



1997-1998 College Catalog *Addendum*

The following information should be considered an official portion to the 1997-1998 College Catalog:

- *Special Information*
- *Admissions*
- *Academic Procedures*
- *Business Technology Division: Management Degree Program with Textile Management Electives*
- *Health Sciences Technology Division: Pre-Dental Hygiene Certificate Program; Medical Assisting Diploma Program; Multi-Skilled Health Technology Certificate Program; Pre-Occupational Therapy Assistant Certificate Program*
- *Course Descriptions*

Special Information:

Special Note: In 1993-94, the completion or persistence rate for first-time students who entered Spartanburg Technical College on a full-time basis was 26 percent. This figure includes those students who are still enrolled, those who received a degree, diploma or certificate at Spartanburg Technical College, but does not include those who transferred.

Admissions:

College Level Examination Program (CLEP)

Credit for subjects in which students are knowledgeable, but have no class standing, can be gained through successful completion of the College Entrance Examination Board (CLEP) tests. Spartanburg Technical College does not administer CLEP exams but will accept CLEP exam scores administered by other institutions if scores meet minimum standards.

Credit earned in CLEP may be applied to any program in which the course normally would be accepted as earned credit. CLEP credit is not granted for courses that have been failed previously, nor does CLEP credit raise a grade earned previously in any course. CLEP scores for repeated examinations are not allowed. STC does not give credit for the CLEP general examination.

Servicemembers Opportunity Colleges (SOC)

Spartanburg Technical College is a member of the Servicemembers Opportunity Colleges (SOC). Students having academic credit earned at other institutions while on active duty will have their credit evaluated on a case-by-case basis.

Academic Procedures:

Transitional Studies:

Tutorial Learning Center (TLC)

STC's Tutorial Learning Center combines several support functions in a convenient, centralized location on the campus. Housed in the A-Wing of the West Building, TLC supports the College's curriculum offerings via one-on-one and group tutorials, computer assisted instruction, CD-ROM, and video presentations in a variety of subject areas. TLC's constantly expanding services include assistance for virtually any kind of academic difficulty, either through the services available in the TLC or through the assistance of other College personnel. As part of TLC's functions, the Center provides the special services described below:

Writing Lab - The Writing Lab offers assistance to any member of the STC community who has problems with or questions about any writing tasks. Walk-ins are assisted on a first-come basis.

Math Lab - In the Math Lab, students can receive one-on-one or group assistance with most math assignments. Students may receive help on a walk-in basis.

Accounting Lab - The Accounting Lab provides assistance to students enrolled in any accounting course on campus. Accounting Lab assistance is available at scheduled hours each week.

Testing Lab - Located next to the TLC, the Testing Lab provides curriculum make-up and exemption credit test proctoring for the convenience of students and faculty. The lab also administers a practice GED test which is available to the community-at-large.

Business Technology:

Management Degree Program with Textile Management Electives

Associate Degree

24 Months; Day

24 Months; Evening

Students of the Management with Textile Elective Program are provided the opportunity to obtain the knowledge and skills necessary to become qualified for a first line supervisor's position in the textile industry. The student will study overall operations of a modern textile plant from raw fiber to finished product. Studies will include time at area textile plants, where students will observe operations that correspond to classwork. The course of study emphasizes the development of logical thinking, problem solving, interpersonal and communication skills.

In order to graduate, full-time students enrolled in this program usually enroll in five courses per semester which equates to 15 credit hours and 15 class hours per week. Additional hours in the computer and/or accounting lab are required in some semesters. Students will be required to attend one or more summer terms to complete associate degree requirements. Part-time students usually require more semesters of attendance to graduate with the exact length of attendance dependent

upon semester offerings and the number of courses taken by the student. Upon registering, each new student should request a semester course outline which lists the required courses and the specific semester in which they are scheduled.

New students beginning a program in spring or summer semesters may be unable to schedule a full load of courses and graduate in the normal length of the program since course scheduling is designed for new students entering in the fall semester. Many of the courses listed below require successful completion of other courses. These prerequisites are specified at the end of each course description at the back of the catalog. Many courses require a final grade of "C" or better in order to register for advanced courses. These courses are also noted in the course descriptions. In addition, many courses require a grade of "C" or better to apply toward graduation. These courses are indicated under course requirements.

