-3)	3
BIO 112 BASIC ANATOMY & PHYSIOLOGY (3-3-4)	4
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	3
CPT 170 MICROCOMPUER APPLICATIONS (3-0-3)	3
ENG 101 ENGLISH COMPOSITION I (3-0-3)	3
	<u>16</u>

*RECOMMENDED ELECTIVES

CHM 105 INORGANIC, ORGANIC, BIOCHEMISTRY (3-3-4)	4
MAT 102 INTERMEDIATE ALGEBRA (3-0-3)	3
OST 105 KEYBOARDING (3-0-3)	3
PSY 201 GENERAL PSYCHOLOGY	3
	<u>13</u>

*Electives are not required for the Pre-Medical Certificate. Through advisement, students may pursue other Health Service careers.

1ST SEM.	TERM	
(____SHC)	TAKEN	GRADE
AHS 102	_____	_____
BIO 112	_____	_____
CPT 101	_____	_____

2ND SEM.	TERM	
(____SHC)	TAKEN	GRADE
ENG 101	_____	_____
CPT 170	_____	_____

Student must be a high school graduate.

Program Description: If you want a career in the medical field, then this certificate program is a starter for you. After completing the Pre-Medical Certificate Program, you will be given the opportunity to enroll in other medical programs. A minimum grade point average of 2.5 must be achieved in order to pursue avenues in the medical profession.



CURRICULUM DISPLAY
MAJOR: WELDING
CERTIFICATE
(17 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT _____	MATH PLACEMENT _____	ENG PLACEMENT _____	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
	LECT LAB SHC	TERM TAKEN GRADE	
RDG _____	4 0 4	_____	_____
MAT _____	4 0 4	_____	_____
ENG _____	4 0 4	_____	_____

REQUIRED CORE SUBJECT AREAS: 17 SHC

SHC

*WLD 102 INTRODUCTION TO WELDING (2-0-2)	2
WLD 104 GAS WELDING AND CUTTING (1-3-2)	2
WLD 106 GAS AND ARC WELDING (3-3-4)	4
WLD 103 PRINT READING I (1-0-1)	1
WLD 108 GAS METAL ARC WELDING (3-3-4)	4
WLD 111 ARC WELDING I (3-3-4)	4
	<u>17</u>

1ST SEM.	TERM	
(____SHC)	TAKEN	GRADE
*WLD 102	_____	_____
WLD 104	_____	_____
WLD 106	_____	_____

2ND SEM.	TERM	
(____SHC)	TAKEN	GRADE
WLD 103	_____	_____
WLD 108	_____	_____
WLD 111	_____	_____

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES.

Program Description: The Welding Program provides practical hands-on skills and practical experiences in operating welding equipment. Graduates may find employment in gas and arc welding, arc welding, or print reading.



CURRICULUM DISPLAY
MAJOR: WORD PROCESSING
CERTIFICATE
(18 SHC)

Student's Name _____

ID # _____

Semester _____

RDG PLACEMENT		MATH PLACEMENT			ENG PLACEMENT	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG _____		4	0	4	_____	_____
MAT _____		4	0	4	_____	_____
ENG _____		4	0	4	_____	_____

REQUIRED CORE SUBJECT AREAS: 18 SHC

	SHC
*CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	3
**AOT 105 KEYBOARDING (3-0-3)	3
AOT 110 DOCUMENT FORMATTING (3-0-3)	3
*AOT 141 OFFICE PROCEDURES I (3-0-3)	3
AOT 163 WORD PROCESSING (3-0-3)	3
AOT 167 INFORMATION PROCESSING APPLICATIONS (3-0-3)	3
TOTAL	18

1ST SEM. TERM
(____SHC) TAKEN GRADE

*CPT 101 _____ _____
**AOT 105 _____ _____

2ND SEM. TERM
(____SHC) TAKEN GRADE

AOT 110 _____ _____
*AOT 141 _____ _____
AOT 163 _____ _____

2ND SEM. TERM
(____SHC) TAKEN GRADE

AOT 167 _____ _____

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

**THIS COURSE MAY BE EXEMPTED THROUGH PLACEMENT TESTING FOR KEYBOARDING SKILLS COMPETENCIES.

Program Description: The Word Processing Program is designed to provide training in word processing. Students who complete this certificate program may seek employment as entry level word processing clerks, typists, or office clerks.

COURSE DESCRIPTIONS



Course Descriptions

ACC 101 Accounting Principles I 3 CR

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 records at the end of the accounting cycle, and preparing financial statements.

ACC 102 Accounting Principles II 3 CR

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. Prerequisite: ACC 101

ACC 120 Federal Income Tax 3 CR

This course is a study of the income tax structure from the standpoint of the individual, partnership, and corporation.

ACC 124 Individual Tax Procedure 3 CR

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.

ACC 150 Payroll Accounting 3 CR

This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records.

ACC 230 Cost Accounting I 3 CR

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

ACC 245 Accounting Applications 3 CR

This course introduces microcomputer accounting using data base software and/or electronic spreadsheets.

Prerequisite: ACC 102

AHS 102 Medical Terminology 3 CR

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

AHS 108 Nutrition 3 CR

This course is a study of nutrition and diet therapy as related to health care.

AHS 110 Medical Terminology 3 CR

This course covers medical terms, including roots, prefixes, and suffixes with emphasis on spelling, definition and pronunciation.

AHS 114 Basic First Aid 3 CR

The course provides instruction in basic procedures used in medical emergencies.

AHS 116 Patient Care Relations 3 CR

This course includes a study of the psychological and emotional effect of illness, hospitalization and recuperation upon the patient, others, and health care providers.

AHS 117 Nurse Assisting 3 CR

This course includes a study of concepts required to assist in the care of patients.

