PIEDMONT
Technical College

established 1966

Lex Walters Campus
620 North Emerald Road
Greenwood, South Carolina 29646
(864) 941-8324
TDD (Hearing Impaired) (864) 941-8378
*1-800-868-5528
http://www.ptc.edu

*Toll-free for Abbeville, Edgefield, Laurens, McCormick and Newberry County residents. From Saluda or Greenwood County, dial 941-8324.

2004 - 2005
CATALOG
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Piedmont Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number (404) 679-4901) to award the associate's degree and holds membership in the American Association of Community and Junior Colleges and in the American Technical Education Association. The Electronic Engineering Technology and Engineering Graphics Technology programs are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (111 Market Place, Suite 1050, Baltimore, Maryland 71202 (410) 347-7700). The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology; the Respiratory Care program by the Joint Review Committee for Respiratory Therapy Education; the Associate Degree Nursing and Practical Nursing programs are approved by the State Board of Nursing for S.C. and the Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education programs. Also, the Associate Degree Nursing program is accredited by the National League for Nursing Accrediting Commission (61 Broadway - 33rd Floor, New York, New York 10006). Associate in Business, Funeral Services major, is accredited by the American Board of Funeral Service Education. The Associate in Business curriculum is accredited by the Association of Collegiate Business Schools and Programs. Automotive Technology is accredited by the National Automotive Technicians Education Foundation. Copies of accreditation documents are in the Office of the Executive Vice President, Chief Educational Officer.

Abbeville County Center
(864) 446-8324

McCormick County Center
(864) 465-3191

Edgefield County Center
(803) 637-5388

Newberry County Center
(803) 276-9000

Laurens County Higher Education Center
(864) 938-1505

Saluda County Center
(864) 445-3144

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ACADEMIC CALENDAR
2004 - 2005

2004 Fall Semester

Full Term		Split Term
Inservice	Aug. 9-12	Inservice
Administrative Day	Aug. 14	Administrative Day
Inservice	Aug. 16	Inservice
Administrative Day	Aug. 17	Administrative Day
Classes Begin	Aug. 18	Classes Begin Term A
	Aug. 20-21	Weekend College Begins
	Aug. 20	End Add Period Term A
End Add Period	Aug. 24	
Labor Day	*Sept. 6	Labor Day
Fall Kick-off Carnival	Sept. 8	Fall Kick-off Carnival
	Sept. 23	C Term Begins
	Sept. 29	End Drop Period C Term
	Oct. 13	End Term A
Term Break	Oct. 14-16	Term Break
	Oct. 15-16	Weekend College Term Break
	Oct. 15	Last Day to Register w/o Late Fee Term B
	Oct. 18	Classes Begin Term B
	Oct. 20	End Add Period Term B
Election Day	*Nov. 2	Election Day
Thanksgiving Break	*Nov. 24-27	Thanksgiving Break
End Full Term	Dec. 10	End Term B
	Dec. 10	End Term C
	Dec. 11	Weekend College Ends
Administrative Day	Dec. 13	Administrative Day
Final Grades Due	Dec. 14	Final Grades Due
Inservice	Dec. 14-16	Inservice
Administrative Day	Dec. 17	Administrative Day
College Closes	Dec. 17	College Closes
Christmas Break	*Dec. 20-Jan. 3	Christmas Break

2005 Spring Semester

Full Term		Split Term
Administrative Days	Jan. 3-5	Administrative Days
Classes Begin	Jan. 6	Classes Begin Term A
	Jan. 7	Weekend College Begins
	Jan. 10	End Add Period Term A
End Add Period	Jan. 12	
Martin Luther King, Jr. Day	*Jan. 17	Martin Luther King, Jr. Day
	Feb. 15	Classes Begin Term C
	Feb. 21	End Drop Period Term C
	Mar. 2	End Term A
Term Break	Mar. 3-4	Term Break
	Mar. 4-5	Weekend College Term Break
	Mar. 4	Last Day to Register w/o Late Fee Term B
	Mar. 7	Classes Begin Term B
	Mar. 9	End Add Period Term B
Easter Monday	*Mar. 28	Easter Monday
Spring Break	Mar. 28-Apr. 2	Spring Break
Spring Activities Day	Apr. 14	Spring Activities Day
	Apr. 30	Weekend College Ends
End Full Term	May 2	End Term B
Final Grades Due	May 3	Final Grades Due
Administrative Days	May 3-5	Administrative Days
Graduation	May 5	Graduation
Administrative Day	May 6	Administrative Day

2005 Summer Term

Full Term		Split Term
Classes Begin	May 9	Classes Begins Term A
	May 10	End Add Period Term A
End Add Period	May 13	
	June 10	End Term A
	June 10	Last Day to Register w/o Late Fee Term B
	June 13	Classes Begin Term B
	June 14	End Add Period Term B
Independence Day	*July 4	Independence Day
	July 16	Weekend College Ends
Full Term Ends	July 18	End Term B
Final Grades Due	July 19	Final Grades Due
Administrative Day	July 19-21	Administrative Day
Graduation	July 21	Graduation
Administrative Day	July 22	Administrative Day
Term Break	July 25-29	Term Break

*College Closed

OFFICE HOURS

Administrative offices on the Lex Walters Campus-Greenwood are open from 8 a.m. to 5 p.m. Monday through Friday. Student Services and the Business Office are open from 8 a.m. to 7 p.m., Monday through Thursday and 8 a.m. to 4:30 p.m. on Friday.

NOTE

This catalog should not be considered a contract between Piedmont Technical College and any prospective student. All charges and fees are subject to change as required by varying circumstances. Curriculum offerings may also be altered to meet the needs of individual departments. Courses and programs will not normally be continued when enrollment falls below minimum requirements.

NON-DISCRIMINATION INFORMATION

Piedmont Technical College maintains a nondiscrimination policy involving equal access to education and employment opportunities, without regard to race, color, religion, sex, disability, veteran's status, age or national origin. The college complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and the Higher Education Amendments of 1986; Sections 503 and 504 of the Rehabilitation Act of 1973; Executive Order 11246 and 11375; the South Carolina Human Affairs Law of 1975; and the Americans with Disabilities Act of 1990. Inquiries regarding this statement of nondiscrimination may be addressed to Mr. James R. Smith, manager of Human Resources at:

Piedmont Technical College
Post Office Box 1467
Greenwood, South Carolina 29648-1467
(864) 941-8611

**Please visit our Web site at:
http://www.ptc.edu**

PRESIDENT'S MESSAGE

Congratulations for making the decision to continue your education at Piedmont Technical College. When you go right to the heart of what we do best, you'll find thousands of students who make new starts, start new careers and take the first steps toward becoming what they want to be right here at PTC. We care about your career goals, your personal needs and your potential for growth, and we take great pride in the services we can provide to you to help you along your way to success.

Our enrollment center, for example, can assist you in applying for admission, taking the placement test, discussing career goals and academic plans, selecting courses for your first semester, registering, applying for financial assistance and participating in interactive online orientation. For your convenience, you may complete these steps on the Greenwood campus or at county centers in Abbeville, Edgefield, Laurens, McCormick, Newberry and Saluda.

Academic advisors will help you to target the career you wish to pursue and develop educational plans to realize your goals. Those advisors will stay with you until you graduate or reach your stated educational goals. The Student Success Center will work with you to pinpoint job opportunities while you're working toward your educational degree and afterward.

I believe you'll discover that along with making education accessible and affordable, one of the college's major strengths is our ability to offer quality academic programs that are tied directly to the needs of area employers. Our faculty bring academic credentials as well as real-world experience to the classroom, an unbeatable combination.

We are happy to have you as a part of the Piedmont Technical College community. Our students have a lot in common; they're ambitious, busy people who are just like you. They have to build their class schedules around the responsibilities of family and work. We're proud to offer you that flexibility; you can study days, nights, weekends, in traditional classes or through distance learning opportunities.

I wish you every success and encourage you to take advantage of the many services the college offers to you.

Lex D. Walters
President

General Information

HISTORY

In 1961 South Carolina launched its unique program of Technical Education. Time and economic progress have proven the value of this exciting step forward. The success of the system of Technical and Comprehensive Education in this state soon became a model for the entire nation.

In 1966 the eighth Technical Education Center, Piedmont, was established to serve Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry, Saluda and surrounding counties.

Classes met for the first time at Piedmont on September 6, 1966, with some 300 students enrolled in day and evening classes. Dedication ceremonies were observed on October 23, 1966, with Governor Robert McNair delivering the principal dedicatory address.

Since that time enrollment has increased dramatically. This phenomenal growth in enrollment necessitated the implementation of an ambitious program of physical expansion.

On October 2, 1972, five new buildings representing the first phase of a 30-year master development plan were occupied. These facilities housed classrooms, laboratories, a learning resources center and faculty offices. A general renovation of the main campus center included a student lounge and recreation complex.

On April 10, 1974, the institution's name was changed from Piedmont Technical Education Center to Piedmont Technical College to more accurately reflect our post-secondary educational mission.

During that same year, the effects of the nation's fuel shortage and widespread recession resulted in the enrollment of large numbers of working adults in career upgrading programs at the college. While funding to accommodate additional students was unavailable from traditional resources, Piedmont students took matters into their own hands and provided the manpower to increase classroom/lab space for fellow students by 8,000 square feet.

The 1981-82 year saw six new additions to the Piedmont campus: a health sciences facility, conference center, continuing education complex, student center, multi-purpose building and automotive technology facility. In 1986, a 10,000-square-foot addition to the Conference Center made it one of the finest facilities of its type in the state.

Construction began on a new Engineering Technology Building and on a 10,000-square foot addition to the Continuing Education Building in 1987. The new Engineering Technology building is adjacent to the Industrial Technology Building and houses laboratories furnished with state-of-the-art equipment as well as classrooms. The Continuing Education addition houses classrooms and offices.

An existing facility on Kateway was renovated for the use of Building Construction Technology majors by students, faculty and maintenance staff in 1987. This building provides 6,250 square feet of workshop and laboratory space.

The 1988 year brought approval for capital improvement bonds, which allowed another step toward completion of the college master plan. Developed in 1970 to project facilities needs required by the student population through the year 2000, the plan called for additional space/floors in three existing structures: General Education, Library and Health Science Buildings. Construction on the three projects, which added approximately 40,000 square feet to campus facilities, was completed in the fall of 1991. As part of this same project, a bell tower was constructed on the front campus to commemorate the institution's 25th anniversary, and renovations were made to several classroom buildings.

Another expanded opportunity for area residents served by Piedmont is the availability of college transfer programs, the Associate in Arts and Associate in Science degrees. The two degrees were added to the college curriculum in 1990.

The 1991 academic year also brought added opportunities to Laurens County residents in the form of a new center located in the county seat. Area students may choose from full-credit associate's degree courses, professional upgrade or personal interest offerings.

Further expanding active partnerships with supporting counties, Piedmont celebrated the grand opening of centers in Abbeville, Edgefield and Newberry in 1995. The historic Community House became the college's McCormick County Center in 1997, and early in the next year, the Saluda County Center made the dream of local sites in each of seven counties a reality.

Also initiated in 1995 was a bold and innovative plan to connect that 3,500-square-mile area with educational opportunities available on Piedmont's Greenwood campus, at any of the county centers, at Lander University and area high schools and via SCETV through the Piedmont Educational Network (PEN). Another vital component of this pioneer effort was the establishment of the Ernest F. Hollings International Teleconference Center, which allows business and industry to communicate with colleagues and customers worldwide. The video teleconferencing center is two-way interactive and has full-motion transmission.

In spring 1998, more than 60 student services and administrative offices, formerly located in the John S. Coleman Administration Building, were moved to the Multi-Purpose Building to await the completion of construction that brought the 1970 master plan full circle. Additions and extensive renovations to the Administration Building added centrally-located, full-service facilities to students and brought total usable space to 66,061 square feet. In the Francis B. Nicholson General Education Building, new classroom and laboratory additions added 16,099 square feet to the total of that facility. Dedication ceremonies for the newly-refurbished facility, which features a showcase for regional artists in the Solutia Gallery, were held September 29, 2000. On October 16, 2001, the Greenwood Campus was officially named for longtime president Dr. Lex D. Walters.

Through a unique partnership of county and state government, together with the generosity of area businesses, industries and individuals, the Laurens County Higher Education Center became a reality in Spring 2002. PTC students attended classes in the new, 40,000 square foot facility for the first time on April 15. Joining Piedmont in the venture to provide Laurens County residents with continually improving opportunities through higher education may be USC-Union and Laurens County School Districts 55 and 56.

1970's master plan projected a total, full-credit enrollment of 3,000 by the year 2000. That goal was surpassed in 1994. In the late 1990's, distance learning opportunities, expanded course offerings at all six county centers and growth in partnerships with area employers resulted in one enrollment record after another. Fall 2003 enrollment exceeded 5,000, and spring enrollment of that year was another all-time high.

COUNTY CENTERS

Through county centers, Piedmont Technical College brings many educational opportunities closer to residents of our seven supporting counties. The same top quality instruction and services are offered at the centers as on the Lex Walters Campus-Greenwood, as well as a

variety of credit and non-credit courses.

Courses are offered on convenient day and evening schedules. Most student support services are provided at the centers, including financial aid, placement testing, career counseling and registration. Students also can pay fees and buy books at the centers. Based on enrollment and budget, the college will offer selected associate's degree, diploma and certificate programs in their entirety at county centers. Many other college credit courses are offered each semester, and all can apply toward terminal degrees, diplomas or certificates at Piedmont, or they may apply toward university transfer credits.

The Continuing Education and Economic Development Division also offers a variety of personal interest and professional upgrading courses at the centers.

Piedmont's county centers include:
- **Abbeville County Center, 283 Highway 28 Bypass, Abbeville; (864) 446-8324**
- **Edgefield County Center, 506 Main Street, Edgefield; (803) 637-5388**
- **Laurens County Higher Education Center, 663 Medical Ridge Road, Clinton; (864) 938-1505**
- **McCormick County Center, 407 East Augusta Street, McCormick; (864) 465-3191**
- **Newberry County Center, 540 Wilson Road, Newberry; (803) 276-9000**
- **Saluda County Center, 702 Batesburg Highway, Saluda; (864) 445-3144**

LOCATION OF GREENWOOD CAMPUS

The beautiful 69-acre Lex Walters Campus-Greenwood is located on Emerald Road on the outskirts of Greenwood, South Carolina. A modern, functionally designed complex of buildings embraces 382,787 gross square feet. These buildings contain classrooms; laboratories for medical, technology and business programs; industrial shops; a media center; a student center; a conference center; library; and faculty and administrative offices. The very latest in instructional equipment is provided, and an atmosphere totally conducive to learning is maintained. Free parking is available.

INSTITUTIONAL VISION

Piedmont Technical College will strive for quality and excellence by:

- **Cultivating Partnerships**
  Within a global community, the college assumes a leadership role in embracing change through planning and using learning-centered practices while providing educational programs and services that address the economic and human development needs of its service region.

- **Teaching and Learning**
  The college provides a diverse population with a valuable, enriching and comprehensive educational opportunity rooted in a learner-centered environment that removes barriers and constraints to educational opportunity.

INSTITUTIONAL MISSION

Piedmont Technical College, a member of the South Carolina Technical College System, is a public comprehensive two-year post-secondary institution. Piedmont contributes to the economic growth and development of the largest and most diverse region of the technical college system, Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda counties and to the state. The college responds to the academic, training and public service needs of the community through excellence in teaching and educational services. Piedmont has an open admissions policy and annually enrolls approximately 4,500 to 5,000 credit students. The college provides quality educational opportunities and accessibility for individuals with diverse backgrounds and ability levels to acquire the knowledge and skills for employment or maintenance of employment in engineering technology, industrial technology, business, health or public service or for transfer to senior colleges and universities. In addition to teaching technical skills, Piedmont provides graduates competencies in written and oral communication, information processing, mathematics, problem-solving, interpersonal skills and lifelong learning opportunities for residents within the service region.

The college offers the following programs utilizing state-of-the-art technologies: associate's degrees in vocational, technical and occupational areas and university transfer; vocational, technical and occupational diplomas and certificates; developmental education programs and courses preparing individuals to take the General Education Development Test; custom-designed Continuing Education training programs for business and industry and facilities for the Special Schools program to train potential employees for new and expanding manufacturing companies; and Student Development programs that provide academic, career and individual support.

Piedmont Technical College pursues its mission based on the fundamental values and beliefs that: *Learning* is a diverse and fundamental need for all residents of the seven-county area. *Excellence* is a process inherent to the college within instruction, support services, administration and resource allocation. *Accessibility and Affordability* to higher education by all who have a desire to learn is crucial for continuous growth and improvement by communities and individuals. *Quality and Innovation* are fundamental to the continuous improvement of instruction, learning opportunities, support services and management practices. *Community* partnerships with other educational entities, industries and businesses are crucial for quality of life and economic development.

GOALS

1. Prepare a highly trained and competent work force.
2. Demonstrate accountability for achieving the college mission.
3. Provide relevant, quality programs and services.
4. Expand access to educational opportunity and training through the use of technology.
5. Acquire the financial resources necessary to achieve the college mission.

EDUCATIONAL VISION

Piedmont Technical College places learning first by engaging and empowering each learner to achieve learning outcomes within an innovative learning-enriched environment.

