

Spartanburg Technical College

1998-1999 College Catalog *Addendum*

The following information should be considered an official addendum to the 1998-1999 Spartanburg Technical College Catalog:

- *1998-1999 Academic Calendar*
- *Financial Matters*
- *Health Sciences Technology Division: Dental Assisting Diploma Program; Office Systems Technology Degree Program - Medical Option; Pharmacy Technician Certificate Program; Pre-Health Information Management Certificate Program-Phase I; Pre-Occupational Therapy Certificate Program-Phase I*
- *Course Descriptions*

1998-1999 Academic Calendar:

Spring Term 1999

May 20 Graduation

Financial Matters:

College Costs

Tuition

Full-Time Students

Spartanburg County Residents	\$600.00
Out-of-County Residents	\$750.00
Out-of-State Residents	\$1,625.00
Foreign Students	\$1,625.00

Part-Time Students (fewer than 12 credit hours)

Spartanburg County Residents	\$50.00
Out-of-County Residents	\$63.00
Out-of-State Residents	\$135.00
Foreign Students	\$135.00

Other Fees-

- Returned check: \$25
- Refund processing fee: \$10 per refund of curriculum tuition

Returned Checks-

The College assesses a \$25 service fee per occurrence on all checks returned by the bank for any reason. The service fee is in addition to any fee charged by the bank.

How You Receive Your Assistance-

An eligible student who applies in time and is eligible will have the direct educational expenses for tuition, books and supplies deducted from the assistance that has been awarded (excluding Federal Work Study awards). To receive the balance of the funds available after the direct expenses have been paid, the student must return an attendance verification schedule with the required signatures to the business office. Dates to obtain the attendance verification schedule from the business office and for award disbursement are announced each semester.

Students who receive a Federal Work Study award and obtain employment through this program are paid once a month. Federal Work Study checks are available on the last working day of the month. Students must present a valid picture ID to receive the check in the business office.

Refund Policy and Procedures

The College assesses a \$10 processing fee for each refund of student tuition. Refunds will be calculated on Monday of each week. Changes in tuition that occur from one Monday to the next will be assessed one processing fee.

Health Sciences Technology Division:

Course Requirements for Dental Assisting Diploma Program

			Credit		
			Class	Lab	Hours
A. <i>General Education Courses</i>					
ENG	165	Professional Communication	3	0	3
MAT	150	Fundamentals of Mathematics	3	0	3
PSY	103	Human Relations	3	0	3

			Credit		
			Class	Lab	Hours
<i>B. Major Courses</i>					
COL	101	College Orientation	1	0	1
DAT	112	Integrated Human Science	4	0	4
DAT	113	Dental Materials	3	4	4
DAT	115	Ethics and Professionalism	0	3	1
DAT	118	Dental Morphology	2	0	2
DAT	121	Dental Health Education	1	3	2
DAT	122	Dental Office Management	2	0	2
DAT	123	Oral Medicine/Oral Biology	3	0	3
DAT	127	Dental Radiography	3	4	4
DAT	154	Clinical Procedures I	2	6	4
DAT	164	Clinical Procedures II	0	12	4
DAT	177	Dental Office Experience	0	21	7

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

No electives required for this program.

Minimum semester credit hours required for graduation: 47

***Course Requirements for
Office Systems Technology Degree Program - Medical Option***

A. General Education Courses

ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
MAT	160	Math for Business and Finance	3	0	3
SPC	205	Public Speaking	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
AHS	118	Medical Coding & Insurance	3	6	5
COL	101	College Orientation	1	0	1
MED	122	Medical Assist. Lab Procedures I	2	0	2
OST	105	Keyboarding	3	0	3
OST	112	Medical Document Formatting	3	0	3

			Credit		
			Class	Lab	Hours
OST	122	Med. Machine Transcription I	3	0	3
OST	143	Office Systems and Procedures	3	0	3
OST	165	Information Processing Software	3	0	3
OST	167	Information Processing Applications	3	0	3
OST	212	Medical Document Production	3	0	3
OST	222	Med. Machine Transcription II	3	0	3
OST	223	Medical Machine Trans. III	3	0	3
OST	252	Med. Systems and Procedures	3	0	3
OST	272	SCWE in Office Systems	0	15	5
PHM	115	Drug Classifications I	2	0	2

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

The student must complete one elective course which totals 2.0-3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Pharmacy Technician Certificate Program

Certificate - 12 Months; Evening/Weekend

The Pharmacy Technician Program is a part-time, three semester program designed to provide graduates for local pharmacies. The technicians perform basic medication preparation and record keeping functions under the direct supervision of a licensed pharmacist. Part-time students in this program enroll in two to four courses each semester ranging from 13 to 19 hours per week for a total of 28 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 for additional information relevant to all Health Sciences Technology Programs.

Practical applications: During this program, students work in the classroom, lab, and clinical settings building proficiency in pharmacy processes and procedures such as procuring, manipulation and preparing drugs for dispensing. Students also learn drug calculations, classifications and actions. Graduates will be qualified to take the Pharmacy Technician Certification Examination upon completion of the program.