AHS 151 Health Care Procedures 3 CR

This course includes a study of fundamental health skills related to the patient/client in all of life's stages.

AOT 105 Keyboarding 3 CR

This course focuses on the mastery of keyboarding and formatting principles.

AOT 110 Document Formatting 3 CR

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

Prerequisite: AOT 105

AOT 120 Introduction to Machine Transcription 3 CR

This is an introductory machine transcription course which is designed to provide experience in transcribing documents from dictation equipment.

Prerequisite: AOT 105 and AOT

163.

AOT 133 Professional Development 3 CR

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.

AOT 134 Office Communications 3 CR

This course develops proficiency in proofreading and other specialized applications of communications in the office environment.

Prerequisite: AOT 105

AOT 135 Office Machines 3 CR

This course introduces keyboarding techniques on the 10-key numeric pad and provides practice in solving typical business calculations.

AOT 141 Office Procedures I 3 CR

This is an introductory course to a variety of office procedures and tasks using business equipment, systems and procedures.

Course Descriptions

AOT 143 Office Systems and Procedures 3 CR
This course emphasizes procedures and applications used in the office environment.

AOT 163 Information Processing 3 CR
This course introduces the basic concepts of information processing. Prerequisite: AOT 105

AOT 165 Information Processing Software 3 CR
This course includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing. Prerequisite: AOT 163

AOT 167 Information Processing Applications 3 CR
This course emphasizes applications and features of information processing software. Prerequisites: AOT 105 and AOT 163

AOT 210 Document Production 3 CR
This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production. Prerequisite: AOT 110

AOT 251 Administrative Systems and Procedures 3 CR
This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks. Prerequisite: AOT 241

AOT 254 Office Simulation 3 CR
This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

AOT 263 Office Database Applications 3 CR
This course introduces the concepts and structures of a data-base and the application of the concepts in an office environment. Prerequisite: AOT 105

ART 101 Art History and Appreciation 3 CR
This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

ARV 110 Computer Graphics I 3 CR
This course is a study of the fundamentals of Computer Assisted Graphic Design.

ARV 217 Computer Imagery 3 CR
This course covers the use of the computer as a tool to create images that address the needs of the visual communication field.

ARV 219 Multimedia Techniques 3 CR
This course is an introduction to the production of current audio-visual media.

ARV 220 Multimedia Presentations 3 CR
This course covers a study of multimedia techniques culminating in a presentation.

BAF 201 Principles of Finance 3 CR
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.

BAR 101 Barbering Fundamentals 3 CR
This course is an introduction to the Barbering profession, including the care and use of equipment and implements.

BAR 105 Sanitation Procedures 3 CR
This course is an introduction to the basic rules of sanitation and application in the barber shop, the proper methods of sterilization, and care of equipment and tools.

BAR 115 Sanitation Procedures 3 CR
This course is a study of the anatomy of the head, face and neck and the proper care and treatment of the face, including shaving techniques.

BAR 120 Shampoo and Conditioners 3 CR
This course is a study of shampoos and conditioners and their uses in relationship to hair structure and texture.

BAR 130 Fundamentals of Haircutting 3 CR
This course is a study of fundamentals of haircutting including the use of the clippers, shears, and razors.

BAR 135 Hair and Scalp Care I 3 CR
This course is a study of various disorders of the skin, hair and scalp.

BAR 235 Hair and Scalp Care II 3 CR
This course is a study of the various methods of treating disorders of the hair and scalp.

Course Descriptions

BAR 240 Chemical Processing of the Hair 3 CR

This course is a study of the techniques used in the chemical processing of the hair, including the action of chemical products, safety precautions, and the use of various implements.

BAR 250 Barber Shop Management 3 CR

This course is a study of the method used in operating an effective barber shop, including facilities and equipment management, record keeping, advertising, policies and procedures.

BAR 255 Barbering Clinical Practice I 4 CR

This course is an integration of barbering skills in a simulated salon environment.

BAR 256 Barbering Clinical Practice II 6 CR

This course is an integration of barbering skills in a simulated salon environment to provide additional practical hours in skill development.

BCT 101 Introduction to Building Construction 5 CR

This course is an introduction to residential and light commercial construction, construction terms, tools of the trade and their safe use.

BCT 102 Fundamentals of Building Construction 4 CR

This course is a study of framing for residential and light commercial buildings.

BCT 103 Construction Site Layout 4 CR

This course is a study of principles, equipment and methods used to perform site layouts and distance measurements.

BCT 112 Construction Print Reading 2 CR

This course is a study of residential and light commercial prints.

BCT 142 Fundamentals of Construction Safety 4 CR

This course covers safety standards and practices as they apply to the building construction industry.

BCT 151 Introduction to Residential Plumbing 3 CR

This course covers plumbing theory as it relates to residential construction.

BCT 152 Residential Plumbing 5 CR

This course covers a study of the plumbing methods and practices used in residential application.

BCT 153 Plumbing Repairs 3 CR

This course covers repair work in domestic and commercial plumbing installation.

BCT 221 Construction Building Code 3 CR

This course is a study of local, state, and national building code requirements as they apply to residential and commercial construction.

BIO 101 Biological Science I 4 CR

This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.

BIO 102 Biological Science II 4 CR

This is a continuation of introductory biology which includes classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.

BIO 112 Basic Anatomy & Physiology 4 CR

This course is a basic integrated study of the structure and function of the human body.

BIO 210 Human Anatomy and Physiology I 4 CR

This course is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied.

BIO 211 Human Anatomy and Physiology II 4 CR

This course is a continuation of a sequence of courses, including coverage of the body as an integrated whole. All body systems are studied.

BUS 101 Introduction to Business 3 CR

This 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.

BUS 121 Business Law I 3 CR

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.

Course Descriptions

BUS 130 Business Communications 3 CR

This course covers the application of communication skills to situations routinely encountered in business environments.