Any questions concerning scheduling of courses or graduation requirements can be answered by the program advisor or the department head. Program requirements for graduation are listed on the following page.

Job Opportunities: Carding Supervisor, spinning supervisor, winding supervisor, slashing supervisor, weaving supervisor and inspection supervisor.

**Course Requirements for
Management Degree Program with Textile Management Electives**

	Class	Lab	Credit Hours	
A. General Education Courses				
ENG 101	English Composition I*	3	0	3
ENG 260	Advanced Communications	3	0	3
HSS 205	Technology and Society	3	0	3
IDS 101	Human Thought and Learning	3	0	3
MAT 101	College Algebra*	3	0	3
MAT 120	Probability and Statistics	3	0	3
SPC 205	Public Speaking	3	0	3
B. Required Core Courses				
ACC 101	Accounting Principles I*	2	3	3
BUS 121	Business Law I*	3	0	3
COL 101	College Orientation*	1	0	1
CPT 101	Introduction to Computers*	3	0	3
MGT 101	Principles of Management*	3	0	3
MGT 150	Fundamentals of Supervision*	3	0	3
MGT 201	Human Resource Management*	3	0	3
MGT 230	Managing Information Resources*	3	0	3
MKT 101	Marketing*	3	0	3
TEX 101	Fundamentals of Textiles*	3	0	3

		Class	Lab	Credit Hours
TEX 111	Textile Process Fiber/Spin*	1	3	2
TEX 115	Management Safety*	3	0	3
TEX 121	Textile Engineering*	3	3	4
TEX 201	Textile Manufacturing*	3	0	3
TEX 202	Textile Technology*	4	0	4

C. Electives and/or Other Additional Courses Required

The student must complete one elective course with a minimum of 3.0 credit hours.

*A grade of "C" or better is required.

Health Sciences:

Pre-Dental Hygiene Certificate Program

Associate Degree - 9 Months; Day, Night

Course Requirements for

Pre-Dental Hygiene Certificate Program - Phase I

		Class	Lab	Credit Hours
<i>A. General Education Courses</i>				
BIO 210	Anatomy and Physiology I	3	3	4
BIO 211	Anatomy and Physiology II	3	3	4
**BIO 218	Head and Neck Anatomy	0	3	1
**BIO 225	Microbiology	3	3	4
CHM 105	General, Organic and Biochemistry	3	3	4
ENG 101	Composition I	3	0	3
ENG 102	Composition II	3	0	3
MAT 120	Probability and Statistics	3	0	3
PSY 201	General Psychology	3	0	3
SPC 205	Public Speaking	3	0	3
SOC 101	Introduction to Sociology	3	0	3

B. Required Core Courses

All major courses must be taken at Greenville Technical College.

C. Electives and/or Additional Courses Required

*Humanities Elective

*Elective can be taken during phase I or phase II of the program. The elective is any college transfer course equivalent to 3.0 semester credit hours in the humanities area.

**This course must be taken during phase I at Greenville Technical College. The courses will be offered at Greenville Technical College in the fall, spring and summer semesters.

**Medical Assisting Diploma Program
Diploma - 12 Months**

**Course Requirements for
Medical Assisting Diploma Program**

	Class	Lab	Credit Hours
A. General Education Courses			
ENG 165 Professional Communications	3	0	3
MAT 160 Math for Business & Finance	3	0	3
PSY 201 General Psychology	3	0	3
B. Major Courses			
AHS 102 Medical Terminology	3	0	3
AHS 104 Medical Vocabulary/Anatomy	3	0	3
COL 101 College Orientation	1	0	1
MED 103 Medical Assisting Introduction	3	0	3
MED 105 Medical Assisting Office Skills I	3	6	5
MED 106 Medical Assisting Office Skills II	1	6	3
MED 107 Medical Office Management	3	3	4
MED 112 Medical Assisting Pharmacology	1	3	2
MED 114 Medical Assisting Clinical Procedures	2	6	4
MED 115 Medical Office Lab Procedures	3	3	4
MED 156 Clinical Experience I	0	18	6
OST 105 Keyboarding	3	0	3

C. Electives and/or Other Additional Courses Required for Graduation

No electives required for this program.