EDUCATIONAL MISSION

Worthy institutions of higher education have educational missions that characterize excellence in their academic programs. At Piedmont Technical College, our mission is to provide the educational and instructional experiences necessary for students to attain general and technical competencies in their respective curricula. These competencies are reflected in the skills necessary for a student to enter the workplace, to participate in continuous lifelong learning and to adapt to a changing world.

The achievement of these educational competencies is a collaborative

effort among the college, the students and the workplace. The competencies serve as the linkage in this effort by providing structure for the college's curricula and instructional processes, an academic "roadmap" for active student participation in educational experiences and the criteria for assessing the quality of the educational preparation received by the college's graduates.

The "General Competencies" for graduates of all college curricula are to:
1. Communicate effectively through reading, writing, speaking and listening.
2. Apply those mathematical skills appropriate to the occupations.
3. Employ effective processes for resolving problems and making decisions.
4. Apply knowledge of computers on a level compatible with job demands.
5. Deal effectively and appropriately with others.
6. Exhibit professionalism through observance of a code of ethics, a sense of responsibility, good habits and a positive attitude.
7. Demonstrate ability to function as an independent lifelong learner in appropriate career situations.
8. Apply in the workplace the specific technical skills and knowledge learned within their particular courses of study.

VISITORS

Visitors are always welcome. Students are encouraged to invite parents and friends to visit the college.

Visitors and guests must check with the receptionist (located in the Administration Building on the Lex Walters Campus-Greenwood) or at any county center when they arrive. Students should obtain approval from the instructor before taking visitors to a class.

If a campus tour is requested, please make an appointment with the the College Outreach Office by calling (864) 941-8697 or 1-800-868-5528.

DISTANCE LEARNING PROGRAMS

The college provides a variety of courses each term via distance learning. Several formats of distance learning are currently available.

The Piedmont Educational Network (PEN) provides students with fully interactive education on the Lex Walters Campus-Greenwood, at all county centers and area high schools. Students enrolling in PEN classes at the county centers may select from 75 or more interactive classes originating on the Lex Walters Campus-Greenwood or one of the county centers. Students in PEN courses can see and hear all other centers and be seen and heard by all connected centers at all times during the class period. The latest in distance technologies is available through the PEN system for high-quality video and audio transmission. Students participate in class sessions as if they were in the same room with the other students and the instructor. These courses are indicated on class schedules as (P) "PEN two-way interactive teleclass."

The college also offers many Internet courses each term for students preferring that mode of study. The college Web pages are updated each term to allow students at a distance to enroll, register for classes and purchase textbooks via the Web. These courses are indicated on class schedules as (I) Internet (WEB) courses. Classes are offered on the same schedule as traditional courses. A special short-term ten-week option for a few of these online courses is available for a late start in the fall and spring terms each year. Piedmont Technical College is a participating partner in the Southern Regional Education Board's Southern Regional Electronic College (SREC) and the S.C. Tech Online Consortium.

All distance learning courses adhere to the SREC "Principles of Good Practice." An Associate in Arts at a Distance (AADL) degree program is available by Internet. Online faculty advising, a student orientation program and other student support services are available via the Web for students unable to come to the campus. The distance learning URL is **http://www.ptc.edu/dl.**

VA CERTIFICATION FOR ONLINE COURSES

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

ASSOCIATE'S DEGREES AT A DISTANCE

The Associate in Arts Degree Program at a Distance is designed for students who plan to transfer to four-year institutions and for those who wish to broaden general knowledge. The degree stresses literature, humanities and social sciences. Its design is flexible enough to allow students to construct programs that parallel the first two years of most four-year institutions in the following curricula: the arts, business, education and the technologies. Students enrolling in Piedmont's distance learning degree can reasonably expect to complete a two-year program within three years while attending on part-time schedules. Courses are available online via the Internet. Some are available as videotaped telecourses with Internet support. For details, see the Web site at: **http://www.ptc.edu/dl** or contact Dr. Dan Koenig, associate vice president for Instructional Support and Technology, by calling (864) 941-8446 or e-mail at koenig.d@ptc.edu.

The Associate in Industrial Technology, major in Industrial Electronics Technology at a Distance is designed to prepare graduates for employment in the manufacture, merchandising, testing, installation, maintenance, modification or repair of electrical and electronic equipment and systems. Course work and many of the laboratory exercises are available via the Internet. Students working in the field may arrange for the required hands-on laboratory exercises to be monitored by qualified technicians at their workplace while students new to the field may need to complete these modules on site at the college or at a technical college near their home locations. Please contact Kevin Boiter, department head, at (864) 941-8467 or e-mail boiter.k@ptc.edu.

The Electrical Maintenance Technician Certificate is also available via the Internet. This program requires three years of maintenance experience for enrollment and provides a pathway toward the Associate in Industrial Technology degree described above.

HEALTH AND MEDICAL SERVICES

The college maintains a number of first aid stations for the treatment of minor injuries. These are located in:

- •Public Safety Office - Building F
- •Physical Plant Department - Building M
- •Each Industrial Laboratory - Buildings A, E, M and R
- •Media Center - Building G
- •Room 200, Building S
- •Vending in Buildings V, W and B
- •Building C - lower level kitchen and administrator's office

First aid assistance for minor injuries can be obtained from the faculty/staff member present or by calling the Public Safety Office at extension 8000. For emergency cases that cannot await referral to the student's family physician, please call the Public Safety Office at extension 8000, the central college switchboard at extension 0, the evening director at extension 8674 or page 388-3489 and leave your telephone number. Depending on the circumstances, EMS may be called, or, if appropriate, the student may be transported to the emergency room of the nearest hospital for treatment. Physician and hospital charges will be the responsibility of the student, although in the case of injuries resulting from school-sponsored activities, college insurance may pay a portion of these costs. Students or faculty who are injured should report to the Human Resources and Public Safety Offices as soon as possible after the accident to complete insurance claim forms and accident reports. Staff should report to their supervisors before going to the Human Resources and Public Safety Offices.

PHYSICAL PLANT DIVISION

Any students who need assistance with physical plant facilities are encouraged to call the college maintenance staff, extension 8332 or 8333. This office has the responsibility for assuring comfort and safety in all areas of the college. After 5 p.m., contact the evening director at extension 8674 or campus public safety at extension 8000.

BUSINESS OFFICE

Tuition and fees are paid at the Business Office, located in the A Building. This office also distributes refund checks, financial aid checks and all other payments as authorized. Please visit or call the Business Office (941-8322) during office hours for assistance and information regarding financial matters or visit our Web site at **http://www.ptc.edu.**

CAMPUS SHOP

For your convenience, the college maintains a Campus Shop. Any students who need assistance are encouraged to call the Campus Shop staff by dialing 941-8683. Books, academic supplies, clothing, nursing uniforms, graduation invitations, rings and miscellaneous supplies may be purchased. To assist you in making your textbook and course material purchases, you may go online to the Campus Shop Web page. Each course will list the books and/or course materials needed and the cost of each title. Ordering textbooks and course materials may be completed online and the materials will be sent to you. If you have questions, feel free to e-mail them to the Campus Shop at **campusshop@ptc.edu.** You may elect to sell some of your used textbooks during the last four exam days each term. Dates and hours of the buy-back will be posted. Please contact the Campus Shop for buy-back policy. We maintain an excellent selection of used books at reduced rates. Full textbook refunds will be given if returned within 10 days from start of classes and the books are in a new, unmarked condition. Your cash register receipt will be required. For your convenience, we accept Mastercard, Visa and Discover for Campus Shop purchases.

PUBLIC SAFETY OFFICE

The Public Safety Office ensures that the proper atmosphere for maximum learning is provided through protection of student rights, property and individual freedoms while enforcing institutional policy in the areas of traffic control and crime prevention.

The office also provides emergency medical aid, emergency transportation to medical facilities, parking control and security.

Entrances to college facilities are open from 7:30 a.m until 11 p.m. Monday through Friday and on Saturday and Sunday on an as-necessary basis, which differs each semester. Special provisions are made by Public Safety to assist each instructor in meeting the needs of their students by making lab areas available upon the instructor's request. Access after normal hours is limited to pre-approved visits only, by notifying the Public Safety personnel on duty by calling 941-8000. Faculty and students are discouraged from being on campus when it is closed. College policy emphasizes that keys be issued on a need-to-have only basis. All keys are contained in a secure key control cabinet. (PTC ID 4-2).

The college Public Safety Office is staffed with two full-time public safety officers commissioned as state constables. Contract security officers are employed to provide campus safety and security coverage 24 hours a day, seven days a week. The Greenwood County Sheriff's Office is utilized for warrant processing, transporting and housing of any criminal offenders. In the future, local law enforcement substations may be located at some of the college's county centers.

Faculty, staff and students are encouraged to report all suspicions of, or actual occurrences of, criminal activity and other emergencies. These are to be reported to the Public Safety Office located in 109-F Building or by telephone at 941-8000 and 941-8559. The public may call the Crime Prevention Hotline at 941-8563 to report criminal, safety or related information 24 hours a day. Voice mail is available on this telephone line, and the information will be considered confidential and will be utilized as facts can be established. If for any reason the Public Safety officer on duty cannot be contacted by use of 941-8000, please call the main switchboard at 941-8324, or the evening director at 941-8674 (pager 388-3489) during evening operation of the college. Faculty, staff and students may, at their discretion, report criminal activity to the Greenwood County Sheriff's Office.

It is the policy of Piedmont Technical College that the sale, consumption or possession of alcoholic beverages or illegal drugs is prohibited, except that the president may authorize consumption of alcoholic beverages by adult groups utilizing the Conference Center and community organizations or groups sponsored by the Piedmont Technical College Foundation using the Multi-Purpose Building. This authorization is subject to the provisions of Institutional Directive 6-5. The Public Safety Department is charged with exercising appropriate enforcement authority when either college policy, county ordinances or state laws are violated. Federal violations will be investigated by the proper federal authority. (PTC ID 6-5)

Excessive noise can result in a citation when the noise generated causes a complaint by the occupants of the campus and/or is found to be of a disruptive type or volume by the officer issuing the citation. The said noise would be of such nature as to be disruptive to the campus environment.

South Carolina Statutes: "It is unlawful for a person to carry onto any premises or property owned, operated or controlled by a private or public school, college, university, technical college, other post-secondary institution or any public building a firearm of any kind (guards, law enforcement, military excluded). It is unlawful for any person (law enforcement and authorized officials excluded) to carry on his person, while on any school or college property, a knife with a blade over two inches long, a blackjack, a metal pipe or pole, firearms or any other type of weapon, device or object which may be used to inflict bodily injury or death."

General Information on Motor Vehicles

The operation of motor vehicles on Piedmont Technical College property is a privilege granted by the governing board of the college. This right is extended to all faculty, staff, students and visitors who have business at the college. Those persons who qualify for and desire this privilege are expected to adhere to the laws of South Carolina governing the operation of motor vehicles and the motor vehicle regulations of Piedmont Technical College. Failure to comply will result in a penalty appropriate to the offense.

Vehicle Registration and Details

Motor vehicles operated on the Lex Walters Campus-Greenwood and county centers must be registered with the Public Safety Office. Registration stickers are available from the Business Office or at county centers at no cost to the student.

During registration week, maps designating authorized parking areas will be distributed to all students. Parking tickets will be issued for all parking violations, including parking in unauthorized areas. Fines will be paid at the Business Office. Disputed citations may be appealed to the Traffic Citation Appeals Committee. Appeal forms can be obtained from the Public Safety Office. The committee will meet once a month or as required by volume of appeals.

Parking and Traffic Violations

Citations will be issued for the following violations of college traffic and parking regulations. Directive and ticket books per approval of the president:

a.	No Parking Permit	$15
b.	Parking in "Yellow Zone"	$10
c.	Parking in "No Parking Space"	$10
d.	Parking in Faculty Area	$10
e.	Parking in Visitor's Space	$15
f.	Blocking Other Cars	$25 and/or Tow Away
g.	Speeding on Campus	$15
h.	Reckless Driving on Campus	$25
i.	Parking on Landscape	$25 and/or Tow Away
j.	One-Way Traffic	$10
k.	Improper Parking	$10
l.	Handicap Area Violation	$50
m.	Other	$11

NOTE: Under the code of "other" will be citations in the following amounts for:

Noise Violations	$20
Litter Violations	$10
Emergency Communication Violations	$20
Disruptive Behavior (Profane Language)	$20
Graffiti on Campus Property	$20

Student Right To Know

Under Title II of Public Law 101-542, the college is required to provide information regarding campus public safety policies and report the number of on-campus criminal offenses during the most recent calendar year and during the two preceding calendar years. Reportable criminal offenses are:

Criminal Offense	Reported Jan. 1, 2000 through Dec. 31, 2002
Murder	None
Rape	None
Robbery	None
Aggravated Assault	None
*Burglary	None
Motor Vehicle Theft	None

Additional statistics concerning the number of arrests for the following crimes are:

Crime	Number of Arrests Jan. 1, 2000 - Dec. 31, 2002
Liquor Law Violations	None
Drug Abuse Violations	None
Weapons Possession	None

Burglary implies breaking in/forcible entry.

Traditionally, Piedmont Technical College provides students and visitors with a safe, secure environment. A crime-free environment requires the awareness and vigilance of faculty, staff, students and visitors.

Periodically, the Public Safety Office schedules safety/awareness meetings to report on-campus security procedures and practices and to encourage students and employees to take responsibility for their own security and the security of others. Handouts reflecting security practices and reports of crime statistics are available.

ID Checks

College policy requires that persons on campus be enrolled as students, employed by the institution or have other legitimate business on the premises. To ensure enforcement of this policy, public safety staff members are empowered by the administration to make periodic identity checks.

Admissions Information

ADMISSIONS AND ENROLLMENT POLICIES AND PROCEDURES

Admissions Policy

Piedmont Technical College is essentially an "open door" institution serving the educational needs of all who apply for admission. This does not mean, however, that there are no entrance requirements. Certain programs of study make various prerequisites a necessity.

Still, these requirements are enforced not to keep students out, but to help ensure success in their chosen fields. Even though applicants for admission may not meet the requirements for entering a particular program, Piedmont has the ability, through transitional studies, to help them attain their goals.

Admissions Requirements

All applicants for admission to associate's degree, diploma and certificate programs must meet the following minimum requirements:
1. Be at least 18 years of age or
2. Possess a high school diploma, GED or acceptable scores on the college's placement test or on the SAT or ACT.
3. Complete the college placement test to assess skills in reading, English and mathematics and demonstrate the ability to benefit from formal education.

Residency

Regulations regarding the establishment of legal residency in South Carolina for tuition and fees purposes at South Carolina institutions of higher education are governed by the South Carolina Code of Laws, Sections 59-112 to 59-112-100. Residency classification is an essential part of fee determination, admission regulations, and other relevant policies of Piedmont Technical College. The initial determination of residency is made at the time an admissions application is submitted.

That determination, and any determination made at a later time, prevails for each subsequent semester until a request for certification of South Carolina residency is found to be valid.

GENERAL ENROLLMENT PROCEDURES FOR NEW STUDENTS

All new prospective students must first complete the steps listed below. Additional specific requirements may exist for some specific student types. See below for details:

1. **Apply for Admission**
   Available application methods include:
   - Submitting a secure online application
   - Downloading a printable application to mail to Piedmont Technical College
   - Visiting the Enrollment Center on the Lex Walters Campus
   - Visiting any County Center

2. **Apply for Financial Aid**
   You must complete the Free Application for Federal Student Aid (FAFSA) immediately to receive South Carolina Lottery Tuition Assistance or federal financial aid. Do not wait until classes start!

3. **Complete the Placement Test**
   Unless waived by college personnel, you will need to take Piedmont Technical College's placement test. Schedule an appointment to take the test by calling the Enrollment Center at the Lex Walters Campus-Greenwood or by calling any county center. Details about placement testing and policies for exemption are provided on the next page.

4. **Submit Transcript(s)**
   Submit an official copy of your high school transcript or GED and any college transcripts.

5. **Meet with an Advisor**
   Contact a campus near you to meet with an enrollment advisor to discuss your career goals and academic plan.

6. **Schedule Your Classes**
   With an enrollment advisor, plan your schedule of classes for the coming term, register and receive a printed schedule and a statement of tuition and fees.

7. **View Orientation**
   View "Planet Piedmont," the college's online orientation program, or visit the Enrollment Center at the Lex Walters Campus-Greenwood to meet with a Student Orientation Leader for a personalized orientation of campus programs and services.

8. **Access Campus Online Services**
   The "Campus Pipeline" Student Intranet allows you to go online to access your academic records, financial statements and certain student services. Your PASSWORD will be assigned at your point of enrollment.

9. **Purchase Textbooks**
   Purchase your books and supplies in person or online at the PTC Campus Shop. Books are also available for purchase at the six County Centers on selected dates.

STUDENT TYPES AND ADDITIONAL ENROLLMENT REQUIREMENTS

In addition to the general enrollment procedures outlined above, specific types of students may be required to complete additional steps to enroll. Additional information about such enrollment requirements may be obtained from the Enrollment Center at the Lex Walters Campus-Greenwood, any county center or the college Web site.

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First-Time College Students do not have any special requirements, but should complete all of the nine steps listed on left in the General Enrollment Procedures for New Students.