BUS 220 Business Ethics 3 CR

This course includes an exploration of ethical issues arising in the context of doing business. Representation topics: Employee Rights and Responsibilities, Corporate Regulations and Rights, Discrimination, Truth in Advertising, Employee Privacy, Environmental Exploitation and Free Enterprise.

BUS 240 Business Statistics 3 CR

This course is a study of statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing.

BUS 270 SCWE In Business 3 CR

This course includes the integration of business skills within an approved work-site related to business and industry.

CGC 110 Electronic Publishing 3 CR

This is an introductory course to the Fundamentals of Electronic Publishing.

CHM 105 General Organic & Biochemistry 3 CR

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.

CHM 110 College Chemistry I 4 CR

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria.

CHM 111 College Chemistry II 4 CR

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.

Pre-requisite: CHM 110

COL 101 College Orientation 1 CR

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

COL 103 College Skills 3 CR

This course includes selected topics such as career Planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

COL 105 Freshman Seminar 3 CR

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.

COL 106 Skills for College 1 CR

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

COS 101 Fundamentals of Cosmetology 3 CR

This is an introductory course to the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practice of the salon.

COS 102 Sanitation Procedures 3 CR

This course is a study of the various methods of sanitation used in the salon.

COS 106 Facials and Make-up 3 CR

This is an introductory course of the procedures for various skin treatments, including anatomy, chemistry, and safety.

COS 108 Nail Care 3 CR

This course is a study of nail structure and manicuring techniques, including anatomy, chemistry, and safety.

COS 110 Scalp and Hair Care 3 CR

This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

COS 112 Shampoo and Rinses 4 CR

This course is a study of procedures and safety precautions in the application of shampoo and rinses.

COS 114 Hair-Shaping 4 CR

This course is an introductory course to the techniques of hair-shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

COS 116 Hair Styling I 4 CR

This course is a study of the fundamentals of hair design, including principles, techniques, safety precautions, and chemistry.

Course Descriptions

COS 201 Salon Management 3 CR

This course is a study of salon management, including rules, regulations, and codes governing the practice of Cosmetology.

COS 206 Chemical Hair Waving 3 CR

This course is a study of methods of permanently waving the hair, including product, chemistry, and safety.

COS 208 Chemical Hair Relaxing 3 CR

This course is a study of methods of chemically relaxing the basic structure of hair, including product, chemistry, and safety.

COS 210 Hair Coloring 3 CR

This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions, and chemistry.

COS 212 Hair Lightening 3 CR

This course is a study of the lightening of hair, including methods, procedures, safety precautions and chemistry.

COS 216 Hair Styling II 4 CR

This course is a study of advanced methods and techniques of styling.

COS 220 Cosmetology Clinical Practice I 3 CR

This course is an integration of cosmetology skills in a simulated salon environment.

COS 222 Cosmetology Clinical Practice II 3 CR

This course is an integration of cosmetology skills in a simulated salon environment.

CPE 107 Computer Applications for Electronics 3 CR

This course covers the computer and its operation, hardware system, operating system, and applications programs.

CPE 110 Computer Language 3 CR

This course covers a high-level computer language, programming concepts, and applications.

CPT 101 Introduction to Computers 3 CR

This course covers basic computer history, theory and applications, including word processing, spreadsheet, data bases, and the operating system.

CPT 111 BASIC Programming I 3 CR

This course introduces the BASIC programming language, emphasizing the logical design, development, testing and debugging of structured BASIC programs. Topics include arithmetic operations, decision structures, looping, formatted output, arrays, subroutines, and file structures.

Prerequisite: CPT 170

CPT 115 COBOL Programming I 3 CR

This course introduces the nature and use of the common business-oriented language – COBOL.

Prerequisite: CPT 170.

CPT 121 RPG Programming I 3 CR

This course introduces the RPG programming language, emphasizing the designing, coding, testing and debugging of RPG programs.

Prerequisite: CPT 111

CPT 129 Microcomputer Assembler Programming I 3 CR

This course introduces Assembler, language programming, emphasizing the designing, coding, testing and debugging of Assembler language programs.

Prerequisite: CPT 170

CPT 132 PASCAL Programming 3 CR

This course introduces programming in PASCAL, emphasizing the designing, coding, testing and debugging of PASCAL language programs.

Prerequisite: CPT 111

CPT 141 Consumer Applications II 1 CR

This course is an introduction to the basic concepts and techniques of microcomputer application software for personal computing needs. Topics include compiling and storing information, letter writing, and desktop publishing fundamentals for newsletters and bulletins.

CPT 151 Machine Operations 3 CR

This course covers the major functions of the operations department of a computer center.

Prerequisite: CPT 170

CPT 153 Job Control Language 3 CR

This course introduces Job Control Language, its options and utilities with emphasis on mainframe computers. Topics include Job, Exec and DD statements, parameters, catalogued procedures and utility programs.

Prerequisites: CPT 170 and CPT 115

CPT 170 Microcomputer Applications 3 CR

This course introduces microcomputer applications software, including word processing, databases, spread-sheets, graphs, and their integration.

CPT 174 Microcomputer Spreadsheets 3 CR

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs.

CPT 215 COBOL Programming II 3 CR

This course emphasizes file maintenance and tables using advanced concepts in COBOL.

Prerequisite: CPT 115

Course Descriptions

CPT 234 C Programming I 3 CR

This introductory course in C programming emphasizes the designing, coding, testing and debugging of C programs involving input/output operations, data types, storage classes, decision structures, looping, functions, preprocessor directives, arrays and simple pointers.

Prerequisite: CPT 111

CPT 235 C Programming II 3CR

This course is a study of fusing advanced techniques for programming with the C language, including structures, advanced pointers, string manipulations, bit operations, and C Library Functions.