Job Opportunities: Hospitals, rehabilitation centers, physicians' offices, home health care, schools, nursing homes and retail pharmacies.

***Course Requirements for
Pharmacy Technician Certificate Program***

			Credit		
			Class	Lab	Hours
<i>A. General Education</i>					
None					
<i>B. Major Courses</i>					
BIO	235	Basic Pharmacological Physiology	5	0	5
PHM	101	Introduction to Pharmacy	2	3	3
PHM	110	Pharmacy Practice	2	6	4
PHM	113	Pharmacy Technician Math	3	0	3
PHM	115	Drug Classification I	2	0	2
PHM	116	Drug Classification II	2	0	2
PHM	152	Pharmacy Technician Practicum I	0	6	2
PHM	164	Pharmacy Technician Practicum II	0	12	4
PHM	173	Pharmacy Technician Practicum III	1	6	3
<i>C. Electives and/or Other Additional Courses Required for Graduation</i>					
No electives required for this program.					
Minimum semester credit hours required for graduation: 28					

***Course Requirements for
Pre-Health Information Management Certificate Program - Phase I***

			Credit		
			Class	Lab	Hours
<i>A. General Education Courses</i>					
AHS	102	Medical Terminology	3	0	3
or					
AHS	104	Medical Vocabulary/Anatomy	3	0	3
BIO	210	Anatomy and Physiology I	3	3	4
BIO	211	Anatomy and Physiology II	3	3	4

			Credit		
			Class	Lab	Hours
*BIO	242	Pharmacology	3	0	3
**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	120	Probability and Statistics	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
		Elective (humanities)	3	0	3

*This course must be taken at Greenville Technical College.

**Has to be taken within two years of entry to Greenville Technical College.

B. Major Courses

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

C. Electives and/or Additional Courses Required

Elective (humanities): A student must complete one elective which totals at least 3.0 semester credit hours. Elective can be taken in Phase I or Phase II.

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

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

*Elective must be selected from PHI 105 or PHI 110.

Course Requirements for Radiologic Technology Degree Program

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

The student must complete one elective course which totals 2.0-3.0 credit hours.

Minimum semester credit hours required for graduation: 93

Course Descriptions:

AHS 118 MEDICAL CODING AND INSURANCE (3-6-5.0)

This course includes a study of coding procedures and their relationship to insurance. Prerequisite(s): AHS 102, AHS 104, OST 165 with a minimum grade of "C."

BIO 235 BASIC PHARMACOLOGICAL PHYSIOLOGY (5-0-5.0)

This course includes a brief consideration of anatomy with emphasis of functional anatomy. Physiology of systems affected by drug action also are emphasized.

DAT 164 CLINICAL PROCEDURES II (0-12-4.0)

This course introduces the instruments and chairside procedures of the dental specialties. Prerequisite(s): DAT 113, DAT 118, DAT 154

DAT 177 DENTAL OFFICE EXPERIENCE (0-21-7.0)

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

Prerequisite(s): All DAT first and second semester courses.

MED 112 MEDICAL ASSISTING PHARMACOLOGY (1-3-2.0)

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

Prerequisite(s): AHS 104, MED 103

OST 272 SCWE IN OFFICE SYSTEMS (0-15-5.0)

This course integrates office skills within an approved work site related to office systems.

Prerequisite(s): AHS 118, OST 143, OST 167, OST 222

PHM 101 INTRODUCTION TO PHARMACY (2-3-3)

This course provides a study of and introduction to pharmacy and the role in providing patient care services.

PHM 110 PHARMACY PRACTICE (2-6-4.0)

This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing.

Prerequisite(s): BIO 235, PHM 101, PHM 113

PHM 113 PHARMACY TECHNICIAN MATH (3-0-3.0)

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.

PHM 115 DRUG CLASSIFICATION I (2-0-2.0)

This course covers an introduction to pharmacologic classification of drugs, including generic and brand names, and a survey of actions and reactions of the major pharmacologic groups.

Prerequisite(s): BIO 235, PHM 101, PHM 113

PHM 116 DRUG CLASSIFICATION II (2-0-2)

This course includes a study of the classification, actions, and applications of the major pharmacological groups.

Prerequisite(s): BIO 235, PHM 101, PHM 113

PHM 152 PHARMACY TECHNICIAN PRACTICUM I (0-6-2)

This course provides a practical introduction to the pharmacy environment.

PHM 164 PHARMACY TECHNICIAN PRACTICUM II (0-12-4)

This course provides practical application of pharmacy skills in pharmacy environments.

Prerequisite(s): PHM 110, PHM 115, PHM 116, PHM 152

PHM 173 PHARMACY TECHNICIAN PRACTICUM III (1-6-3)

This course includes practical experience in a working pharmacy environment.

Prerequisite(s): PHM 110, PHM 115, PHM 116, PHM 152



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Quality Education for Quality Careers

Spartanburg Technical College does not discriminate on the basis of race, color, religion, age, sex, national origin/ethnic origin or disability in its admissions policies, programs or employment practices.