Returning Students who have not been enrolled at Piedmont Technical College for more than one year must complete a new application either online, at the Enrollment Center at the Lex Walters Campus-Greenwood or at any county center. All Piedmont Technical College graduates who wish to re-enroll must follow the procedures outlined above to complete a new application. If you have attended another college and completed college-level course work since attending Piedmont Technical College, please submit an official transcript. To register for classes, you must contact a campus near you or refer to the Advisor Referral Guide on the college Web site to determine the name of your new academic advisor.

Nursing and Health Science Students must attend a **Nursing and Health Science Information Session.** These sessions are offered twice every week on main campus in Greenwood and are also available at all county centers. These sessions provide all the information necessary to apply for admission to a nursing or health science program. Information on waitlists and the Merit Program will also be provided.

To become eligible for entry into a nursing or health science program, applicants must meet ONE of the following criteria:

- SAT 960 (V=480; M=480) within 4 years; OR

- ACT 20 (V=20; M=23) within 4 years; OR

- Completion of college-level CORE courses with a grade of C or better:

Associate's Degree:	Anatomy & Physiology I
	English Composition I
	Intermediate Algebra or Probability & Statistics
	General Psychology
Diploma/Certificate:	Anatomy & Physiology I
	English Composition I
	Medical Terminology
	General Psychology; OR

- An earned Baccalaureate degree from a regionally accredited college with a cumulative GPA of 2.5 or higher.

Once a student has met one of the above criteria and has been accepted into a Nursing or Health Science program, his or her name is placed on the appropriate waitlist. Some programs have very short waitlists, while others are longer. Further information about waitlists is provided in the Nursing and Health Science Information Sessions.

A *Merit Program* is available for Nursing and Health Science students with exceptionally strong academic preparation. This program allows students who are already on a waitlist to complete a *Merit Application* and attempt early placement into a Nursing or Health Science program. Applications are accepted twice a year: February 1 and October 1. More information regarding the *Merit Program* is provided in the Nursing and Health Science Information Sessions.

All Nursing and Health Science applicants must read, agree to, sign and submit the "Health Science Admissions Requirements" form or the "Joint Admissions Procedures and Program Requirements" form. These forms are available at the Information Sessions, and on the college Web site. The signed form(s) may be submitted at any campus.

Distance Learning Students PTC provides many courses in non-traditional formats to serve students who cannot visit campus for traditional courses. In addition to the general enrollment steps, all prospective distance learning students must review the Distance Learning Home section of the college Web site to obtain specific information regarding special software requirements and access to course materials.

Transient Students are currently pursuing a degree at their home institution but choose to take some approved classes at Piedmont Technical College. Transient students are not seeking degrees at Piedmont and cannot receive financial aid. In addition to some of the general enrollment steps, all Transient Students are required to obtain a Transient Approval Form from their advisor **at their home institutions**. This approval is valid for only one semester. The form must be submitted to the Enrollment Center at the Lex Walters Campus-Greenwood or any county center, before registering for classes.

Transfer Students If you have attended a college or university since high school, then you are considered a Transfer Student. To ensure that the enrollment process progresses in a timely manner, it is strongly recommended that Transfer Students follow the appropriate steps to submit any transcripts as soon as possible to avoid delays in transcript evaluation.

Non-Degree Seeking Students Applicants who do not wish to seek a degree, diploma or certificate may enroll as Career Development students. The placement test will not be required except when the student enrolls in college level English and/or mathematics courses. If a non-degree seeking student later decides to enter a specific program, the placement test may be required, as well as an enrollment fee.

Senior Citizens who are residents of South Carolina and have reached the age of 60 may attend classes for credit or non-credit purposes on a space-available basis without the required payment of tuition; however such persons must meet regular admissions requirements. The availability of space cannot be confirmed until the start of the term. Also, they must not receive compensation as full-time employees.

Early Admission Program – High School Students This program allows students to get a jumpstart on college courses while still in high school. All admission requirements apply, including completion of the college placement test, which is described in detail in the following section. In addition, the student must have completed the tenth grade and be enrolled as a junior or senior in high school and must have the signed permission of his or her high school counselor or home school administrator.

Provisional college credit is awarded for all course work completed satisfactorily and credit toward a degree program will be granted following high school graduation. Tuition for Early Admission students is the same as for regular students. Students who enroll for at least six credits per semester are eligible for lottery tuition assistance.

Dual Enrollment Program – High School Students This program allows students to earn both college credit and high school credit simultaneously. In addition to meeting Early Admission requirements, Dual Enrolled students must have the approval of their high school counselor or school administrator for the specific courses that will be awarded both high school and college credit.

Participating high schools offer dual enrollment programs on site, either through a traditional class format or through distance education, for both general education courses and technical career courses. Students can also earn dual credit for courses taught at the college, with the proper approval forms. Students should speak to their high school guidance counselors regarding dual credit. General education courses that are listed in the statewide articulation agreement, found on the Piedmont Technical College Web site, are transferable to all public four-year senior colleges and universities in the state. Dual enrollment students should check with the college of their choice to ensure transfer of their college courses.

Provisional credit will be awarded for all course work completed satisfactorily, and credit toward a degree program will be granted after graduation. Tuition for dual credit courses taken at the college is the same as regular tuition. Tuition for dual enrollment courses taken at the high school will depend upon the contract with the high school and the method of delivery of the course. Students who enroll for at least six credits each semester are eligible for lottery tuition assistance.

International Students In addition to the general admission requirements, international applicants must:

- Provide acceptable TOEFL (Test of English as a Foreign Language) examination scores: computerized version, score "173" or higher; written version, score "500" or higher.
- Provide copies of SAT or ACT scores.
- Complete a Piedmont Technical College Affidavit of Support form.
- Deposit $4,000 (in U.S. dollars) in an escrow account at Piedmont Technical College

The estimated cost for international students for one year is $20,350. No financial assistance is available for international students attending Piedmont Technical College.

GED Students Individuals who would like to pursue their GED or General Equivalency Diploma can complete the screening test by calling the continuing education office on main campus or any county center. Following the completion of the screening test the scores will be interpreted and information will be provided as to the availability, cost and location of GED Adult Education classes.

PLACEMENT TESTS

Piedmont Technical College's assessment program helps new students entering the college succeed in their educational goals. The results will help with your placement into appropriate courses so that you will be successful in the course work you choose to take at Piedmont. You will learn about your skills and how they compare with the skills you will need as you pursue your chosen major courses.

Placement instruments are not used for admission to the college, although they may be used to determine certain prerequisites required for certain programs.

Students in the following categories may not need to take the placement test:
- Some non-degree and non-diploma seeking applicants.
- Applicants who have completed college level English composition and math with a grade of "C" or higher. Portions of the test may be waived according to courses taken.
- Applicants who hold an associate's or bachelor's degree or higher.

- Applicants who have completed the college placement test within the past five years.
- Applicants who have earned a composite SAT score of 920 with a minimum or 480 verbal and 440 math or a composite ACT score of 20.
- Some applicants for Career Development status (non-degree seekers who take individual courses for personal or career enrichment).
- Applicants for transient status (students at other colleges who have approval from home institutions to take a course at Piedmont Technical College for credit toward degrees at the home institution).

ORIENTATION

Planet Piedmont

All new students are encouraged to participate in an Orientation to College, "Planet Piedmont," which can be viewed on the college's Web site. This gives students important information on the services and programs available to help them succeed. Opportunities to become familiar with the campus, faculty and fellow students will be offered throughout the year. Students are also encouraged to enroll in COL 103 "College Skills," a freshman orientation course designed for students who have either been out of school for some time or would like a review of college success skills.

ACADEMIC ADVISEMENT

Piedmont Technical College recognizes academic advisement as a process that helps students clarify life and career goals and develop educational plans to realize these goals. Its basic purpose is to aid students in becoming effective partners in their lifelong learning and personal development. It is a process based on a close advisor/student relationship.

Students enrolling at the Lex Walters Campus-Greenwood begin the advisement process when they meet with enrollment advisors to register for classes for their first term at the college. After that, they meet with assigned academic advisors who guide them to graduation or until they reach stated educational goals. Students enrolling at the county centers have access to advisors at the center where they are enrolled.

STUDENT LIFE

The mission of the Student Development Division is to foster the growth and development of students as they work toward their educational goals and to provide systems, services and programs that support the educational purpose of the college.

Information regarding all programs and services is available in the **Student Handbook** under the following sections:

- Career Planning
- Counseling Services
- Student Activities
- Student Disability Services
- Student Employment Services
- Student Organizations
- Student Success Center
- TRIO Programs
- Women's Grants Programs

STUDENT BEHAVIOR

It is the common goal of the faculty, staff and administration to foster a campus environment that is conducive to teaching, learning and personal development. Students attending Piedmont Technical College have rights and responsibilities within this academic community, and along with all faculty and staff, are expected to exhibit attitudes and behaviors that reflect the core values of the college: respect, responsibility, honesty and self-discipline.

The College Code of Conduct, Student Responsibilities, The Student Code for the South Carolina Technical College System and the Student Grievance Procedure for the South Carolina Technical College System are all included in the **Student Handbook.**

Financial Information

TUITION AND FEES

To assist you in your financial planning, the following is provided to give estimated tuition for the 2004-2005 academic year. Because tuition and fees are based on the extent of financial support provided by the state and the county in which the student lives, exact fees may not be determined until July prior to the beginning of the new academic year. Piedmont is anticipating that fees will not exceed the maximum amount indicated; however, a reduction of state financial support may force tuition to exceed the projected maximum. In-county students are those students who live in one of the following counties: Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda.

TUITION

In-County Rate	Minimum	Maximum
Per Credit Hour	$110	$123
Full-Time	$1,320	$1,476
Out-of-County		
Per Credit Hour	$128	
Full-Time	$1,536	
Out-of-State/International		
Per Credit Hour	$178	
Full-Time	$2,136	

SPECIAL FEES

Enrollment Fee: Non-refundable..$25
Technology Fee: Non-refundable............................$5 - Max. Fee $50
Graduation Fee:...$25
Late Fee: Non-refundable..$50
Audit Courses...$55 Per Credit Hr.
Credit By Examination...$60

Additional special fees will be charged for health science and human services programs. Special fees may be charged to cover instructional expenses for various courses. Please contact the Business Office for more information.

Fees will be posted on the college Web site at **www.ptc.edu**, at all Student Services Offices and County Centers as soon as fees are established. When registering for each semester, please inquire about the college fee schedule.

PAYMENT OF FEES

Full payment of fees is expected before the term begins. For your convenience, the college accepts cash, personal checks, Mastercard, Visa and Discover for payment of tuition and fees. A late fee of $55 will be charged to all students who pay once the term begins. Registration on accounts not paid in full by the payment deadline will be deleted. Future registrations will be blocked, and all grades will be held for any debt to the college. If a student fails to meet financial obligations to the college and the account is turned over to a collection agency or the S.C. Tax Commission, the student will be responsible for paying all collection fees involved.

RETURNED CHECKS

There will be a $25 service charge on all returned checks of $100 or less received by the college. Returned checks of more than $100 will have a $30 service charge accessed. Registration will be cancelled for any returned checks. The college will allow no more than two returned checks per student. After two returned checks, the college will accept only cash or Visa/Mastercard or Discover Card. **Maximum penalty by state statute will be imposed at all times.**

REFUNDS

Students or appropriate parties may receive a refund of tuition upon withdrawal or reduction of course loads for the portion of the reduction that is below 12 credit hours. **To receive a refund, students must submit a Change of Class Schedule form.** The date the form is turned into college personnel is the date on which the refund is based. Students are considered to be enrolled unless the student submits the Change of Class Schedule noting which classes are being dropped. Refunds will be made as follows:

7th calendar day of the term	100%
14th calendar day of the term	60%
21st calendar day of the term	40%

Mini-session refunding is prorated. Special refunding may apply to TeleWeb courses. Please see the Business Office for refund schedules. Refunds for official withdrawals will be processed as they occur and mailed on Thursday of the following week.

Change of Class Schedule forms can be picked up from the Student Records Office or your advisor's office on the Lex Walters Campus-Greenwood or from the county centers. The form does not require instructor signature.

This refund policy will apply to all students. Students receiving financial assistance should consult the Financial Aid Office before withdrawing to determine the impact of withdrawals on receiving assistance in future terms.

If you have any questions concerning this policy, please contact the Business Office at (864) 941-8322 or (864) 941-8321.

Veteran's Refunds

For certificate and diploma programs, the Veteran's Administration requires a refund of advance payments of tuition, fees and other charges paid under Title 38 when an eligible veteran fails to attend class, withdraws or drops before the completion of a course, subject to limitations set in VA Regulation 14254 (c) (13). This policy applies only to certificate and diploma programs.

RESIDENCY REQUIREMENTS

Regulations regarding the establishment of legal residency in South Carolina for tuition and fee purposes at Piedmont Technical College are governed by the South Carolina Code of Laws, Sections 59-112 to 59-112-100.

Following are the student residency classifications for tuition and fees at Piedmont Technical College:
In County (in seven-county service area)
Out of County (outside seven-county service area)
Out of State
International

A resident student for tuition and fee purposes is an independent person who has abandoned all prior domiciles and has been living in South Carolina continuously for at least 12 months immediately preceding the first day of classes of the term for which residency classification is being sought. This 12-month residency period does not start until the independent person begins to take steps to establish a permanent home in the state. Specific documentation will be required to support a change of residency. For dependent students and their families, the domicile of the provider (spouse, parent, guardian) for the same time period is considered in determining residency status.

Residency status is determined at the time of admission to the college. Further detailed information can be obtained from the Residency Classification for Tuition and Fee Purposes brochure. In this brochure, information is given regarding exclusions for tuition and fee purposes and certification of permanent residency status.

FINANCIAL AID

The Financial Aid staff at Piedmont Technical College is here to help you in obtaining financial aid. Applying for financial aid can be as easy as completing the Free Application for Federal Student Aid (known as the FAFSA) online and submitting it via the Internet at **www.fafsa.ed.gov.** The college has computers available for this service. Please contact the Financial Aid Office for more information on this service, application deadlines and for further information on the available programs. Additional information can be found on the College's Web site at **www.ptc.edu.**

All students are encouraged to complete the FAFSA. When completing the FAFSA, make sure to include Piedmont's Title IV School Code (003992).

Eligibility requirements for the federal and state programs are:
- have financial need as determined through the completion of the FAFSA
- have a high school diploma or a GED certificate on file with the college or meet ability to benefit standards
- be enrolled in an approved program of study
- be a US Citizen or an eligible non-citizen
- have a valid social security number and if male, register with Selective Service

- sign a statement on the FAFSA certifying that federal student aid will be used for educational purposes only
- certify no default on a federal student loan and that you have no debt on a federal student grant
- answer all required questions on the FAFSA
- meet all standards of the Financial Aid Satisfactory Academic Progress (SAP) policy.

Lottery Tuition Assistance (LTA) may be available to S.C. residents who meet the required eligibility criteria. The first step to participate in this program is to complete the FAFSA. In addition, an S.C. Grant/Scholarship Application will be required. The LTA award amounts may vary and are dependent upon funding sources. Students who receive LTA are required to maintain academic standards required by law.

LIFE Scholarship is the state scholarship program for S.C. residents who have graduated from S.C. high schools with a 3.0 GPA and meet all LIFE eligibility requirements. The S.C. Grant/Scholarship Application will be used to determine LIFE Scholarship recipients. The LIFE program criteria and funding is dependent upon pending legislation.

Federal Pell Grant – Grants can range from $400 to $4,050 per year for undergraduate students.

Federal Supplemental Educational Opportunity Grant (SEOG) – Awarded to students with exceptional financial need as determined by the FAFSA. Grants can range from $100 to $500 per year to students who maintain a 2.0 GPA.

Federal Work-Study Program – Students work for $6.00 per hour in a variety of jobs. The number of hours worked can vary from 5 to 20 hours per week. The America Reads Tutoring Program is available through the Work-Study Program. Applications are available in the Financial Aid Office.

S.C. Need-Based Grant – This is a state grant provided to assist students who are South Carolina residents to meet college costs. This grant ranges from $200 to $2000 per year (fall and spring semesters only). In addition to the FAFSA, the SC Grant/Scholarship Application will be required.

General Scholarships – Many scholarships are available to current students who have completed 12 credit hours in their majors with an acceptable GPA (Grade Point Average). Most scholarships are based on academic achievement and financial need. A list of all scholarships and the procedures for applying are listed in the **Student Handbook.**

A limited number of scholarships are available to high school seniors. Information regarding these scholarships, as well as the application deadline, is provided to every high school Guidance Counselor in Piedmont's seven-county region.

Federal Stafford Student Loan Program – Loans for educational expenses must be repaid with interest. Repayment begins six months after the student ceases to be enrolled on at least a half-time basis. This is a long-term, variable interest loan. Loan request forms are available at the Financial Aid Office and at the county centers.

Veteran's Educational Benefits – Piedmont is approved for all college-related veteran's educational programs for veterans, disabled veterans, dependents of deceased or totally disabled veterans, as well as active duty, active reservists and national guardsmen. Contact the Financial Aid Office for further information on these programs.

Other Funding Sources – The Workforce Investment Act (WIA) is a Federal workforce development program. The cornerstone of WIA is the One-Stop Workforce Center. The Workforce Center is a self-help computer lab where job seekers can research careers, search Internet job listings, type a resume and fax job applications. The center is open to all people of the community seeking employment.