CPT 242 Database 3 CR

This course introduces data base models and the fundamentals of data base design. Topics include data base structures, data base processing, and application programs which access a data base.

Prerequisite: CPT 170

CPT 244 Data Structures 3 CR

This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques.

Prerequisites: CPT 170 and CPT 132

CPT 253 Advanced Job Control Language 3 CR

This course is a study of advanced JCL topics with emphasis on task and job flow, catalogued procedures, symbolic, load modules, file interfaces, and ID CAMS for VSAM operation.

Prerequisite: CPT 153

CPT 257 Operating Systems 3 CR

This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems.

Prerequisite: CPT 170

CPT 264 Systems and Procedures 3 CR

This course covers the techniques of system analysis, design, development and implementation.

Prerequisite: CPT 111.

CRJ 101 Introduction to Criminal Justice 3 CR

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.

CRJ 102 Introduction to Security 3 CR

This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities, and other assets as well as administrative, legal, .

and technical problems of loss prevention and control are analyzed.

CRJ 115 Criminal Law I 3 CR

This course covers the development of criminal law in America. The course also covers the basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established.

CRJ 116 Criminal Law II 3 CR

This course includes a study of criminal procedures of analyzing the process from arrest to sentencing.

CRJ 120 Constitutional Law 3 CR

This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the State and to the individual. The application of the Bill of Rights to Federal and State Systems is examined.

CRJ 125 Criminology 3 CR

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.

CRJ 130 Police Administration 3 CR

This course is the study of the organization, administration, and management of law enforcement agencies.

CRJ 145 Juvenile Delinquency 3 CR

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment.

CRJ 210 The Juvenile and the Law 3 CR

This course is a study of the Juvenile Justice System. This process is examined from initial custody to disposition, both from a historical and modern perspective.

CRJ 212 Protection Management 3 CR

This course includes an overview of management techniques for establishing and maintaining security and loss prevention programs with the goal of protecting organizations from crimes, fire, and accidents. Emphasis is placed on protection as a "profit center" rather than a "cost center".

CRJ 216 Police Supervision 3 CR

This course includes the analysis of the relationship of the first line supervisor to the organization, including manpower needs, employee development and motivation, employee training and education, employee safety and health, and employee services and relations.

CRJ 222 Ethics in Criminal Justice 3 CR

This course is a study of the application of ethical theories to the criminal justice profession.

Course Descriptions

CRJ 222 Ethics in Criminal Justice 3 CR

This course is a study of the application of ethical theories to the criminal justice profession.

CRJ 224 Police Community Relations 3 CR

This course is a study of the importance of two-way communication between the Criminal Justice System and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations.

CRJ 230 Criminal Investigation I 3 CR

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in this course.

CRJ 236 Criminal Evidence 3 CR

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

CRJ 242 Correctional Systems 3 CR

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedures, and clients incarcerated and on conditional release.

CRJ 244 Probation, Pardon and Parole 3 CR

This course is a study of the development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course.

CRJ 246 Special Problems in CRJ 3 CR

This course examines issues within the criminal justice community/ professional which are of special concern to students and practitioners because of such elements as timelines, local concern, legalistics, and/or other dynamic factors of such issues.

CRJ 250 Criminal Justice Internship I 3 CR

This course includes practical experience in a criminal justice or private security setting.

ECD 101 Introduction to Early Childhood 3 CR

This course includes an overview of the history, theories, and curriculum models of early education. Emphasis is on current trends/issues, with a review of state/national regulations. Characteristics of quality

ECD 102 Growth and Development I 3 CR

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

ECD 105 Guidance/Classroom Management 3 CR

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.

ECD 107 Exceptional Children 3 CR

This course includes an overview of special needs children and their families. Emphasis is on the 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.

ECD 108 Family and Community Relations 3CR

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

ECD 109 Administration and Supervision 3CR

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matter, space management, curriculum, health and food services, and relations among the public, staff, and parents.

ECD 132 Creative Experience 3 CR

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.

ECD 133 Science and Math Concepts 3 CR

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.

Course Descriptions

ECD 135 Health, Safety and Nutrition 3 CR

This course covers a review of health and 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 also are studied in the course.

ECD 201 Principles of Ethics and Leadership in Early Care and Education 3CR

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 includes a review of ethical principles as they relate to children, families, colleagues, and the community and society. Characteristics of professional teachers in early care and education are also explored in the course.

ECD 203 Growth and Development II 3CR

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.

Prerequisite ECD 102

ECD 237 Methods and Materials 3CR

This course includes an overview of developmentally-appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

ECD 243 Supervised Field Experience I 3CR

This course includes emphasis on planning, implementing, and evaluating schedule programs, age appropriate methods, materials, activities and environments of early childhood principles and practices.

ECO 210 Macroeconomics 3 CR

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.

ECO 211 Microeconomics 3 CR

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.

EEM 165 Residential/Commercial Wiring 4 CR

This course is a study of wiring methods and practices used in Residential and Commercial applications.

EEM 243 Introduction to Computer Servicing 3 CR

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.

EEM 244 Computer Service Troubleshooting 3 CR

This course covers the troubleshooting process used to locate faulty components in a minicomputer system. Topics such as visual inspecting and diagnostic testing are covered.

EEM 245 Computer Servicing Applications 3 CR

This course covers the applications of computer servicing procedures, including troubleshooting and repairing minicomputer systems.

EET 113 Electrical Circuits I 4 CR

This course is a study of direct and altering 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

EET 114 Electrical Circuits II 4 CR

This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 131 Active Devices 4 CR

This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed and tested.

EET 145 Digital Circuits 4 CR

This course is a study of number systems, basic logic gates, Boolean Algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested.