Minimum semester credit hours required for graduation: 50

**Multi-Skilled Health Technology Certificate Program
Certificate - 1 Semester; Day**

The Multi-Skilled Health Technology Program is currently a full-time, one-semester program designed to provide a multi-skilled technician for acute and long-term care. The multi-skilled technician performs basic and advanced nursing assistant skills, phlebotomy, basic respiratory skills and electrocardiograms (EKGs). The technician is also exposed to problem-solving and team-building strategies.

Full-time students in this program enroll in five courses for one term averaging 21 class hours a week for a total of 13 credit hours.

Specific questions concerning admission requirements, scheduling of courses or graduation requirements can be answered by the department head. Program requirements for graduation are listed below. Refer to the general introduction of the Health Sciences Technology Division in the 1997-98 Catalog for additional information relevant to all Health Sciences Technology Programs.

Practical Applications: During this program the student spends time in the classroom, lab and clinical settings building proficiency in such health care procedures as making beds, catheter insertion, dressing changes, specimen collection and blood glucose monitoring. The student also learns basic phlebotomy techniques, oxygen administration and monitoring techniques and how to do EKGs.

Job Opportunities: Hospitals, physicians' offices, clinics, extended care facilities and home health agencies.

***Course Requirements for
Multi-Skilled Health Technology Certificate Program***

	Class	Lab	Credit Hours
A. General Education Courses			
No general education courses required.			
B. Major Courses			
AHS 140 Therapeutics for Health	2	3	3
AHS 142 Phlebotomy	1	3	2
AHS 151 Health Care Procedures I	3	6	5
AHS 158 Nurse Assisting Techniques II	1	3	2
COL 101 College Orientation	1	0	1

C. Electives and/or Other Additional Courses Required for Graduation

No electives required for this program.

Minimum semester credit hours required for graduation: 13

Pre-Occupational Therapy Assistant Certificate Program
Certificate - 9 Months; Day; Night

Course Requirements for
Pre-Occupational Therapy Assistant Certificate Program - Phase I

	Class	Lab	Credit Hours
A. General Education Courses			
BIO 210 Anatomy and Physiology I	3	3	4
BIO 211 Anatomy and Physiology II	3	4	4
CPT 101 Introduction to Computers	3	0	3
ENG 101 English Composition I	3	0	3
ENG 102 English Composition II	3	0	3
MAT 110 College Algebra	3	0	3
PSY 201 General Psychology	3	0	3
PSY 212 Abnormal Psychology	3	0	3
SPC 205 Public Speaking	3	0	3
*Elective	3	0	3

B. Major Courses

All major courses must be taken at Greenville Technical College (phase II).

C. Electives and/or Additional Courses Required

*Elective must be selected from PHI101, PHI 105 OR PHI 110.

Course Descriptions:

MED 103 MEDICAL ASSISTING INTRODUCTION (3-0-3.0)

This course provides an introduction to the profession of medical assisting, including qualifications, duties and the role of the medical assistant.

MED 105 MEDICAL ASSISTING OFFICE SKILLS I (3-6-5.0)

This course provides a study of receptionist duties, records maintenance, insurance form processing and office machine use.

MED 106 MEDICAL ASSISTING OFFICE SKILLS II (1-6-3.0)

This course introduces the student to machine transcription with emphasis in transcribing medical correspondence, reports and histories. Prerequisite(s): AHS 102, OST 105

MED 107 MEDICAL OFFICE MANAGEMENT (3-3-4.0)

This course provides a study of the principles and practices of banking and accounting procedures, billing methods and office management. Prerequisite(s): MED 105

MED 112 MEDICAL ASSISTING PHARMACOLOGY (1-2-3.0)

This course provides a study of principles of pharmacology, drug therapy and the administration of medication.

MED 114 MEDICAL ASSISTING CLINICAL PROCEDURES (2-6-4.0)

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures. Prerequisite(s): AHS 104

MED 115 MEDICAL OFFICE LAB PROCEDURES I (3-3-4)

This course provides a study of laboratory techniques commonly used in physician's offices and other facilities. Prerequisite(s): AHS 104

MED 156 CLINICAL EXPERIENCE I (0-18-6.0)

This course provides direct experience in a physician's office or other selected medical facilities. Prerequisite(s): MED 103, MED 105, MED 106, MED 112, MED 114 and MED 115

OST 272 SCWE IN OFFICE SYSTEMS (0-18-6.0)

This course integrates office skills within an approved work site related to office systems. Prerequisite(s): AHS 102, AHS 104, AHS 118, OST 223, OST 252



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