Through the Workforce Investment Act, job seekers who need additional help to get jobs may also receive individualized career planning and employment search assistance at the Workforce Center. A limited number of job seekers may qualify for scholarships or on-the-job training through the Workforce Investment Act.

Educational Tax Credits – The Taxpayer Relief Act of 1997 included the Hope Scholarship and Lifetime Learning tax credits that may be used to reduce federal taxes. The Hope Scholarship Tax Credit is available to degree seeking students in the first two years of postsecondary education. If you are not eligible for the Hope Scholarship Tax Credit, you may be eligible for the Lifetime Learning Tax Credit. This tax credit is available to those who take at least one course to acquire or improve job skills. The actual amount of the tax credit depends upon family income and the amount of qualified tuition and fees paid. More information regarding these tax credits can be found at **www.irs.ustreas.gov.** In addition to these federal tax credits, a South Carolina tax credit is available. More information on the state tax credit can be found at **www.dor.state.sc.us.**

SATISFACTORY ACADEMIC PROGRESS

Introduction

All students receiving federal and state 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 federal and state financial aid are making measurable progress toward completion of degree, diploma or certificate programs in a reasonable period of time. Federal and state regulations prohibit the awarding of financial assistance beyond 150 percent of the published program length. The student's total academic record will be evaluated to make this determination.

As a recipient of federal or state financial aid, you have certain rights and responsibilities. Failure to fulfill your part of the agreement, as described, may result in the cancellation of your award, and you may have to repay any funds already received.

Financial Aid Programs under the Satisfactory Academic Progress Policy:

PELL Grant
Supplemental Educational Opportunity Grant (SEOG)
Stafford Student Loan
Federal Work-Study Program (FWS)
South Carolina Need-Based Grant (SCNB)

To Maintain Satisfactory Academic Progress, a student must:
- complete at least 67 percent of all hours attempted
- meet the required GPA outlined under the **Cumulative Grade Point Average** section of this policy and
- complete a program of study within the 150 percent of the allotted time frame. (i.e., a 32-hour program must be completed within 40 hours).

ACADEMIC ISSUES THAT WILL AFFECT SATISFACTORY ACADEMIC PROGRESS (SAP)

Course Repetitions, Withdrawals, Incomplete Courses, Carry-forwards and grades of NC and F

Students who receive federal or state financial aid must be aware that repeated courses and courses with grades of W, WF, I, CF, NC and F **will** be considered in assessing their progress toward completion. Courses with these grades are considered not completed. When a 'CF' or 'I' is changed to a grade, the student will need to notify the Financial Aid Office for re-evaluation of status if the student is on probation or suspension.

Students who do not satisfactorily complete at least 67 percent of attempted hours will no longer be eligible for federal or state assistance.

Developmental Studies

Financial Aid recipients may take a maximum of 30 credit hours in Developmental Studies course work, which consists of English, math and reading courses of 100 level or lower. These courses count toward hours attempted and will be considered in determining SAP.

Change of Major(s)

A student who changes majors is still responsible for maintaining satisfactory academic progress. A student changing from one program into a different program with fewer total required credit hours may lose federal and state eligibility immediately upon making this change. While considering a change in major, a student should consult the Financial Aid Office to discuss the effect of a change on satisfactory academic progress. Federal and state regulations prohibit the awarding of financial assistance beyond 150 percent of the published program length.

Returning Students' Academic Records

The federal government requires the Financial Aid Office to track students' academic progress from the **first** date of enrollment, whether or not financial aid was received. Students returning to the college after a break in enrollment should consult the Financial Aid Office on how their college history will effect their eligibility for financial aid. Any student not meeting a standard will be subject to suspension of all financial aid.

Fresh Start Program

Students approved for the Fresh Start Program (see page 33) should be aware that financial aid requirements regarding prior attendance and cumulative eligibility must be considered from the **first** date of enrollment. Federal regulations prohibit the awarding of financial assistance beyond 150 percent of the published program length.

Standards of Satisfactory Academic Progress

The Financial Aid Office monitors the satisfactory academic progress of all financial aid recipients by reviewing a student's total academic record after grades are posted at the end of each semester. To meet eligibility requirements, students enrolled in regular curriculum classes pursuing degrees, diplomas or certificates are monitored in each of the three standards. Failure to meet any one of these standards may result in the loss of aid for subsequent semester.

I. Cumulative Completion Rate

Financial aid recipients are required to earn at least 67 percent of credit hours attempted. The completion rate is derived by dividing the cumulative hours earned by the cumulative hours attempted.

Courses with grades of F, W, WF, NC, CF and I are counted in the hours attempted. Hours earned are hours which are completed for which a student receives a passing grade. Hours attempted are hours for which a student registers at the beginning of the semester, withdraws from or does not receive a passing grade.

II. Cumulative Grade Point Average

Financial aid recipients are required to have earned the following minimum cumulative GPAs:

Cumulative Credit Hours Attempted	Minimum Cumulative GPA
0 - 13	1.40
14 - 27	1.55
28 - 40	1.80
41 - 47	1.95
48 and above	2.0

All other federal and state programs require a 2.0 GPA.

III. Length of Eligibility

Pell Grant recipients may be eligible for assistance until they have attempted up to 150 percent of the semester hours required for the programs of study in which they are enrolled. Financial Aid cannot be awarded for an additional program of study until the requirements for the current program of study are complete.

Students will not be eligible for the Pell Grant once they have attempted a total of 180 credit hours. (150 percent of what is required to earn a bachelor's degree at most four-year institutions)

Probation

Following a review of the student's academic record, if a student does not meet the Standards of Satisfactory Academic Progress, the student will be placed on probation during the next term in which they enroll at the college. Students will be notified by mail that their financial aid eligibility is in a probationary status. Students who are placed on probation will be reviewed at the end of the probationary term enrolled. Students who fail to meet the Standards of Satisfactory Academic Progress at the end of the probationary term enrolled will be placed on suspension and will lose federal and state aid eligibility.

Suspension - Declaration of Ineligibility

Following a review of students on probation, students who still are not meeting the Standards for Satisfactory Academic Progress will be placed on suspension. A letter will be sent notifying the student of their ineligibility for federal or state funds along with an appeal form. Awards will be cancelled upon being placed on suspension.

Returning students who did not meet the Standards of Satisfactory Academic Progress in their previous enrollment with Piedmont may be placed on suspension upon their return to the college.

To request consideration for receiving federal or state assistance during the next term of enrollment, a student will need to submit an appeal form to the Financial Aid Office by the deadline. Only non-campus based aid will be considered for reinstatement should an appeal be approved. Non-campus based aid includes the PELL Grant and the Stafford Student Loan. SEOG, Federal Work-Study and the SCNB grant will be cancelled for all students placed on suspension. Because of the limited funding in these programs, once aid is cancelled, the Financial Aid Office cannot guarantee that funds will be available in the following semester if students are removed from suspension.

Once a student in suspended status meets all Standards for Satisfactory Academic Progress, the student will be removed from suspension; however, if any one of the standards is not met in subsequent terms, the student will be placed on suspension again.

Appeal of Financial Aid Ineligibility

1. A student on financial aid suspension may appeal by completion of the appeal form indicating reasons why he or she did not achieve minimum academic standards. Each appeal will be considered on its merit and will not set precedent for future appeals. Acceptable reasons are: personal illness, death or serious illness of an immediate family member, employment changes, divorce or separation in the student's immediate family, poor judgment or immaturity (limited to one appeal). Previous medical history cannot be used for more than one semester. The student must provide documentation supporting the appeal.

2. All appeals received for an upcoming semester must be received no later than 5 p.m. on the last day to register for that semester. Appeals received after that date will be held until the end of the semester. Approvals will apply toward the upcoming semester.

3. The student will be advised in writing of the decision. Appeals must be complete and all supporting documentation attached. Incomplete appeals will be placed in the student's file and will not be reviewed. It is the student's responsibility to submit **all** documentation by the published deadline.

4. Any student who is reinstated with "stipulations" is required to meet all criteria in order to have continued eligibility for federal or state financial aid. Should the student fail to meet these stipulations, he or she will remain on suspension, and aid will not be reinstated. The student may request to meet with the director of Financial Aid to request review of the stipulations set.

Reestablishing Eligibility for Financial Aid

A student will remain on suspension until all three Standards of Satisfactory Academic Progress are met. Once on suspension, a student must appeal each semester in order to reestablish eligibility for federal student aid. Students will not receive reminders that they are on suspension. It is the student's responsibility to appeal each semester by the published deadline. At the time the student meets all Standards of Satisfactory Academic Progress, he or she should contact the Financial Aid Office for reinstatement of aid.

FINANCIAL EARNED AID POLICY

Based on the Reauthorization Act of 1998, if a recipient of Title IV aid completely withdraws during a payment period (or a period of enrollment), the institution must calculate the amount of Title IV aid that was not earned. Aid considered to be unearned must be returned to the Title IV programs. This return of aid may result in the student's debt to the college and the Department of Education. A student must be enrolled in at least 60 percent of the term to be considered to have earned the aid awarded. Please see the Financial Aid Office for details.

GRADING POLICY

Grade Appeals

If a student feels that he/she has grounds for challenging a grade, the appeal must take place within one calendar year of grade issuance. A grade cannot be contested after a year has passed.

Mid-term Grading

At the mid-point of each term, a mid-term grade for each student will be assigned by the instructor. The following grade designations will be used:

> S = Satisfactory
> M = Marginal
> U = Unsatisfactory
> W = Withdrawal

*Students can access their mid-term grades through Campus Pipeline after grades are posted. Academic advisors and counselors monitor mid-term grades to provide assistance in improving students' grade performance.

Final Grading

At the end of each term, letter grades are given in all courses to indicate the quality of work done by the student.

A = 94-100	Excellent—4 grade points per term hour.
B = 85- 93	Above average—3 grade points per term hour.
C = 75- 84	Average—2 grade points per term hour.
D = 70- 74	Passing—1 grade point per term hour.
F = 69- 0	Failure—no grade points.
AU	Audit—assigned when a student has enrolled in a course for audit purposes. (No credit awarded).
CF	Carry Forward–awarded only for a course that is scheduled across terms such as self-paced, distance learning, or, where applicable, independent study. No credit or grade points are earned at the time of grading. The "CF" grade must be replaced by a permanent grade when the course is completed. After a period of 20 weeks, the "CF" will convert to an "F" grade if not completed.
E	Exempt—indicates a course was exempted by the student. Specific codes for the appropriate types of exemption are: •EA = Exemption—Technical Advanced Placement (TAP) High School Articulation •EC = Exemption—College credit over 10 years old •EE = Exemption—Examination •EL = Exemption—Life Experience •EM = Exemption—Military •EP = Exemption—Advanced Credit (AP exams, CLEP)
I	A small part of the term's work remains undone. The student is allowed 30 school days to remove the incomplete grade; otherwise, the "I" is changed to an "F."
NC	No credit—student has made satisfactory progress in a developmental course but needs to re-enroll to complete the course.

				Transfer—awarded for allowable equivalent credits earned at other colleges or universities.

TR   Transfer—awarded for allowable equivalent credits earned at other colleges or universities.

S   Satisfactory—indicates an acceptable level of performance in a Continuing Education course.

U   Unsatisfactory—denotes failure to attain an acceptable level of achievement in a Continuing Education course.

W   Withdrew—awarded under following circumstances:
- Student-initiated withdrawal prior to mid-term if student follows official procedure (use Change of Class Schedule form to withdraw from a class).
- Faculty-initiated withdrawal after mid-term if student is in good standing.

WF   Withdrew Failing—awarded under the following circumstance:
- Withdrawal after mid-term if student is not in good standing.

At the end of the term, grade point averages (GPAs) are computed for the academic work completed for that term and for the cumulative academic work completed while at Piedmont. Unless a course is repeated, the grade point average is determined by dividing the total number of grade points earned by the number of term hours attempted as shown in the example following. When a course is repeated, the highest grade earned will be used in computing the cumulative grade point average. The student's record, however, will continue to carry the original grade awarded, but it will not be calculated into the GPA.

EXAMPLE:

		Hrs. Att.	Grade	Grade Value	Total Quality Points
MAT 110	College Algebra	3.0	A	4	12.0
ENG 101	English Composition I	3.0	B	3	9.0
BIO 101	Biological Science I	4.0	D	1	4.0
PSY 103	Human Relations	3.0	C	2	6.0
		13.0			31.0

31.0 total quality points ÷ 13.0 hours

GPA = 2.38

ACCEPTANCE OF CREDIT AND AWARDING OF ADVANCED STANDING

Piedmont endorses the concept that college-level learning may occur in a variety of settings. As a result, the college welcomes the opportunity to accept credits transferred from other regionally-accredited institutions and actively seeks ways to validate learning gained by nontraditional or extra-institutional methods. Validation of the currency of instructional content represented by transfer credit is a right which the college reserves. The following sources of credit and advanced standing represent not an exclusive listing, but rather an identification of some approaches to which the college is open.

Transfer Students

Piedmont Technical College will accept and give credit for work completed in other colleges and universities. Applicants seeking such credit should complete the regular application form and submit it with a transcript of all work from the schools previously attended. All rules regulating the transfer of credit must be met, and acceptance of such credit will be at the discretion of the registrar and the appropriate department head. The following criteria are observed:

1. Subjects being transferred must closely parallel subjects being offered by Piedmont.

2. In order to transfer credit, a grade of "C" or better must have been made on the subject.

3. At least one-fourth of credits toward graduation must be earned at Piedmont.

4. Transfer credit will not be included in the computation of the student's grade point average at Piedmont.

5. Credit for a subject must show on official transcript from the granting institution, and a copy of this transcript must be on file at Piedmont Technical College.

6. Credit given in transfer will be approved in writing and filed in the student's folder.

7. Transfer students are not required to take the placement test if valid transfer credits are awarded in English and math.

8. Acceptance of transfer credit is awarded by the registrar and is based on a combination of length of time and course content, as established by academic department heads.

Technical Advanced Placement (TAP)

Area high school students may receive appropriate advanced credit at Piedmont Technical College for courses completed while in high school. Courses taken must closely correspond to courses offered at the college. The process of exemption is accomplished through an articulation agreement among the high schools and Piedmont Technical College.

The procedure to receive TAP credit is as follows: While still enrolled in high school, the student should request a TAP credit form from his or her teacher. The teacher assesses whether the student has developed competencies required for the course. If the student qualifies for exemption, the teacher completes a recommendation form and sends it to the registrar at Piedmont. The registrar sends the student a credit voucher indicating that the credit has been awarded and will be held for up to 15 months. When the student enrolls at Piedmont, the TAP credit voucher should be presented to the registrar during the registration process. Exemption credit is then posted to the student's academic transcript. This process allows students to earn college credit for classes already completed at the high school level without duplication of course content.

CLEP

Piedmont will consider awarding credit for successful completion of any of the CLEP (College Level Examination Program) subject area examinations. Score recommendations of the Council on College Level Services will be used in determining credit to be awarded. CLEP is a program of the College Entrance Examination Board.

PEP

The college also considers awarding credit to applicants who successfully complete one or more examinations under the PEP (Proficiency Examination Program) offered by the American College Testing service (ACT).

Advanced Placement Examinations

The Advanced Placement Examination Program of the College Entrance Examination Board is accepted by Piedmont. Students who take college-level courses in high school and perform well on Advanced Placement Examinations may be granted credit in the following courses:

- American History
- Art History
- Biology
- Chemistry
- Computer Science
- Economics
- English Language and Composition
- Math: Calculus AB and BC
- Microeconomics
- Music Listening and Literature
- Physics B
- Physics C: Electricity and Magnetism
- Physics C: Mechanics
- Political Science (American & Comprehensive)

- French
- German
- Macroeconomics
- Psychology
- Spanish

Armed Forces Training

It is the policy of Piedmont to award credit for training experiences in the Armed Services. Such experiences must be certified by the American Council on Education (identified in the Council's publication, **Guide to the Evaluation of Educational Experiences in the Armed Services)**. Credit will be given on the basis of individual evaluation by the curriculum department head. Creditable military experience must closely correspond to courses in the Piedmont curriculum for which the student is applying.

Exemption Credit and Nontraditional Learning

Students may try to exempt many Piedmont courses by demonstrating through mastery of written and/or performance tests that they are already competent in the course's content. The registrar or relevant curriculum department head can provide information as to which courses have exemption tests. The cost of a Credit by Exam is $55. The credits awarded will not count in the term enrolled hours, but will count toward cumulative hours. Applicants with appropriate life experience, corporate courses or other relevant background may also request consideration for credit at no charge by contacting the registrar.

ACADEMIC FRESH START

This program is offered to allow a student who may have done poorly in a previous attempt at college to gain a "fresh start." Students who were not enrolled in any post-secondary institution for a period of five years or more may petition for Academic Fresh Start. Under this program, **all** Piedmont Technical College credit earned prior to the granting of Academic Fresh Start will be eliminated from the computation of the student's grade point average and may never be used toward graduation at Piedmont Technical College. Students should see the registrar for more details about this program. For financial assistance, the federal government requires a student's academic progress to be tracked from the first date of enrollment, whether or not financial aid was received. Please refer to the Academic Standards of Progress for Financial Aid Eligibility Policy for further information.

AUDITING OF COURSES

A student who desires to attend classes regularly but does not wish to take examinations or receive credit may register as an auditor. A record of classes attended will be maintained. No credit is awarded for such courses and cannot be granted at a later date. A student enrolled in a course for credit cannot change to audit after the add/drop period. The participation of auditors in class discussions or examinations is optional with the instructor. Students are expected to pay $50 per credit hour to enroll and attend classes regularly.