EET 227 Electrical Machinery 3 CR

This course is a study of AC and DC electromechanical energy conversion devices, theory, applications and control. Devices are tested and verified using electrical instruments.

EET 231 Industrial Electronics 4 CR

This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits and voltage converting interfaces. Circuits are constructed and tested.

Course Descriptions

EET 233 Control Systems 4 CR

This course is a study of open and closed loop control system operations, elements, and applications. Various industrial model programmable logic controllers are used to simulate application to flexible manufacturing systems.

EET 243 Data Communications 3 CR

This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and de-multiplexing, protocols, industrial standards, networks, and error detection and correction. Circuits are modeled, constructed and tested.

EET 245 Advanced Communications 3 CR

This course is a study of transmission lines, antennas, electro-magnetic propagation and microwave transmission.

EET 251 Microprocessor Fundamentals 4 CR

This course is a study of binary numbers, microprocessor operation, architecture, instruction sets, and interfacing with operating systems; and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested.

EGT 101 Basic Technical Drawing 2 CR

This course covers the basics of drafting, emphasizing line quality, lettering, and basic drafting conventions.

EGT 151 Introduction to CAD 3 CR

This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings.

ELT 109 Introduction to Electronic Servicing 4 CR

This is an introductory course in electronic servicing, emphasizing servicing and shop procedures.

ELT 201 Electronic Systems 4 CR

This course is a study of combining individual circuits or combinations of circuits into a functioning electronic device or system to perform a specific function or series of functions.

ELT 202 Servicing Techniques 2 CR

This course is a study of practical experience in the servicing of electronic equipment, including working in a service shop environment or situation.

ELT 206 Advanced Servicing Techniques 3 CR

This course includes troubleshooting and servicing a variety of types of electronic equipment. Emphasis is placed on circuits and function in application.

ELT 229 Microcomputer Repair 3 CR

This course includes servicing of popular microcomputers, disk drives, modems, and other peripheral devices.

ENG 032 Developmental English 3 ICR*

ENG 012 Eng 012 Lab 1 ICR*

This course is intended for students who need assistance in basic writing. Based on an assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure.

*ICR = Institutional Credit Not applicable to GPA

ENG 101 English Composition I 3 CR

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.

ENG 102 English Composition II 3 CR

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.

ENG 104 Communication Foundations 3 CR

This course focuses on gathering, organizing, and presenting written, oral and visual information. Team-building skills are encouraged through collaborative learning environments. Technical Communications skills are emphasized.

ENG 160 Technical Communications 3 CR

This course is a study of various technical communications, such as definitions, processes, instructions, descriptions, and technical reports.

ENG 170 Business Communications 3 CR

This course presents a comprehensive survey of Business English usage and communication skills.

ENG 201 American Literature I 3 CR

This course is a study of American literature from the Colonial Period to the Civil War.

ENG 202 American Literature II 3 CR

This course is a study of American literature from the Civil War to the present.

Course Descriptions

ENG 205 English Literature I 3 CR

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.

ENG 206 English Literature II 3 CR

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.

ENG 208 World Literature I 3 CR

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

ENG 209 World Literature II 3 CR

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

EVT 101 Man and His Environment 3 CR

This course provides an introduction to the fields of environmental science and environmental engineering. Engineering aspects of current environmental issues and the effects of pollution on local, state, national, and worldwide scales are included.

EVT 224 Environmental Chemistry Analyses 4 CR

This course covers the science of chemistry as it relates to environmental quality and pollution control. Analytical techniques are studied and demonstrated in the laboratory.

FRE 101 Elementary French I 4 CR

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.

FRE 102 Elementary French II 4 CR

This course continues the development of basic language skills and includes a study of French culture.

GEO 102 World Geography 3 CR

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems.

HOS 102 Principles of Food Production II 3 CR

This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.

HOS 103 Nutrition 3 CR

This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins, and minerals. Practical applications for the food service professional are emphasized.

HOS 108 Food Production Techniques 3 CR

This course covers the techniques and procedures of quality and quantity food production, and the principles underlying the selection, composition, and preparation of major food products. The course includes extensive basic and complex recipes for practice purposes.

HOS 115 Quantity Food Preparation 5 CR

This course is a study of cooking methods and food cost controls for food items prepared in large quantities. Planning and production of meals are included in this course

HOS 120 Bakeshop Production 3 CR

This course covers the applications of fundamentals and principles of basic baking. Emphasis is placed on skill development for quality commercial bakery products.

HOS 155 Hospitality Sanitation 3 CR

This course is a study of local, state and national regulations governing sanitary food handling practices.

HOS 160 Purchasing for Hospitality 3 CR

This course is a study of a systematic approach to principles of effective control and procurement of food products, beverages, and equipment. Emphasis is placed on practical applications of facilities design, food cost reporting, and inventory accountability functions.

HOS 225 Buffet Organization 4 CR

This course is a study of the principles and applications of how to plan, organize and set up a complete buffet. Topics include forced meats, ice carvings, and garnishes.

HOS 235 Menu Planning 3 CR

This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans, and record-keeping techniques.

Course Descriptions

HIS 101 Western Civilization to 1689 3 CR

This course is a survey of Western Civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping Western cultural tradition.

HIS 102 Western Civilization Post-1689 3 CR

This course is a survey of Western Civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern Western world.

HIS 104 World History I 3 CR

This course covers world history from pre-history 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.

HIS 105 World History II 3 CR

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.

HIS 115 African-American History 3 CR

This course is a study of the history of African-Americans, including African heritage, American history, and significant contributions by individuals.

HIS 120 American Civil Rights 1954—1985 3 CR

This course is a study of the American Civil Rights struggle which has been called the Second American Revolution, bringing together millions of blacks and whites in affirmation of the democratic process and making an impact around the world.