Federal regulations will not allow students to receive financial aid for courses being audited.

ACADEMIC HONORS

President's List

The President's List will be published each term to recognize full-time students who have earned term GPA of 4.00. These students will receive a certificate of achievement signed by the college president.

Dean's List

The Dean's List will be published each term naming students who are attending full-time and have earned term GPAs of 3.75 or better.

Merit List

The Merit List will be published each term to recognize students who are attending part-time and have earned term GPAs of 3.75 or better.

HONOR SOCIETIES

Phi Theta Kappa is the international organization of two-year college scholars formed to honor the scholastic achievements. Students qualify for membership in the Piedmont Technical College chapter, Omega Chi, according to the following criteria:

1. Students must have accumulated at least 12 credit hours as degree students after one term with 4.0 GPAs, or 3.5 Cumulative GPAs after two consecutive terms.
2. As eligibility for membership is determined, a student's grades on all work in the degree he or she is presently pursuing must be considered.

The national honor society for psychology in two-year colleges, **Psi Beta** is designed for students enrolled in two or more psychology courses with "B" averages (3.00 GPAs) or higher.

The honor society for Associate Degree Nursing students or graduates, **Lambda Chi Nu** was created for students who have earned grade point averages of at least 3.50. This honor society was formed to honor outstanding academic achievement, professionalism and clinical nursing excellence.

Tau Alpha Pi is open to engineering technology students and graduates who achieve high academic standards. Members are involved in campus and community activities and are working to build a network with local business professionals.

Alpha Delta Omega is a national honor society for Human Services students with a 3.0 Grade Point Average.

Lambda Delta Society is a national honor society for Respiratory Care. Students mus be in the top 25 percent of their class to become members.

ACADEMIC PROBATION

At the end of each term, all student records are evaluated. In order to continue as a full-time student, the following will apply:

Total term Hours Carried	Minimum Technology GPA to Remain in Full-Time Attendance
0 - 13	1.40
14 - 27	1.55
28 - 40	1.80
41 - 47	1.95
48 and above	2.00

A student who does not earn the minimum technology grade point average in relation to the total number of credit hours attempted (scale shown above) will be placed on academic probation. The student will be notified by the registrar. The student will meet with the registrar, who will calculate the required grades necessary to lift probation. (An AP Contract Agreement will be completed.) In addition, the student will meet with the AP counselor to determine a course of action that will facilitate an improvement in performance. Among the options that may be considered are a reduction of course load, participation in an academic success group, development of study skills, procurement of tutorial services and withdrawal from extracurricular activities.

In the event that a student is placed on a second probationary term, he or she will be considered in suspension status. The student must then meet with the AP counselor and curriculum department head to agree on a standard of progress for the current term. (An AP Contract Agreement will be completed.) If the student meets the conditions of the AP Contract Agreement, registration for the following term will be approved. If the student fails to meet the conditions of the agreement, the student will be suspended. If there are extenuating circumstances, a special committee will be called to decide on suspension, continuance with a reduced load or full continuance. The committee will be comprised of division dean, counselor, faculty advisor and any other faculty member who may have an interest in the case.

If a student is suspended for academic reasons, he or she will be eligible to reapply for admissions after a minimum of one term of suspension. The student must, however, confer with the AP counselor or the registrar during the re-admission process. A student who re-enters the curriculum in which he or she was previously enrolled will remain on academic probation.

When a student re-enters in a different curriculum, the student also remains on academic probation. In this case, however, the student's academic progress will be judged by the grade point average (GPA) in the new curriculum only. Failure to achieve an acceptable grade point average after re-admission makes the student subject to dismissal again.

When a student is suspended from the college, all financial aid and veteran's benefits are automatically terminated. When a student is placed on academic suspension from the college, all financial aid and veteran's benefits are automatically suspended. If the student is allowed to continue enrollment after two probationary terms, the student will be allowed to appeal financial aid status for possible reinstatement of financial assistance.

CHANGE OF SCHEDULE/STUDENT INFORMATION

Adding/Dropping/Withdrawing from Class

A change of schedule after enrollment can be accomplished by completing the Change of Class Schedule form. (It is recommended that students consult their academic advisors before changing their schedules or withdrawing from a course).

Change of status will affect Title IV eligibility. Contact the Financial Aid Office to determine earned aid and future eligibility. Questions concerning refunding should be directed to the Business Office.

Adding and dropping courses must be completed on the Change of Class Schedule form prior to the end of the add/drop period. (See academic calendar on page 3). Dropped courses during this period do not appear on the student's transcript.

Withdrawing from classes after the add/drop period is completed on the same form, Change of Class Schedule. The student may report withdrawal through mid-term (see academic calendar). A grade of "W" will be awarded through mid-term. After mid-term, withdrawals will be reported by the instructor on the final grade roster. Instructors must use their discretion to distinguish between a "W" grade (student in good standing) and a "WF" grade (student not in good standing). The "WF" grade is calculated into the GPA as a punitive grade.

After completion of the Change of Class Schedule form, it must be submitted to the Student Records Office for processing.

Student Information Changes

Any student who wishes to change his or her name, address, telephone number, curriculum or correct his or her social security number should complete the appropriate forms in the Student Records Office or in any county center. Forms may also be obtained from the assigned advisor.

Student Loading

No student may carry more than 18 credit hours unless required by curriculum configuration. Any exception to this policy requires approval of the appropriate department head/program coordinator and division dean. The maximum that any student may take is 21 credit hours. Any exception to this maximum must be approved by the Executive Vice President, Chief Educational Officer.

GRADUATION

Requirements for Graduation

All candidates for associate's degrees, diplomas or certificates must meet the following requirements:
1. Petition for an associate's degree, diploma or certificate filed with the registrar. This application for graduation must be completed at the beginning of the student's last term of attendance.
2. Satisfactory completion of all subjects specified by the curriculum outline in effect as of the student's enrollment. If the student drops out for more than one year, he or she must satisfy the catalog requirements in effect as of his or her re-enrollment date. (Substitutions for specified courses may be made by the department head.)
3. At least one-fourth of total accumulated credits must have been earned at Piedmont.
4. The student must have an overall grade point average of 2.00 or higher.

A Special Note to Students:

Students must earn between 60 and 89 credit hours to graduate with an associate's degree, between 42 and 54 credit hours for diploma programs and between 9 and 39 credit hours for certificate programs. To graduate in two (2) years, a full-time student needs to complete four (4) to six (6) courses per term and three (3) to four (4) courses during the summer term. Students who complete fewer courses per term may not graduate at the scheduled time. Only students completing 30-hour or more in certificate, diploma or degree programs are eligible to march in graduation.

Course Substitution

Curriculum department heads have the right to authorize course substitutions for those prescribed in the standard course outlines. Such substitutions may be necessary because:
- term to term conversion required course numbers to change
- content of another course is deemed equivalent
- curriculum department head determines that it will meet the student's educational objective

Transfer Back/Degree Completion Option

The Transfer Back/Degree Completion Option is available to students who will transfer to another college before completing degrees, diplomas or certificates at Piedmont Technical College. Participants can transfer appropriate credits back to PTC to complete their programs of study and graduate. See the registrar or your academic advisor for program details.

Graduation Honors

Students who graduate from 30 hour or more certificate, diploma or degree programs with cumulative technology GPAs within the scale listed on the following page will be honored during commencement exercises. All honor graduates will wear the gold tassel, will have an honor seal affixed to their diplomas and will have their honor designation printed in the graduation bulletin. The student earning the highest GPA from each of the seven counties of Piedmont's service area will also be

presented a County Award plaque to honor his or her accomplishment. Only students receiving diplomas and associate's degrees are eligible for the county awards.

The honor designations for graduation are:

Cumulative Technology GPA

3.50 - 3.74	Honors (Cum Laude)
3.75 - 3.99	High Honors (Magna Cum Laude)
4.00	Highest Honors (Summa Cum Laude)

STUDENT RECORDS

Transcripts

Transcripts will be furnished to other colleges, agencies or to the student only upon receipt of a written request from the student. Request forms can be obtained in the Student Records Office, county center offices or on the college Web site. The student may also mail or fax the request for transcript. (The Student Records Fax number is (864) 941-8566). Transcripts will not be issued if student has any debt to the college.

The transcript fees: $3 - issued directly to student; $5 - mailed; $10 - FAXED.

Security of Student Records

The privacy and confidentiality of all current and former student records shall be preserved at Piedmont. Student records are maintained and safeguarded by the Student Development Division. Each student has the right to inspect and challenge the accuracy of his/her records.

Only the student may view his or her record or request in writing any issuance of the record. If other individuals wish to review or receive copies of a student's record, they must have the student's written permission to view or receive a copy. Parents or guardians may, upon validating that student is a dependent, view or receive a copy of the student's record.

I. Methods of Furnishing Student Records Information

The following are exempted from the requirement of written student permission:

1. Other school officials who have legitimate educational interest.
2. Authorized representatives of the Comptroller General, administrative head of an educational agency or state education auditors.
3. Judicial representatives in compliance to a subpoena or law enforcement order. (A copy of this order would be placed in the student's record with date of issuance posted.)
4. Agency representatives in connection with a student application for a receipt of financial aid.

Separate files are maintained for records in the following categories: (1) academic, (2) disciplinary, (3) counseling, (4) financial aid and (5) placement. When justified by legitimate law enforcement needs, the campus public safety office may maintain confidential records relating primarily to its investigative function.

II. Furnishing Student Records Information

Piedmont Technical College is mandated by the 1974 Buckley Amendment, Family Education and Rights to Privacy Act, Public Law 93-380, to guarantee each student's academic privacy. The following procedures are in place to assure compliance with the Rights to Privacy Act.

1. Transcripts and enrollment verifications will be issued **only** by Student Records personnel.
2. Information that **may** be issued to an inquirer either in person or over the telephone:
   a. enrollment status
   b. attendance dates
   c. curriculum
   d. graduation status
   e. location of classes (if legitimate reasons are demonstrated)
3. Information that **cannot** be issued to anyone over the telephone (including the student):
   a. Social Security number
   b. grades
   c. GPA
   d. AP status
   e. telephone number*
   f. address
   *Issued only with approval of the Vice President for Student Development.

The information listed in number three cannot be issued to parents, friends, brothers/sisters, etc., either in person or over the telephone. (Parents who can provide documentation that the student is claimed as a dependent may have access to this information.) A signed Request Authorization must be obtained to authorize release of this information to anyone. The release of restricted information will be the responsibility of Student Records staff so that proper documentation can be maintained.

ATTENDANCE POLICY

It is the philosophy of Piedmont Technical College that student-instructor and student-student interactions are critical to bringing about student learning. Such interactions allow students to develop competencies in the skills and knowledge of the particular course subject, work ethic and interpersonal skills. It is important, therefore, that students regularly participate in class sessions. Unless there are circumstances beyond the control of an individual student that prevent him or her from attending a class session, each student should attend all class sessions of a course.

Recognizing that situations may arise to prevent such attendance, however, students may be absent for no more than ten percent of class meetings for unavoidable absences and no more than an additional five percent of class meetings for avoidable absences. In extreme circumstances, students may be absent for a length of time mutually agreed upon between the instructor and the student that exceeds this percentage of class meetings. Attendance for less than a full class period may be counted as one-third of an absence.

The college's attendance policy and specific procedures may be found on Piedmont Technical College's Web page. In addition, the syllabus of every course states the attendance requirements, make-up policy and procedures.

Special Note on Attendance Policy for Veterans

Veterans and other students eligible for assistance under the G.I. Bill are subject to the attendance policy described above. Veterans should be aware of specific attendance policies.

TIME COMMITMENT

The full-time schedule requires 18 to 30 hours per week of classroom and laboratory work. An average of 18 to 20 hours per week must be

devoted to outside study; thus, students should anticipate a time commitment of an average of 45 hours per week in their studies. Students should not attempt to maintain full-time employment while carrying a full academic load. No student may carry more than 18 credits per term without permission from the appropriate department head and division dean.

LATE INSTRUCTOR POLICY

We do not expect faculty to be late. In the event of an emergency, however, if an instructor is late in arriving for class, students should wait at least 15 minutes from the assigned start time before signing a roll and leaving. After the first five minutes, one student from the class should inform the department head, division secretary, counseling office or evening administrator. It may be possible to provide alternative instruction if the authorities are informed in time, and we would like to be able to provide instruction for every scheduled session.

TRANSFER OPPORTUNITIES

The Commission on Higher Education for the State of South Carolina coordinates post-secondary education in public-supported institutions, including policies and procedures for students and their course credits transferring among these institutions. The Commission's policies and procedures and Piedmont's transfer information follow. For more information regarding transfer, students may access on the Internet the Commission's home page at **http://www.che.sc.gov/web/academic/ transfer/regs.htm** or Piedmont Technical College's home page at **www.ptc.edu.**

General Information

Piedmont Technical College's transfer opportunities can be the first step toward a four-year degree. The college strives to make transfer to a four-year university or college an attractive and barrier-free option for graduates.

The college offers two-year associate's degrees in arts and science that allow students to smoothly transfer to all public universities in the state as well as many private colleges. The section on Arts and Science Curricula contains more information on these transfer opportunities. Special transfer opportunities are also available for students entering the business, engineering technology, criminal justice, commercial art, nursing and human services programs. Information on these opportunities is briefly summarized in this section, as well as in each program's narrative section in the catalog. Piedmont has established joint admission programs with Lander University, Newberry College and USC-Aiken. Information on these programs is also contained in this section. Students wishing to transfer to senior institutions after completing their degrees at Piedmont should indicate this desire to their academic advisors in order to receive appropriate advisement. It is the student's responsibility to obtain a catalog from the four-year college or university that he or she plans to attend and to review the transfer policies of that institution. Students should also review the degree requirements carefully for the major they intend to complete at the senior institution. All four-year public senior institutions in South Carolina have transfer course equivalence guides for transfer students to use when scheduling courses from a technical college. These guides may be obtained directly from the senior institution, from the senior institution's Web site, or from Piedmont's transfer coordinator.

The Transfer Coordinator at Piedmont Technical College is located on the Lex Walters Campus-Greenwood. The transfer coordinator's role is to assist all students and academic advisors with transfer questions and concerns.

Coordinated Transfer Program and other Educational Partnership

To enhance transfer opportunities for students, the college has established special transfer agreements with several senior public and private institutions. These agreements are described below:

A. Joint Admissions and Parallel Advisement Programs

The Joint Admissions Programs allow students to be jointly enrolled at Piedmont Technical College and Lander University or Newberry College. The Parallel Advisement Program with USC-Aiken allows students to receive parallel advisement from advisors at USC-Aiken while completing their associate's degrees at Piedmont Technical College. Students in these programs must meet Piedmont's admission requirements and the transfer requirements of the senior institutions. These programs allow students to complete two-year associate's degrees at Piedmont and transfer smoothly to Lander University, Newberry College or USC-Aiken to obtain baccalaureate degrees. The main benefits of these programs include one admission fee (Piedmont's), free transcripts from Piedmont to the senior institution, coordinated advisement between Piedmont and the senior institutions, opportunities to take courses at the senior institutions while enrolled at Piedmont and other institutionally-coordinated opportunities. Students wishing to enroll in one of these Joint Admissions Programs should inform their academic advisors upon admission to Piedmont or contact Piedmont's Transfer Coordinator. Financial aid recipients should contact the Financial Aid Office to determine eligibility while enrolled in a joint program.

B. Specific Program Transfer Opportunities

Piedmont offers program transfer opportunities with many institutions in the state. These opportunities are briefly described below and on the following pages. For more information, contact the department head or program coordinator listed in the catalog directory for the specific program at Piedmont. Students who are considering transferring to a senior baccalaureate-granting university or college in South Carolina from an applied associate's degree program at PTC should alert their academic advisors and inquire about course substitutions that are approved for transfer in their programs. ENG 101: English Composition I, ENG 102: English Composition II, and PSY 201: Introduction to Psychology are usually valid substitutions for English and psychology requirements in most applied programs and these courses will transfer to all senior public universities or colleges in South Carolina. A complete list of all technical college courses transferable to public senior institutions in South Carolina appears on page 25 in the catalog.

Electronic/Mechanical Engineering Technology

Electronic Engineering Technology or Mechanical Engineering Technology graduates may transfer directly into South Carolina State University's bachelor of science degree program in Engineering Technology or Mechanical Engineering Technology. Students can complete S.C. State's B.S. E.E.T. or B.S. M.E.T. during the evenings on the Piedmont Technical College campus.

Engineering Technology/Industrial Technology/General Technology

Piedmont graduates of Electronic Engineering Technology, Industrial Technology or General Technology may transfer directly into Lander University's Interdisciplinary Studies program (IDS) and earn bachelor's degrees.

Commercial Art
Graduates of Commercial Art and General Studies may transfer directly into Lander University's Visual Arts program to earn bachelor's degrees.

Business/Computer Technology
Students earning degrees in Business or Computer Technology can transfer to Lander University, Limestone College or Southern Wesleyan University.

Criminal Justice/Human Services
Students earning public service degrees with majors either in Criminal Justice or Human Services may transfer smoothly into Limestone's B.A. in Social Work or B.A. in Counseling and Human Services or S.C. State's Bachelor of Social Work.

Nursing (ADN)
Students earning associate's degrees in health science with majors in Nursing (ADN) can transfer into bachelor's degree nursing or other health-related degree programs at Lander University, University of South Carolina at Aiken, University of South Carolina at Spartanburg's Mary Black School of Nursing and Medical University of South Carolina (MUSC).

Additional Transfer Opportunities

Clemson University
Associate's degree graduates in Business and Information Technology, Computer Technology, Engineering Technology, Health Science, Industrial Technology or Public Service who complete their degrees with GPAs of 2.5 or higher may apply for transfer admission to Clemson University in Technology and Human Resource Development as majors in the Customized Training and Development option of the Bachelor of Science in Technology and Human Resource Development degree program.

Franklin University
Piedmont Technical College has become a member of a Community College Alliance program with Franklin University. The Alliance offers seven Bachelor of Science degree completion programs online in Business Administration, Computer Science, Digital Communication, Health Care Management, Management Information Sciences, Public Safety Management, Management Information Sciences, Public Safety Management and Applied Management. This program accepts Piedmont Technical College's entire associate's degree and then allows students to take core courses at Piedmont, leaving final classes to be taken online through Franklin University.

Students are encouraged to consult the catalog or contact the admissions office of the senior institution where they wish to transfer for specific information and to learn of transfer opportunities that may exist with two-year colleges.

C. Articulated Programs with Greenville Technical College
One Plus One (1+1) sequential programs with Greenville Technical College are available in the Physical Therapy Assistant, Dental Hygiene, Health Information Management and Occupational Therapy Assistant programs during fall and spring terms. Course work for these programs is divided into two portions. The first year includes all general education and related course requirements. These courses can be taken at Piedmont Technical College. Upon successful completion of the first year, attending career talk at Greenville Technical College and meeting observational requirements, students are eligible to apply for Phase II of the program, which includes all major courses. Phase II is taught at Greenville Technical College.

D. TECH PREP
The Piedmont Area Consortium for Tech Prep, a business-education partnership, includes the 10 school districts in Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda counties, area business and industry leaders and Piedmont Technical College. The consortium is a collaborative effort to implement preparation for technology programs of study in area schools, providing linkages to area employers and to post- secondary programs of study. New developments in technology are rapidly changing the work place. Tech Prep combines a strong secondary and post-secondary education to prepare students for mid- and high-level technology careers in the 21st century. Students completing a strong academic and technical program will be well prepared to enter full-time employment or pursue postsecondary education options.

CHE State 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, shall develop better articulation of associate's 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 for 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 all 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, shall 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 follow. Unless otherwise stated, these procedures shall become effective immediately upon approval by the Commission and shall be fully implemented, unless otherwise stated, by September 1, 1997.

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 (see list of 86 transferrable courses on page 25) shall be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it shall identify comparable courses or course categories for acceptance of general education courses on the statewide list.

Admissions Criteria, Course Grades, GPA's, Validations

2. All four-year public institutions shall 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 course work taken elsewhere, for course work repeated because of failure, for course work 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' GPA's for transfer admission. Such procedures shall describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they shall also describe whether all course work taken prior to transfer or just course work 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 Office(s) personnel together with telephone and FAX numbers and office addresses.
   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 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 of hours required to be earned at the institution for the degree.

3. Course work (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable if the student has completed the course work with a grade of "C" (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.
   a. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPA's) higher than 2.0 on a 4.0 scale shall 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 shall certify by letter to the Commission that all course work 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 of its other campuses.

4. Any course work (individual courses, transfer blocks, statewide agreements) covered within these procedures shall 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 structure, notwithstanding any institutional or system policy, procedure or regulation to the contrary.

Transfer Blocks, Statewide Agreements, Completion of the AA/AS Degree

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall 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 semester hours
   - Business Administration: Established curriculum block of 46-51 semester hours
   - Engineering Technology: 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 course work.
   - Nursing: By statewide agreement, at least 60 semester hours shall be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate's degree program in nursing (ADN), 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 a currently licensed Registered Nurse. Refer inquiries to the dean of nursing at each four-year university and program chair at each two-year institution. (NOTE: For complete information about these statewide transfer blocks, see the Transfer Opportunities linke located at **www.ptc.edu**.)

6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above shall either create its own transfer block of 35 or more credit hours with the approval of CHE staff or shall adopt either the Arts/Social Science/Humanities or the Science/Mathematics block by September 1996. The institution at which such program is located shall inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision. Clemson University maintains transfer blocks for the following baccalaureate majors that are unique in South Carolina: Landscape

Architecture, Construction Science and Management, Fine Arts, Design (B.S. and B.A.), Graphics Communications, Textile Chemistry, Textile Science and Textile Management. Contact the Director of Admissions at Clemson for complete information on each of these blocks.)

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 course work found in either the Arts, Humanities and Social Sciences Transfer Block or the Science and Mathematics Transfer Block shall 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 course work among two- and four-year institutions. For copies of this document, contact the Division of Academic Affairs and Student Services at the Commission on Higher Education at (803) 737-2245.

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. For copies of this document, contact the Division of Academic Affairs and Student Services at the Commission on Higher Education at (803) 737-2245.

Assurance of Quality

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institutions course work for transfer purposes shall be evaluated and appropriate measures shall be taken to reassure that the quality of the course work has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review shall 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 shall print and distribute copies of these procedures upon their acceptance by the Commission. The staff shall also place this document and the appendices on the Commission's home page on the Internet under the title "Transfer Policies."

12. By September 1 of each year, all public four-year institutions will place the following materials on their Internet Web sites:
    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 it's Internet Web site:
    a. A copy of this document.
    b. Provide to the Commission staff in format suitable for placing

on the Commission's Web site a list of all articulation agreements that each of the 16 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 shall contain a section entitled "TRANSFER: STATE POLICIES AND PROCEDURES." Such section at a minimum shall:
    a. Publish these procedures in their entirety (except appendices).
    b. Designate a chief transfer officer at the institution who shall:
        -- 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 might warrant.
    d. Refer interested parties to the institutional Transfer Guide.
    e. Refer interested parties to the institution's and the Commission on Higher Education's home pages on the Internet for further information regarding transfer.

15. In recognition of its widespread acceptance and use throughout 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, online 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/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 the 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 course work at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year course work with lower-division course work 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.)

TECHNICAL COLLEGE COURSES TRANSFERABLE TO PUBLIC SENIOR INSTITUTIONS
(CHE'S LIST OF 86)

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

The S.C. Commission on Higher Education's Transfer Policy states that these courses are approved to transfer to any senior public institution in the state. Many private colleges in the state also accept them.

NOTE: Individual college transfer guidelines list other courses that are approved for transfer besides those that are listed on CHE's transfer list.

DEGREES AND DIPLOMAS

Associate's degrees are awarded to students for the successful completion of all requirements in the following curricula: Associate in Business, with electives in one of the following: Accounting, General Business, Business Management, Office Management; Associate in Business with a major in Office Systems Technology; Associate in Computer Technology with a major in Computer Technology; Associate in Public Service with a major in Human Services; Associate in Public Service with a major in Criminal Justice; Associate in Health Sciences with a major in Radiologic Technology, Nursing or Respiratory Care; Associate in Engineering Technology with a major in Electronic Engineering Technology, Engineering Graphics Technology or Mechanical Engineering Technology; Associate in Industrial Technology with a major in Automotive Technology, Building Construction Technology, General Technology, Heating, Ventilation and Air Conditioning Technology, Industrial Electronics Technology or Machine Tool Technology.

Diplomas are awarded to students for successful completion of all requirements in the following curricula: Automated Office, Machine Tool, Practical Nursing, Surgical Technology and Welding.

Piedmont Technical College offers numerous certificates designed to meet specific needs of students and employers in the seven-county service area. A certificate is designed as an independent award. Many

certificates may be used as components of diplomas or associate's degrees that are currently approved for the college. Certificates are offered in the areas of General Studies, Business, Commercial Art, Computer Technology, Health Science, Public Service, Building Construction Technology and Industrial Technology.

GENERAL EDUCATION

General Education at Piedmont Technical College provides supportive instruction for all technology degree, diploma and certificate programs. General Education courses are also available to students who are upgrading skills or pursuing interest areas or personal enjoyment.

Courses in General Education are designed not only to give students the necessary foundation, knowledge and skills for completing courses in a technical specialty, but also to better prepare them to be active, interested and useful members of the community. Developmental courses are available in math, composition, science and reading for students who want to strengthen skills in these areas.

Skills learned in General Education courses help students to:
•solve problems
•understand human relationships
•think effectively and logically
•appreciate today's technologies
•communicate ideas
•evaluate information

LENGTH OF PROGRAMS

Most associate's degree programs are normally completed in a period of two academic years—an academic year for degree programs (two 16-week semesters and a 10-week summer term).

Since Piedmont recognizes transfer of credit from other institutions of higher learning and gives advanced standing to certain graduates, students may complete some educational programs in less time than the normal schedule requires.

Because of the reduced time frame for scheduling evening courses, completion of degrees and diplomas requires additional time for the full-time evening student. Diplomas may be earned in three to five terms. An associate's degree program is normally completed in six to nine terms.

Students are encouraged to enroll during any academic term, but it is recommended that they check with advisors on specific course schedules. The scheduling of all courses is contingent upon reaching minimum enrollment levels.

ENGLISH FLUENCY IN HIGHER EDUCATION ACT

All instructional faculty members (full-time and adjunct) whose second language is English are required to write and speak fluently in the English language according to the English Fluency in Higher Education Act. Piedmont Technical College reports annually to the State Carolina Technical College System a summary of any grievances filed by students under the provisions of this act. An English Fluency Evaluation Committee has been established at Piedmont to hear grievances filed by students for faculty members who do not meet the requirements of this act. Once a grievance has been filed, the instructor will be referred to the committee within 30 days for proficiency evaluation, using the procedures and methods described in Institutional Directive 8-31, Section B.

STUDENT RIGHT TO KNOW
(Student Persistence Rate)

To see the completion/persistence rate of Piedmont Technical College students, check **http://www.che400.state.sc.us/finance/CHEMIS/ PFData/Fall%202002/pf7a_2yr_02.xls** As required by the provisions of the Campus Security Act, crime statistics and campus security procedures are available in the General Information section of the Piedmont Technical College catalog.

Learning Support Services

The Teaching and Learning Center, located on the first floor of the Marion P. Carnell Library/Learning Resources Center, provides a variety of services and opportunities to enhance student learning and success at the college and in the pursuit of life goals. A primary goal of the center is to assist both students and faculty in the development and acquisition of the general competencies recommended for all graduates. The center provides continuous learning support for students from their first to their last term.

Assessment Center
Student assessment is part of the college's educational program. All applicants to associate's degree and diploma programs complete the ASSET or COMPASS placement testing, which is a complete educational planning program that includes skills assessment in the areas of language usage, reading and mathematics. Using the results, counselors and advisors are able to place students in courses in which they will be able to achieve their personal and professional educational goals.

College instructors frequently require their students to take their course tests in the assessment center, either at scheduled times or on a drop-in basis.

Developmental and Pre-college Courses
A broad range of developmental and pre-college courses provides students the opportunity to improve academic skills in writing, reading, math and study skills to facilitate success in their chosen curricula or to upgrade for any purpose. Students may enroll in a combination of pre-college and curriculum courses based on advisors' recommendations. Emphasis is on advisement, progress monitoring, development of organizational and thinking skills and career selection, as well as adjustment to the college environment.

Computer-Assisted Instruction Lab
In addition to structured pre-college courses and tutoring, a computer-assisted instruction (CAI) lab is open to all students who wish to drop in for reinforcement of a specific skill area. The center has a network system providing instruction in vocabulary, reading comprehension, grammar, writing, spelling and mathematics at all levels.

Instructors who teach outside the center frequently provide software support programs for their courses and encourage students to use them for reinforcement.

Computers may be used for composing, editing and printing essays and reports. Both CAI support and videotapes for basic algebra are available.

Tutoring

Free tutoring services are offered to students for most academic courses. Tutoring is provided by community members and peer tutors to fit both day and evening class schedules. Students desiring tutoring may schedule sessions with the tutor coordinator in the G-Building.

LIBRARY

The Piedmont Technical College Library extends its resources and services far beyond its physical walls. Whether gathering resources in the library, at a county center or via the Internet, users will discover a vast pool of quality information and easy access to librarians for services and support. By supplying resources and services, the library strives to fulfill its vision of assisting each student in achieving his or her greatest potential within the educational programs of the college and stimulating a lifelong desire for knowledge, information literacy and learning within each of its patrons.

Resources

The library's innovative, Web-based computer catalog allows users located anywhere in the world to learn about more than 22,000 books and audiovisual materials in the library. The library also provides access to numerous online databases that connect searchers to citations and full text articles from thousands of periodical sources. In addition to the electronic resources, students may use more than 300 magazine, journal and newspaper titles to which the library subscribes.

Services

Because the library aims to do all that it can to provide students with the information that they need, the library will place reserves on checked-out books, will submit Interlibrary Loan requests to other libraries for materials, will send materials to county centers for student convenience and will also provide library instruction–both on the Lex Walters Campus-Greenwood and at the county centers–to help students make the best use of resources. The library has also established agreements with several other area libraries so that Piedmont students may enjoy borrowing privileges throughout the seven-county area.

The library Web pages, a part of the college Web site, provide a wealth of full-text and full-image information for traditional and distance learning students. Piedmont is a participant in the state DISCUS project, providing thousands of resources for distance learners via the Internet. The college library online catalog is available via the Internet at the Web site, as well as research assistance for distance students. The library URL is: **http://www.ptc.edu/library.**

Environment

The Piedmont library wants every person's visit to be as pleasant and convenient as possible. A bright and spacious environment offers a comfortable setting for research, study and pleasure reading, while study rooms and audio-visual rooms are available for group learning and study. The library also houses equipment such as public research computers, laser printer, photocopier, microfilm reader, typewriter and fax machine to help students make the best use of their study time.

The Piedmont library is available to all students, college faculty and staff and residents of Piedmont Technical College's seven-county service area. Obtaining a student library card is as simple as presenting an official class schedule to the library staff. Community Borrower Cards are available to the public for a small fee and the presentation of appropriate identification. The library staff invites every student to pay a visit to the library and take advantage of all that it has to offer.

Academic Programs

HUMANITIES/FINE ART REQUIREMENTS

The following courses satisfy the humanities requirements for general education in all programs at Piedmont Technical College.

ART	101	Art History and Appreciation
ENG	201	American Literature I
ENG	202	American Literature II
ENG	205	English Literature I
ENG	206	English Literature II
ENG	208	World Literature I
ENG	209	World Literature II
ENG	235	Southern Literature
FRE	101	Elementary French I
FRE	102	Elementary French II
GER	101	Elementary German I

GER	102	Elementary German II
HSS	205*	Technology and Society
MUS	105	Music Appreciation
PHI	101	Introduction to Philosophy
PHI	105	Introduction to Logic
PHI	110	Ethics
SPA	101	Elementary Spanish I
SPA	102	Elementary Spanish II
SPA	105*	Conversational Spanish
THE	101	Introduction to Theatre

NOTE *courses are not intended for college transfer.

ARTS and SCIENCE CURRICULA

Upon successful completion of the Associate in Arts (AA) or Associate in Science (AS) degree, a graduate can transfer directly into a four-year college or university. There are also many career opportunities that require an AA or an AS degree, and the graduate can go directly into the work force.

Piedmont's AA and AS programs are flexible enough for students to tailor their course work to the requirements of the four-year college or university they have chosen. Entrance requirements for transfer students vary widely among senior colleges and universities. Only the institution to which the student is transferring can determine which credits will be accepted.

Students are encouraged to obtain a catalog from their prospective four-year college to assist in course selection. While it is the responsibility of each student to plan a program of study to meet the requirements of the institution to which the student plans to transfer, informed academic advisors are available to assist students in their course selections.

Students must complete their courses at Piedmont with grades acceptable to the college to which they request admission and transfer of credit. Generally, most courses with a final grade of less than C will not transfer to four-year institutions, and some institutions require an overall GPA of 3.0 or higher for admission.

Associate in Arts

The Associate in Arts degree is designed for the student planning to transfer to a four-year program and for the student who wishes to broaden general knowledge. The AA program is designed to prepare students for four-year baccalaureate majors in fields such as business, accounting, management, English, journalism, social work, education, music, psychology, history, pre-law and other humanities, fine arts and social sciences.