HIS 201 American History: Discovery to 1877 3 CR

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.

HIS 202 American History: 1877 to Present 3 CR

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.

HOS 101 Principles of Food Production I 3 CR

This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology and techniques of preparing nutritious, quality food

HOS 255 Food Service Management 3 CR

This course is a study of operational food service management. Topics include food service operations, layout, and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations

HSS 101 Introduction to Humanities 3 CR

This course includes an introduction to themes, critical approaches, and major contributors to the humanities.

HUS 101 Introduction to Human Services 3 CR

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.

HUS 110 Orientation to Human Services 1 CR

This course is a study of the regional human services curriculum, agencies in the service area, curriculum requirements, and career opportunities.

HUS 112 Services for the Elderly 2 CR

This course is a study of services available for older adults (55 and over), including health, social, recreational, financial and educational services.

HUS 134 Activity Therapy 3 CR

This course is a study of activity programs for human services settings. Actual activity projects for various settings are developed by the students.

HUS 150 Supervised Field Placement I 3 CR

This course includes work experience assignments by students in selected Human Services agencies.

HUS 151 Supervised Field Placement II 3 CR

This course includes work assignments in selected Human Service agencies.

HUS 152 Supervised Field Placement III 3 CR

This course includes work assignments in selected Human Service agencies.

HUS 203 Human Behavior and the Social Environment 3 CR

This course provides an overview of the human life cycle from birth to old age, focusing on the psychosocial implications for each stage of development. The student will be able to analyze why people interact in society the way they do.

Course Descriptions

HUS 204 Introduction of Social Work 3 CR

This course includes a general introduction to social work, including history, philosophy, organization, methods, and settings with emphasis on rehabilitation and other community services.

HUS 205 Gerontology 3 CR

This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs, designed for people age 55 and over, are studied in the course.

HUS 206 Death and Dying 3 CR

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.

HUS 208 Alcohol and Drug Abuse 3 CR

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.

HUS 215 Study of the Mentally Retarded 3 CR

This course is a survey of the nature and causes of mental retardation, including the attitudes and relationships of the community to the retarded. Prerequisite: PSY 201

HUS 216 Behavior Change Techniques 3 CR

This course is a study of major theories associated with individual and group psychotherapy, family therapy, and alcohol, drug, and vocational rehabilitation. Emphasis is placed on the techniques of behavioral change.

HUS 225 Personal/Interpersonal Adjustment 3 CR

This course is the study of self-awareness and interpersonal adjustment and behavior in contemporary society.

HUS 230 Interviewing Techniques 3 CR

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.

HUS 231 Counseling Techniques 3 CR

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.

HUS 235 Group Dynamics 3 CR

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.

HUS 237 Crisis Management 3 CR

This course is a study of the effects of a crisis on people, the methods of intervention, and other use of multiple resources to re-establish individual functioning. Students are required to demonstrate mock crisis activities.

IDS 102 Personal and Career Assessment 3 CR

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 career choice.

IDS 104 Career Exploration 1 CR

This course is the study and application of career assessment and planning, job search, and employability skills in preparation for transition in the workplace.

IDS 105 Career Assessment and Exploration 1 CR

This course provides students opportunities to determine personality types and career interests. Using assessment results, students will explore career opportunities through a variety of media.

IDS 106 Employment Development Skills 4 CR

This course offers the student a simulated work experience in a lab setting. Students will perform mock interviews and learn the soft skills required for the job market.

IDS 101 Human Thought and Learning 3 CR

This course explores the principles, methods, and applications of human thought and learning, including such topics as attention, information processing, problem solving, hypothesis testing, memory, argumentation, learning theory, and cognitive awareness.

IDS 151 The 21st Century Workplace 3 CR

This course examines the fundamental changes which are occurring in the modern American workplace: International Competition, Technological Change, the Quality Movement, Standardization, Customization, and Similar Forces. It examines these dynamics in particular reference to their impact on interpersonal relations, teamwork, and leadership.

Course Descriptions

IDS 154 Negotiating the Workplace 3 CR

This course examines the conceptual framework, knowledge, and specific skills needed to enter and thrive in the modern American workplace. Topics include: Employer Expectations and Requirements; Job Information; Presentation Skills; "Organizational Savvy;" Workplace Etiquette; Interviewing for Promotions; and, Employment and Career Ladders.

IST 220 Data Communications 3 CR

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered. Prerequisite: CPT 101

IST 245 Local Area Networks 3 CR

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. Prerequisite: IST 220

JOU 201 News Writing 3 CR

This course is a study of the skills and techniques required to prepare newspaper copy for publication.

LEG 120 Torts 3 CR

This course is a study of the various classifications and functions of Tort law, including intentional and negligent torts, causation, proximate cause and defenses.

LEG 132 Legal Bibliography 3 CR

This course is a study of the methods of legal research, proper citation of authority, use of legal treaties, tests, reporters, and digests.

LEG 135 Introduction to Law and Ethics 3 CR

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.

LEG 213 Family Law 3 CR

This course includes an example of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile.

LEG 214 Property Law 3 CR

This course includes an overview of South Carolina Property Law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

LEG 233 Wills, Trusts, and Probate 3 CR

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration.

MAT 032 Developmental Mathematics 3 ICR*

MAT 012 MAT 012 - Lab 1 ICR*

Developmental Mathematics is intended for students who need assistance in basic arithmetic skills. Based on an assessment of student needs, fractions, decimals, percents, and an introduction to measurement, algebraic, and geometric concepts. Word problems skills are emphasized.

*ICR = Institutional Credit Not applicable to GPA

MAT 101 Beginning Algebra 3 CR

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.

MAT 102 Intermediate Algebra 3 CR

This course includes the following topics: properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations, ratios and proportion; factoring; functions; graphs; solutions of linear inequalities; and, linear and quadratic equations.