The Associate in Arts program is also available in a distance learning format (AADL). Students may complete the program at a distance by combining Internet courses, telecourses, and satellite broadcast courses to meet the requirements of the curriculum. A faculty advisor is available to help students select appropriate courses for degree requirements and transfer opportunities. Information on AADL is available on the college Web site at: **http://www.ptc.edu/dl.**

Day Program – 4 Semesters
Evening Program – 7 Semesters

	Minimum Credits
Communication and/or Literature	9.0
Mathematics/Analytical Reasoning	6.0
Social/Behavioral Science	6.0
Humanities/Fine Arts	6.0
Lab Science	8.0
Concentration/Required Core Electives	15.0

	Credits
Unrestricted Electives	10.0
Total Credit Hours	**60.0**

Communication/Literature*			**Credits**
ENG	101	English Composition I - required	3.0
ENG	102	English Composition II - required	3.0
ENG	201	American Literature I	3.0
ENG	202	American Literature II	3.0
ENG	205	English Literature I	3.0
ENG	206	English Literature II	3.0
ENG	208	World Literature I	3.0
ENG	209	World Literature II	3.0
ENG	235	Southern Literature	3.0
SPC	205	Public Speaking	3.0

Mathematics/Analytical Reasoning*			
MAT	110	College Algebra	3.0
MAT	111	College Trigonometry	3.0
MAT	120	Probability and Statistics	3.0
MAT	122	Finite College Mathematics	3.0
MAT	123	Contemporary College Mathematics	3.0
MAT	130	Elementary Calculus	3.0
MAT	140	Analytical Geometry and Calculus I	4.0
MAT	141	Analytical Geometry and Calculus II	4.0
PHI	105	Introduction to Logic	3.0

Social/Behavioral Science*			Credits
ECO	210	Macroeconomics	3.0
ECO	211	Microeconomics	3.0
HIS	101	Western Civilization to 1689	3.0
HIS	102	Western Civilization Post 1689	3.0
HIS	115	African-American History	3.0
HIS	201	American History-Discovery to 1877	3.0
HIS	202	American History-1877 to Present	3.0
PSC	201	American Government	3.0
PSC	205	Introduction to Political Science	3.0
PSC	215	State and Local Government	3.0
PSY	201	General Psychology	3.0
PSY	203	Human Growth & Development	3.0
SOC	101	Introduction to Sociology	3.0

Humanities/Fine Arts*

ART	101	Art History & Appreciation	3.0
ENG	201	American Literature I	3.0
ENG	202	American Literature II	3.0
ENG	205	English Literature I	3.0
ENG	206	English Literature II	3.0
ENG	208	World Literature I	3.0
ENG	209	World Literature II	3.0
ENG	235	Southern Literature	3.0
FRE	101	Elementary French I	4.0
FRE	102	Elementary French II	4.0
GER	101	Elementary German I	4.0
GER	102	Elementary German II	4.0
HSS	205	Technology and Society	3.0
MUS	105	Music Appreciation	3.0
PHI	101	Introduction to Philosophy	3.0
PHI	105	Introduction to Logic	3.0
PHI	110	Ethics	3.0
SPA	101	Elementary Spanish I	4.0
SPA	102	Elementary Spanish II	4.0
THE	101	Introduction to Theatre	3.0

Lab Science*

AST	101	Solar System Astronomy	4.0
AST	102	Stellar Astronomy	4.0
BIO	101	Biological Science I	4.0
BIO	102	Biological Science II	4.0
BIO	210	Anatomy and Physiology I	4.0
BIO	211	Anatomy and Physiology II	4.0
BIO	225	Microbiology	4.0
CHM	110	College Chemistry I	4.0
CHM	111	College Chemistry II	4.0
CHM	112	College Chemistry II	4.0
PHS	101	Physical Science I	4.0
PHS	102	Physical Science II	4.0
PHY	201	Physics I	4.0
PHY	202	Physics II	4.0
PHY	221	University Physics I	4.0
PHY	222	University Physics II	4.0

Concentration/Required Core Electives*

ART	101	Art History & Appreciation	3.0
ECO	210	Macroeconomics	3.0
ECO	211	Microeconomics	3.0
ENG	201	American Literature I	3.0
ENG	202	American Literature II	3.0
ENG	205	English Literature I	3.0

ENG	206	English Literature II	3.0
ENG	208	World Literature I	3.0
ENG	209	World Literature II	3.0
ENG	235	Southern Literature	3.0
FRE	101	Elementary French I	4.0
FRE	102	Elementary French II	4.0
GER	101	Elementary German I	4.0
GER	102	Elementary German II	4.0
HIS	101	Western Civilization to 1689	3.0
HIS	102	Western Civilization Post 1689	3.0
HIS	115	African-American History	3.0
HIS	201	American History-Discovery to 1877	3.0
HIS	202	American History-1877 to Present	3.0
MUS	105	Music Appreciation	3.0
PHI	101	Introduction to Philosophy	3.0
PHI	105	Introduction to Logic	3.0
PHI	110	Ethics	3.0
PSC	201	American Government	3.0
PSC	205	Introduction to Political Science	3.0
PSC	215	State and Local Government	3.0
PSY	201	General Psychology	3.0
PSY	203	Human Growth & Development	3.0
PSY	208	Human Sexuality	3.0
PSY	212	Abnormal Psychology	3.0
SOC	101	Introduction to Sociology	3.0
SOC	102	Marriage and the Family	3.0
SOC	205	Social Problems	3.0
SOC	206	Social Psychology	3.0
SOC	210	Juvenile Delinquency	3.0
SOC	220	Sociology of the Family	3.0
SOC	235	Thanatology	3.0
SPA	101	Elementary Spanish I	4.0
SPA	102	Elementary Spanish II	4.0
THE	101	Introduction to Theatre	3.0

Recommended Electives

COL	103	Introduction to College	3.0
CPT	101	Introduction to Computers	3.0

Electives depend on students' educational goals and may show wide variety. Students should consult their advisors for appropriate elective courses. Electives may also be selected from any college transfer course marked with an asterisk (*) in the course section of the catalog.

*Selected courses from the above listing are offered each term. Students should consult with their advisors before making selections and check the requirements of the college to which they plan to transfer.

Day Program – 4 Semesters

First Semester		**Credits**
ENG 101 English Composition I - required		3.0
Elective Mathematics/Analytical Reasoning		3.0
Elective Humanities/Fine Arts		3.0
Elective Social/Behavioral Science		3.0
Elective		3.0

Second Semester		
ENG 102 English Composition II - required		3.0
Elective Mathematics/Analytical Reasoning		3.0
Elective Social/Behavioral Science		3.0
Elective Humanities/Fine Arts		3.0
Elective Lab Science		4.0

Summer Term	Credits
Elective Communication/Literature	3.0
Elective Lab Science	4.0
Elective (Required Core)	3.0
Elective (Required Core)	3.0
Elective	3.0

Third Semester

Elective	4.0
Elective (Required Core)	3.0
Elective (Required Core)	3.0
Elective (Required Core)	3.0
Total Credit Hours	**60.0**

Evening Program – 7 Semesters

First Semester

	Credits
ENG 101 English Composition I - Required	3.0
Elective Social/Behavioral Science	3.0
Elective	3.0

Second Semester

ENG 102 English Composition II - Required	3.0
Elective Humanities/Fine Arts	3.0
Elective Mathematics/Analytical Reasoning	3.0

Summer Term

Elective Social/Behavioral Science	3.0
Elective Humanities/Fine Arts	3.0

Third Semester

Elective Communications/Literature	3.0
Elective Lab Science	4.0
Elective (Required Core)	3.0

Fourth Semester

Elective Lab Science	4.0
Elective Mathematics/Analytical Reasoning	3.0

Summer Term

Elective (Required Core)	3.0
Elective (Required Core)	3.0
Elective	3.0

Sixth Semester

Elective (Required Core)	3.0
Elective (Required Core)	3.0
Elective	4.0
Total Credit Hours	**60.0**

Associate in Science

The Associate in Science degree is designed for the student planning to transfer to a four-year program and for the student who wishes to broaden general knowledge. The degree stresses mathematics and natural and physical sciences and is designed to prepare students for four-year baccalaureate majors in those fields as well as engineering, pre-med, veterinary medicine, chiropractic and education.

Day Program – 4 Semesters
Evening Program – 6 Semesters

	Minimum Credits
Communication/Literature	9.0
Mathematics/Analytical Reasoning	6.0
Social/Behavioral Science	6.0
Humanities/Fine Arts	6.0
Lab Science	8.0
Concentration/Required Core Electives	15.0
Unrestricted Electives	10.0
Total Credit Hours	**60.0**

Communication/Literature*			Credits
ENG	101	English Composition I - Required	3.0
ENG	102	English Composition II - Required	3.0
ENG	201	American Literature I	3.0
ENG	202	American Literature II	3.0
ENG	205	English Literature I	3.0
ENG	206	English Literature II	3.0
ENG	208	World Literature I	3.0
ENG	209	World Literature II	3.0
ENG	235	Southern Literature	3.0
SPC	205	Public Speaking	3.0

Mathematics/Analytical Reasoning*			
MAT	110	College Algebra	3.0
MAT	111	College Trigonometry	3.0
MAT	120	Probability & Statistics	3.0
MAT	122	Finite College Math	3.0
MAT	130	Elementary Calculus	3.0
MAT	140	Analytical Geometry & Calculus I	4.0
MAT	141	Analytical Geometry & Calculus II	4.0
PHI	105	Introduction to Logic	3.0

Social/Behavioral Science*			
ECO	210	Macroeconomics	3.0
ECO	211	Microeconomics	3.0
HIS	101	Western Civilization to 1689	3.0
HIS	102	Western Civilization Post 1689	3.0
HIS	115	African-American History	3.0
HIS	201	American History-Discovery to 1877	3.0
HIS	202	American History-1877 to Present	3.0
PSC	201	American Government	3.0
PSC	205	Introduction to Political Science	3.0
PSC	215	State and Local Government	3.0
PSY	201	General Psychology	3.0
PSY	203	Human Growth & Development	3.0
SOC	101	Introduction to Sociology	3.0

Humanities/Fine Arts*			
ART	101	Art History & Appreciation	3.0
ENG	201	American Literature I	3.0
ENG	202	American Literature II	3.0
ENG	205	English Literature I	3.0
ENG	206	English Literature II	3.0
ENG	208	World Literature I	3.0
ENG	209	World Literature II	3.0
ENG	235	Southern Literature	3.0
FRE	101	Elementary French I	4.0
FRE	102	Elementary French II	4.0

GER	101	Elementary German I	4.0
GER	102	Elementary German II	4.0
HSS	205	Technology and Society	3.0
MUS	105	Music Appreciation	3.0
PHI	101	Introduction to Philosophy	3.0
PHI	105	Introduction to Logic	3.0
PHI	110	Ethics	3.0
SPA	101	Elementary Spanish I	4.0
SPA	102	Elementary Spanish II	4.0
THE	101	Introduction to Theatre	3.0

Lab Science*

AST	101	Solar System Astronomy	4.0
AST	102	Stellar Astronomy	4.0
BIO	101	Biological Science I	4.0
BIO	102	Biological Science II	4.0
BIO	210	Anatomy and Physiology I	4.0
BIO	211	Anatomy and Physiology II	4.0
BIO	215	Anatomy	4.0
BIO	216	Physiology	4.0
BIO	225	Microbiology	4.0
CHM	110	College Chemistry I	4.0
CHM	111	College Chemistry II	4.0
CHM	112	College Chemistry II	4.0
PHS	101	Physical Science I	4.0
PHS	102	Physical Science II	4.0
PHY	201	Physics I	4.0
PHY	202	Physics II	4.0
PHY	221	University Physics I	4.0
PHY	222	University Physics II	4.0
PHY	223	University Physics III	4.0

Concentration/Required Core Electives*

AST	101	Solar System Astronomy	4.0
AST	102	Stellar Astronomy	4.0
BIO	101	Biological Science I	4.0
BIO	102	Biological Science II	4.0
BIO	210	Anatomy and Physiology I	4.0
BIO	211	Anatomy and Physiology II	4.0
CHM	110	College Chemistry I	4.0
CHM	111	College Chemistry II	4.0
CHM	112	College Chemistry II	4.0
MAT	110	College Algebra	3.0
MAT	111	College Trigonometry	3.0
MAT	120	Probability & Statistics	3.0
MAT	122	Finite College Math	3.0
MAT	130	Elementary Calculus	3.0
MAT	140	Analytical Geometry & Calculus I	4.0
MAT	141	Analytical Geometry & Calculus II	4.0
MAT	220	Advanced Statistics	3.0
MAT	240	Analytical Geometry & Calculus III	4.0
MAT	242	Differential Equations	4.0
PHI	105	Introduction to Logic	3.0
PHS	101	Physical Science I	4.0
PHS	102	Physical Science II	4.0
PHY	201	Physics I	4.0
PHY	202	Physics II	4.0
PHY	221	University Physics I	4.0
PHY	222	University Physics II	4.0
PHY	223	University Physics III	4.0

Recommended Electives

| COL | 103 | Introduction to College | 3.0 |
| CPT | 101 | Introduction to Computers | 3.0 |

Electives depend on students' educational goals and may show wide variety. Students should consult their advisors for appropriate elective courses. Electives may also be selected from any college transfer course.

*Selected courses from the above listing are offered each term. Students should consult with their advisors before making selections and check the requirements of the college to which they plan to transfer.

Day Program – 4 Semesters

First Semester — **Credits**

ENG	101	English Composition I - Required	3.0
Humanities/Fine Arts Elective			3.0
MAT	110	College Algebra	3.0
Elective Social/Behavioral Science			3.0
Elective			3.0

Second Semester

ENG	102	English Composition II - required	3.0
Elective Mathematics/Analytical Reasoning			3.0
Elective Humanities/Fine Arts			3.0
Elective Social/Behavioral Science			3.0
Elective Lab Science			4.0

Summer Term

Elective Communications/Literature	3.0
Elective Lab Science	4.0
Elective Humanities/Fine Arts	3.0
Elective (Required Core)	3.0

Third Semester

Elective Required Core	4.0
Elective Required Core	4.0
Elective Required Core	4.0
Elective	4.0

| **Total Credit Hours** | **60.0** |

Evening Program – 6 Semesters

First Semester — **Credits**

ENG	101	English Composition I - Required	3.0
Elective Social/Behavioral Science			3.0
Elective			3.0

Second Semester

ENG	102	English Composition II - Required	3.0
MAT	110	College Algebra	3.0
Elective Humanities/Fine Arts			3.0

Summer Term

Elective Communications/Literature	3.0
Elective Lab Science	4.0
Elective Social/Behavioral Science	3.0

Third Semester

Elective Mathematics/Analytical Reasoning	3.0
Elective Lab Science	4.0
Elective Humanities/Fine Arts	3.0

Fourth Semester

Elective (Required Core)		4.0
Elective (Required Core)		3.0
Elective		3.0

Summer Term

Elective (Required Core)		4.0
Elective (Required Core)		4.0
Elective		4.0

Total Credit Hours	**60.0**

General Studies Certificate

This certificate program provides an integrated option for students seeking an introduction to various academic disciplines. This program is designed for students who are uncertain of their academic goals but wish to take general education courses to prepare for future course work.

Day Program – 2 Semesters

First Semester			Credits
ENG	101	English Composition I*	3.0
ART	101	Art History and Appreciation **or**	
		MUS 105 Music Appreciation	3.0
HIS	201	American History-Discovery to 1877	3.0
PSY	201	General Psychology	3.0
		Transfer Math/Science Requirement	3.0

Second Semester

ENG	102	English Composition II*	3.0
PHI	101	Introduction to Philosophy	3.0
PSC	201	American Government	3.0
SPC	205	Public Speaking	3.0
		Transfer Math/Science Requirement	3.0

Total Credit Hours	**30.0**

*Required course

BUSINESS AND INFORMATION TECHNOLOGY CURRICULA

Exciting opportunities are offered in a wide range of occupational areas through associate's degree and diploma curricula in Computer Technology and General Business with specialties in Office Systems Technology and Management. Become a part of the information age.

Associate in Computer Technology
Major in Computer Technology

Students majoring in Computer Technology will be prepared for a career in the Information Technology world. The course study includes local and wide area network administration, as well as popular programming languages.

Programming course work includes elective courses in Visual Basic, C++, JAVA and SQL platforms. Students also will gain knowledge in the use of computer operating systems, applications, and network utilization.

Network Administration course work includes elective courses in administration of both Microsoft and UNIX based operating systems. PC repair, CISCO, and wide area network courses are also examined. Students gain experience in Visual Basic and Internet programming as well as today's popular desktop applications.

To complete the student's preparation for entry-level programming positions, some general studies courses are also required.