Prerequisite: MAT 101

MAT 104 Mathematics Foundation 3 CR

This course includes the study of numeration, measurement (US Customary and SI), basic algebra, geometry, statistics, and trigonometry. Applications of science and technology are integrated in a problem-based learning environment. Technology, communications, teamwork, and other workplace readiness skills are emphasized.

MAT 110 College Algebra 3 CR

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.

Prerequisite: MAT 102

MAT 111 College Trigonometry 3 CR

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.

Prerequisite: MAT 110

Course Descriptions

MAT 112 Pre-Calculus 5 CR

This course includes the following topics; algebraic, exponential, logarithmic, and trigonometric functions and their graphs; analytic trigonometry; analytic geometry; and applications of trigonometry.

MAT 122 Finite College Mathematics 3 CR

This course includes the following topics: logic; sets; Venn diagrams; counting problems; probability; matrices; systems of equations; linear programming, including the Simplex Method and applications; graphs; and networks.

Prerequisite: MAT 110

MAT 130 Elementary Calculus 3 CR

This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential function; and interpretation and application of these processes.

Prerequisite: MAT 110

MAT 140 Analytical Geometry and Calculus I 4 CR

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.

Prerequisites: MAT 110 and MAT 111 or MAT 112

MAT 141 Analytical Geometry and Calculus II 4 CR

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor Series and improper integrals.

Prerequisite: MAT 140

MAT 150 Fundamentals of Mathematics 3 CR (Non Degree Credit)

This course includes the following topics: elementary number theory, basic algebra and geometry; English and SI measurements; ratio and proportion; statistics; and graph interpretation.

MAT 155 Contemporary Mathematics 3 CR

This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics.

MAT 160 Math for Business and Finance 3 CR

This course includes the following topics: commissions, mark-on depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs.

MAT 177 Calculus 3 CR

This course includes the following: differentiation and integration of polynomial and rational functions with applications of these processes.

MAT 215 Geometry 3 CR

This course includes the following topics: Euclidean geometry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary school teachers.)

MET 214 Fluid Mechanics 3 CR

This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis, and nozzles.

MET 224 Hydraulics and Pneumatics 3 CR

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

MET 227 Instrumentation Principles 2 CR

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.

MET 231 Machine Design 4 CR

This course covers the design and application of machine elements such as shafts, couplings, springs, brakes, clutches, gears, and bearings. It also covers the applications of the principles of DC/AC statics, strength of materials, engineering drawing and dynamics to the design of simple machines.

MGT 101 Principles of Management 3 CR

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

MGT 120 Small Business Management 3 CR

This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

MKT 101 Marketing 3 CR

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

MKT 120 Sales Principles 3 CR

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

MKT 130 Customer Service Principles 3 CR

This course is a study of the importance of customer service satisfaction and the functions of various customer relations systems.

Course Descriptions

MKT 135 Customer Service Techniques 3 CR

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.

MKT 250 Consumer Behavior 3 CR

This course is a study of the buying behavior process and how individuals make decisions to spend their available resources on consumption related items.

MLS 101 Introduction to ROTC 2 CR

This course is an introduction to the U.S. Army, Army Reserve, and National Guard. Customs, traditions, drills, and ceremony is emphasized in the course.

MLS 102 First Aid and Marksmanship 2 CR

This course is a study of life-saving first-aid techniques, including CPR, burns, fractures, how to protect against heat and cold injuries, and protection against biting insects. Techniques on how to engage targets with the M16A1 are covered.

MLS 105 Basic Fundamentals 1 CR

This course provides a study of the Army in today's society, ranks and branches of the Army, principles and techniques of leadership. Laboratory provides training in marksmanship and drills.

MLS 106 General Military Basics 1 CR

This course provides a study of army organization and doctrine with additional focus on pay and allowances, other forces, the noncommissioned officer, and first aid. Laboratories provide training in drill, weapons safety and land navigation.

MLS 201 Applied Leadership and Management 2 CR

This course includes the principles and concepts on leadership development from business and military organizations, along with treatises on human behavior, attitudes, values, communications, and role-playing. Advanced drill and ceremony preparations are emphasized.

MSY 101 Masonry Fundamentals 5 CR

This course is an introduction to masonry skills and tools.

MSY 102 Advanced Masonry 5 CR

This course covers masonry walls and corner construction.

MUS 101 Chorus I 1 CR

This course includes the study and performance of selected choral music.

MUS 102 Chorus II 1 CR

This course includes the study and performance of selected choral music.

MUS 103 Chorus III 1 CR

This course includes the study and performance of selected choral music.

MUS 104 Chorus IV 1 CR

This course includes the study and performance of selected choral music.

MUS 105 Music Appreciation 3 CR

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.

MUS 115 Elementary Harmony I 3 CR

This course includes part writing and requires principle triad singing in both clefs and major and minor modes. The study of chords, divisions, intervals and melodies with harmonic backgrounds are also included in this course.

NET 113 Nuclear Physics 3 CR

This course is an introduction to the fundamental concepts of atomic and nuclear structure, including energy-mass relationships, types and sources of radiation, interaction of radiation with matter, decay calculations, the chart of nuclides and induced nuclear reactions.

NET 215 Nuclear Reactor Physics 3 CR

This course includes microscopic and macroscopic cross sections, neutron flux, reaction rates, neutron moderation and diffusion, neutron multiplication factors, and neutron kinetics.

PHS 101 Physical Science I 4 CR

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

PHS 102 Physical Science II 4 CR

This course is a continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

Course Descriptions

PHY 201 Physics I

4 CR

This is the first in a sequence of Physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

PHY 202 Physics II

4 CR

This course covers Physics topics including mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics.

PHY 221 University Physics I

4 CR

This is the first sequence of courses. The course includes a calculus-based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion.

PHY 222 University Physics II

4 CR

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

PNR 110 Fundamentals of Nursing

5 CR

This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to physiological, psychosocial, nutrition and health and safety needs of the individual. Legal and ethical roles of the practical nurse are emphasized.

PNR 120 Medical-Surgical Nursing I

5 CR

This course is the beginning study utilizing the nursing process. Concepts include physiological, psychosocial, nutrition and health and safety needs of the adult. Clinical experiences address commonly occurring health problems having predictable outcomes.

PNR 122 Pharmacology

3 CR

This course is an introductory course to the concepts of pharmacology and medication administration. Emphasis is on calculation of dosages, administration of medications and correct use of abbreviations. Effects of specific drugs are presented.

PNR 130 Medical-Surgical Nursing II

5 CR

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutrition and health and safety needs of the adult. Clinical experiences address commonly occurring health problems having predictable outcomes.

PNR 140 Medical-Surgical Nursing III

5 CR

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutrition and health and safety needs of the adult. Clinical experiences address commonly occurring health problems having predictable outcomes.

PNR 165 Nursing Care of the Family

6 CR

This course focuses on nursing care of the family during childbearing and childrearing. Clinical sites may include both acute and community settings.

PNR 170 Nursing Care of the Older Adult

2 CR

This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutrition and health and safety needs of the older adult. Clinical experiences address commonly occurring health problems having predictable outcomes.

PSC 201 American Government

3 CR

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of the executive, legislative and judicial branches, civil liberties and the role of the electorate.

PSC 220 Introduction to International Relations

3 CR

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.

PSY 103 Human Relations

3 CR

This course is a study of human relations including the dynamics of behavior, interrelationships, and personality as applied in everyday life.

PSY 201 General Psychology

3 CR

This course includes the following topics and concepts in the science of behavior: scientific methods, biological basis for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

PSY 204 Child Psychology

3 CR

This course is a study of the physiological, psychological, and social development of the pre-adolescent. Specific topics may include heredity, environment, maturation, intelligence, and language acquisition.

PSY 212 Abnormal Psychology

3CR

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. Prerequisite: PSY 201

Course Descriptions

.PSY 214 Psychology of the Exceptional Child 3 CR

This course is a study of the growth, development and training of exceptional children, including children with disabilities and the gifted.

PSY 218 Behavior Modification 3 CR

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.

RDG 032

Developmental Reading

3 ICR*

RDG 012 Lab

1 ICR*

This course is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials, and an introduction to analysis of literature.

*ICR = Institutional Credit Not applicable to GPA

SOC 101 Introduction to Sociology 3 CR

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.

SOC 102 Marriage and the Family 3 CR

The course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.

SOC 205 Social Problems 3 CR

This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions. Prerequisite: SOC 101

SOC 206 Social Psychology 3 CR

This course examines the behaviors of individuals in interaction in terms of their personality system (attitudes, needs, traits, feelings, learning, and perception), the social system (relations between/among persons), and the cultural system (agreed-upon ideas about the social and non-social world).

SOC 210 Juvenile Delinquency 3 CR

This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior. Prerequisite: SOC 101

SOC 215 Ethnicity and Minority Issues 3 CR

This course is a sociological study of social and technological changes influencing minority and ethnic issues.

SOC 220 Sociology of the Family 3 CR

This course includes an application of theory and research related to family behaviors, roles and values with emphasis on understanding family problems. Prerequisite: SOC 101

SPA 101 Elementary Spanish I 4 CR

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Spanish culture.

SPA 102 Elementary II 4 CR

This course continues development of the basic language skills and the study of the Spanish culture.

SPC 205 Public Speaking 3 CR

This course is an introduction to principles of public speaking with application of speaking skills.

THE 101 Introduction to Theater 3 CR

This course includes the appreciation and analysis of theatrical literature, history and production.

THE 105 Fundamentals of Acting 3 CR

This course includes the study of dramatic performance techniques, including improvisations and interpretations of characters.

WLD 102 Introduction to Welding 2 CR

This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.

WLD 103 Print Reading I 1 CR

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.

WLD 104 Gas Welding and Cutting 2 CR

This course covers gas welding, brazing, soldering, and cutting of metals.

WLD 106 Gas and ARC Welding 4 CR

This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric welding. Emphasis is placed on practice in fundamental position welding and safety procedures.

Course Descriptions

WLD 108 Gas Metal ARC Welding I 4 CR

This course covers equipment setup and the fundamental techniques for welding ferrous and non-ferrous metals.

WLD 111 ARC Welding I 4 CR

This course covers the safety, equipment, and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

WLD 113 ARC Welding II 3 CR

This course is a study of welding of ferrous and/or non-ferrous metals.

WLD 117 Specialized ARC Welding 4 CR

This course covers welding processes for industrial purposes.

WLD 124 Welding Alloys 3 CR

This course covers welding of difficult or unusual metals.

WLD 150 Specialized Welding 4 CR

This course covers flux core and gas metal welding.

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McMillan, Inez.....	Custodian
Myers, Delameo	Custodian
Singleton, Dorothy.....	Custodian
Williams, Shirley.....	Custodian
Wright, Joseph.....	Custodian

ALMA MATER

Alma Mater

*O' Alma Mater, waving high
The Pride of all our hearts
Real manliness, Fidelity
That never doth depart.*

*We love thy large and tiny halls,
Thy lawns and sunny plains.
We give thee praise with all our might
And yours we will remain.*

Chorus:

*To thee, dear, Denmark Tech
Our hearts are beating true.
We give thee praise and loyalty
In everything we do.*

*Alvin O. Jackson
Class of 1950*

(Sung to the tune of "Auld Lang Syne")

DENMARK TECHNICAL COLLEGE