Programming Course Work

Day Program – 6 Semesters

First Semester			Credits
CPT	111	BASIC Programming I	3.0
CPT	114	Computers and Programming	3.0
ENG	165	Professional Communications **or**	
		ENG 101 English Composition I	3.0
IST	220	Data Communications	3.0
MAT	155	Contemporary Mathematics **or**	
		MAT 120 Probability and Statistics	3.0

Second Semester

CPT	178	Software Applications	3.0
CPT	186	Visual BASIC.net I	3.0
CPT	236	Introduction to Java Programming	3.0
ENG	102	English Composition II **or**	
		ENG 101 English Composition I	3.0
MAT	122	Finite College Mathematics	3.0

Summer Term

ACC	101	Accounting Principles I	3.0
CPT	232	C++ Programming I	3.0
CPT	286	Visual BASIC.net II	3.0

Third Semester

ACC	102	Accounting Principles II	3.0
CPT	233	C++ Programming II	3.0
CPT	272	Advanced Java Programming	3.0
IST	272	Relational Database	3.0

Fourth Semester

CPT	242	Advanced Database	3.0
CPT	264	Systems and Procedures	3.0
IST	227	Internet Operations and Management	3.0
Elective		Behavioral Science	3.0

Summer Term

CPT	209	Computer Systems Management	3.0
CPT	276	CPT Internship	3.0
IST	278	Database Programming	3.0
Elective		Humanities/Fine Arts	3.0

Total Credit Hours	**75.0**

Evening Program – 9 Semesters
First Semester

CPT	111	BASIC Programming I	3.0
CPT	114	Computers and Programming	3.0
IST	220	Data Communications	3.0
MAT	155	Contemporary Mathematics **or**	
		MAT 120 Probability and Statistics	3.0

Second Semester

CPT	186	Visual BASIC.net I	3.0
CPT	236	Introduction to Java Programming	3.0
MAT	122	Finite College Mathematics	3.0

Summer Term

CPT	178	Software Applications	3.0
CPT	232	C++ Programming I	3.0

Third Semester

CPT	209	Computer Systems Management	3.0
CPT	286	Visual BASIC.net II	3.0
ENG	165	Professional Communications **or**	
		ENG 101 English Composition I	3.0

Fourth Semester

ACC	101	Accounting Principles I	3.0
ENG	101	English Composition I **or**	
		ENG 102 English Composition II	3.0
IST	272	Relational Database	3.0

Summer Term

ACC	102	Accounting Principles II	3.0
CPT	233	C++ Programming II	3.0
CPT	237	Advanced Java Programming	3.0

Fifth Semester

CPT	242	Advanced Database	3.0
IST	227	Internet Operations and Management	3.0

Sixth Semester

CPT	264	Systems and Procedures	3.0
Elective Humanities/Fine Arts			3.0
Elective Behavioral Science			3.0

Summer Term

CPT	276	CPT Internship	3.0
IST	278	Database Programming	3.0
		Total Credit Hours	**75.0**

Network Administration Course Work

Day Program – 6 Semesters

First Semester			Credits
CPT	114	Computers and Programming	3.0
CPT	209	Computer Systems Management	3.0
ENG	165	Professional Communications **or**	
		ENG 101 English Composition I	3.0
IST	220	Data Communications	3.0
MAT	155	Contemporary Mathematics **or**	
		MAT 120 Probability and Statistics	3.0

Second Semester

CPT	178	Software Applications	3.0
CPT	186	Visual BASIC.net I	3.0
CPT	257	Operating Systems	3.0
IST	256	LAN Desktop Technologies	3.0
IST	257	LAN Network Server Technology	3.0

Summer Term

ENG	102	English Composition II **or**	
		ENG 101 English Composition I	3.0
IST	241	Network Architecture I	3.0
IST	260	Network Design	3.0

Third Semester

Elective Behavioral Science			3.0
IST	201	Cisco Internetworking Concepts	3.0
IST	202	Cisco Router Configurations	3.0
IST	272	Relational Database	3.0

Fourth Semester

CPT	264	Systems and Procedures	3.0
IST	203	Advanced Cisco Router Configuations	3.0
IST	204	Cisco Troubleshooting	3.0
IST	227	Internet Operations and Management	3.0

Summer Term

ACC	101	Accounting Principles I	3.0
CPT	247	UNIX Operating System	3.0
CPT	276	CPT Internship	3.0
Elective Humanities/Fine Arts			3.0
		Total Credit Hours	**75.0**

Evening Program – 9 Semesters
First Semester

CPT	114	Computers and Programming	3.0
CPT	209	Computer Systems Management	3.0
IST	220	Data Communications	3.0
MAT	155	Contemporary Mathematics **or**	
		MAT 120 Probability and Statistics	3.0

Second Semester

CPT	186	Visual BASIC.net I	3.0
CPT	257	Operating Systems	3.0
IST	256	LAN Desktop Technologies	3.0

Summer Term

CPT	178	Software Applications	3.0
IST	257	LAN Network Server Technology	3.0

Third Semester

ENG	165	Professional Communications **or**	
		ENG 101 English Composition I	3.0
IST	241	Network Architecture I	3.0
Electives Behavioral Science			3.0

Fourth Semester

ENG	102	English Composition II **or**	
		ENG 101 English Composition I	3.0
IST	260	Network Design	3.0
IST	272	Relational Database	3.0

Summer Term

IST	201	Cisco Internetworking Concepts	3.0
IST	202	Cisco Router Configuration	3.0

Fifth Semester

IST	203	Advanced Cisco Router Configuration	3.0
IST	204	Cisco Troubleshooting	3.0
IST	227	Internet Operations and Management	3.0

Sixth Semester

CPT	264	Systems and Procedures	3.0
CPT	247	UNIX Operating System	3.0
Elective Humanities/Fine Arts			3.0

Summer Term

ACC	101	Accounting Principles I	3.0
CPT	276	CPT Internship	3.0
		Total Credit Hours	**75.0**

Microcomputer Service Technician Certificate

The Microcomputer Service Technician Certificate will prepare the student who has a high degree of computer aptitude for an entry-level job in computer maintenance and network support. The program uses a hands-on approach to teach students to maintain and troubleshoot microcomputers and to install and maintain microcomputer networks. Students will take PCs apart, put them together and learn to diagnose hardware and software problems on stand-alone and networked PCs. Additionally, they will set up and maintain computer networks and diagnose network problems.

Day Program – 3 Semesters

First Semester

			Credits
CPT	114	Computers and Programming	3.0
CPT	178	Software Applications	3.0
CPT	209	Computer Systems Management	3.0
ENG	165	Professional Communications	3.0
IST	220	Data Communications	3.0

Second Semester

CPT	186	Visual Basic.net I	3.0
CPT	257	Operating Systems	3.0
IST	256	LAN Desktop Technologies	3.0
IST	257	LAN Server Technologies	3.0

Summer Term

IST	227	Internet Operations and Management	3.0
IST	241	Network Architecture	3.0
IST	260	Net Design	3.0
IST	272	Relational Database	3.0
		Total Credit Hours	**39.0**

Microcomputer Software Specialist Certificate

The Microcomputer Software Specialist certificate concentrates on the various Microsoft Office software products. Microsoft Word, Excel, Access and PowerPoint are studied. These skills facilitate the student's entry into the job market and job advancement.

Day Program – 2 Semesters

First Semester

			Credits
CPT	114	Computers and Programming	3.0
CPT	176	Microcomputer Operating Systems	3.0
CPT	178	Software Applications	3.0
IST	281	Presentation Graphics **or**	
		ARV 110 Computer Graphics I	3.0
OST	105	Keyboarding	3.0

Second Semester

CPT	270	Advanced Microcomputer Applications	3.0
OST	165	Information Processing Software	3.0
OST	261	Office Spreadsheet Applications	3.0
Elective*			3.0
Elective*			3.0

*Electives (Choose two)

CPT	272	Advanced Microcomputer Database	3.0
CPT	274	Advanced Microcomputer Spreadsheets	3.0
OST	167	Information Processing Applicationss	3.0
		Total Credit Hours	**30.0**

Cisco Computer Networking Certificate

In a world economy that runs on information, employers face a shortage of information workers. Through the Cisco Computer Networking Academy Program, high school and college students learn the information they need to prepare them for the information technology (IT) job market. In this program, students learn computer network theory and practice, as well as teamwork, and develop problem-solving and critical thinking skills that are in demand in today's work place. At the end of the program, students have an opportunity to take either or both of two national certification examinations: the Cisco Certified Network Associate (CCNA) or the CompTia Network+ Associate. Employers instantly recognize these certifications as credentials with real meaning.

Day or Evening Program – 2 Semesters

			Credits
CPT	101	Introduction to Computers	3.0
IST	104	Introduction to the Internet	1.0
IST	201	Cisco Internetworking Concepts	3.0
IST	202	Cisco Router Configuration	3.0
IST	203	Advanced Cisco Router Configuration	3.0
IST	204	Cisco Troubleshooting	3.0
		Total Credit Hours	**16.0**

Associate in Business
Major in General Business

Mission: The mission of the Business Department is to provide quality education that is accessible, affordable and innovative with continuing involvement in partnering with all stakeholders of Piedmont Technical College.

The field of business offers numerous career opportunities. Probably no other occupational area encompasses a more diverse range of activities than those found in business. Accounting and management are typical examples of the potential career possibilities for business graduates.

By carefully selecting appropriate electives, Piedmont Technical College's business students can prepare for the specific aspect of business that they wish to pursue. (Contingent on sufficient student interest and enrollment, elective courses are available that lead to a degree in General Business with electives in Accounting, Business Management, Office Management or General Business.) Students can pursue their studies in day or night classes, if sufficient enrollment is maintained.

The Associate in Business curriculum (including Accounting, Management, Office Management, General Business and Transfer Track electives) is accredited by the Association of Collegiate Business Schools and Programs.

Transfer opportunities exist for business students upon completion of the two-year degree. The number of business courses accepted varies from institution to institution, and the student should contact his or her advisor as early as possible to explore transfer options. Written transfer agreements have been reached with Lander University and Newberry College in an attempt to provide maximum transferability of course work.

Day Program – 5 Semesters

First Semester — **Credits**

BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
Elective			3.0

Second Semester

ACC	101	Accounting Principles I	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
MGT	120	Small Business Management	3.0
MKT	101	Marketing	3.0

Summer Term

ACC	102	Accounting Principles II	3.0
Elective			3.0

Third Semester

ECO	210	Macroeconomics	3.0
MGT	101	Principles of Management	3.0
Business Elective			3.0
Business Elective			3.0
Business Elective			3.0

Fourth Semester

ACC	124	Individual Tax Procedures	3.0
BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0
Business Elective			3.0

Total Credit Hours — **63.0**

Evening Program – 6 Semesters

First Semester — **Credits**

BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0

Second Semester

ACC	101	Accounting Principles I	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0

Summer Term

ACC	102	Accounting Principles II	3.0
Elective			3.0
Elective			3.0

Third Semester

ECO	210	Macroeconomics	3.0
MGT	101	Principles of Management	3.0
Business Elective			3.0
Business Elective			3.0

Fourth Semester

ACC	124	Individual Tax Procedures	3.0
BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0
Business Elective			3.0

Summer Term

MGT	120	Small Business Management	3.0
MKT	101	Marketing	3.0
Business Elective			3.0

Total Credit Hours — **63.0**

Accounting Electives

Day Program – 5 Semesters

First Semester — **Credits**

ACC	101	Accounting Principles I	3.0
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0

Second Semester

ACC	102	Accounting Principles II	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
MKT	101	Marketing	3.0

Summer Term

ACC	124	Individual Tax Procedures	3.0
Elective			3.0

Third Semester

ACC	150	Payroll Accounting	3.0
ACC	201	Intermediate Accounting I	3.0
BAF	260	Financial Management	3.0
ECO	210	Macroeconomics	3.0
MGT	101	Principles of Management	3.0

Fourth Semester

ACC	202	Intermediate Accounting II	3.0
ACC	230	Cost Accounting I	3.0
ACC	240	Computerized Accounting	3.0
BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0
		Total Credit Hours	**63.0**

Evening Program – 6 Semesters

First Semester — Credits

ACC	101	Accounting Principles I	3.0
BUS	101	Introduction to Business	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0

Second Semester

ACC	102	Accounting Principles II	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0

Summer Term

CPT	101	Introduction to Computers	3.0
MKT	101	Marketing	3.0
Elective			3.0

Third Semester

ACC	150	Payroll Accounting	3.0
ACC	201	Intermediate Accounting I	3.0
ECO	210	Macroeconomics	3.0
MGT	101	Principles of Management	3.0

Fourth Semester

ACC	124	Individual Tax Procedures	3.0
ACC	202	Intermediate Accounting II	3.0
BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0

Summer Term

ACC	230	Cost Accounting I	3.0
ACC	240	Computerized Accounting	3.0
BAF	260	Financial Management	3.0
		Total Credit Hours	**63.0**

E-Commerce Electives

Day Program – 5 Semesters

First Semester — Credits

ARV	110	Computer Graphics I	3.0
CPT	101	Introduction to Computers	3.0
ENG	165	Professional Communications	3.0
IST	225	Internet Communications	3.0
MAT	155	Contemporary Mathematics	3.0

Second Semester

ACC	101	Accounting Principles I	3.0
ARV	227	Web Site Design I	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
MKT	110	Retailing	3.0

Summer Term

ARV	219	Multimedia Techniques	3.0
ARV	228	Web Site Design II	3.0

Third Semester

ACC	102	Accounting Principles II	3.0
ECO	210	Macroeconomics	3.0
MGT	101	Principles of Management	3.0
MGT	120	Small Business Management	3.0
OST	267	Integrated Information Processing	3.0

Fourth Semester

ACC	124	Individual Tax Procedures	3.0
BUS	121	Business Law I	3.0
BUS	210	Introduction to E-Commerce in Business	3.0
ECO	211	Microeconomics	3.0
		Total Credit Hours	**63.0**

Evening Program – 6 Semesters

First Semester — Credits

CPT	101	Introduction to Computers	3.0
ENG	165	Professional Communications	3.0
IST	225	Internet Communications	3.0
MAT	155	Contemporary Mathematics	3.0

Second Semester

ACC	101	Accounting Principles I	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
MKT	110	Retailing	3.0

Summer Term

ACC	102	Accounting Principles II	3.0
ARV	219	Multimedia Techniques	3.0
MGT	120	Small Business Management	3.0

Third Semester

ARV	110	Computer Graphics I	3.0
ECO	210	Macroeconomics	3.0
MGT	101	Principles of Management	3.0
OST	267	Integrated Information Processing	3.0

Fourth Semester

ACC	124	Individual Tax Procedures	3.0
ARV	227	Web Design I	3.0
BUS	210	Introduction to E-Commerce in Business	3.0
ECO	211	Microeconomics	3.0

Summer Term

ARV	228	Web Design II	3.0
BUS	121	Business Law I	3.0
		Total Credit Hours	**63.0**

Management Electives

Day Program – 5 Semesters

First Semester			Credits
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
ECO	210	Macroeconomics	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0

Second Semester

ACC	101	Accounting Principles I	3.0
ECO	211	Microeconomics	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
MKT	101	Marketing	3.0

Summer Term

ACC	102	Accounting Principles II	3.0
MGT	230	Managing Information Resources	3.0

Third Semester

BAF	260	Financial Management	3.0
BUS	210	Introduction to E-Commerce in Business	3.0
MGT	101	Principles of Management	3.0
MGT	150	Fundamentals of Supervision	3.0
Elective			3.0

Fourth Semester

BAF	250	Investments	3.0
BUS	121	Business Law I	3.0
MGT	120	Small Business Management	3.0
MGT	201	Human Resource Management	3.0
		Total Credit Hours	**63.0**

Evening Program – 6 Semesters

First Semester			Credits
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0

Second Semester

ACC	101	Accounting Principles I	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0

Summer Term

ACC	102	Accounting Principles II	3.0
BAF	250	Investments	3.0
MGT	230	Managing Information Resources	3.0

Third Semester

BUS	210	Introduction to E-Commerce in Business	3.0
ECO	210	Macroeconomics	3.0
MGT	101	Principles of Management	3.0
MGT	150	Fundamentals of Supervision	3.0

Fourth Semester

BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0
MGT	201	Human Resource Management	3.0
Elective			3.0

Summer Term

BAF	260	Financial Management	3.0
MGT	120	Small Business Management	3.0
MKT	101	Marketing	3.0
		Total Credit Hours	**63.0**

Office Management Electives

Day Program – 5 Semesters

First Semester			Credits
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
MGT	150	Fundamentals of Supervision	3.0
OST	105	Keyboarding	3.0
PSY	201	General Psychology	3.0

Second Semester

ACC	101	Accounting Principles I	3.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
MKT	101	Marketing	3.0
OST	110	Document Formatting	3.0

Summer Term

ACC	102	Accounting Principles II	3.0
OST	165	Information Processing Software	3.0

Third Semester

ACC	150	Payroll Accounting	3.0
ECO	210	Macroeconomics	3.0
OST	167	Information Processing Applications	3.0
Elective			3.0

Fourth Semester

BUS	121	Business Law I	3.0
MAT	120	Probability and Statistics	3.0
MGT	120	Small Business Management	3.0
MGT	201	Human Resource Management	3.0
OST	261	Office Spreadsheet Applications	3.0
		Total Credit Hours	**63.0**

Evening Program – 6 Semesters

First Semester			**Credits**
ENG	165	Professional Communications	3.0
OST	105	Keyboarding	3.0
MAT	155	Contemporary Mathematics	3.0
MGT	150	Fundamentals of Supervision	3.0

Second Semester
ACC | 101 | Accounting Principles I | 3.0
ENG | 101 | English Composition I | 3.0
OST | 110 | Document Formatting | 3.0

Summer Term
ACC | 102 | Accounting Principles II | 3.0
CPT | 101 | Introduction to Computers | 3.0
MGT | 120 | Small Business Management | 3.0

Third Semester
ACC | 150 | Payroll Accounting | 3.0
ECO | 210 | Macroeconomics | 3.0
OST | 165 | Information Processing Software | 3.0

Fourth Semester
BUS | 121 | Business Law I | 3.0
MAT | 120 | Probability and Statistics | 3.0
MGT | 201 | Human Resource Management | 3.0
OST | 167 | Information Processing Applications | 3.0

Summer Term
MKT | 101 | Marketing | 3.0
OST | 261 | Office Spreadsheet Applications | 3.0
PSY | 201 | General Psychology | 3.0
Elective | | | 3.0

| | **Total Credit Hours** | **63.0**

Lander Transfer

Day Program – 5 Semesters

First Semester			**Credits**
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
ECO	210	Macroeconomics	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0

Second Semester
ACC | 101 | Accounting Principles I | 3.0
ECO | 211 | Microeconomics | 3.0
ENG | 102 | English Composition II | 3.0
MAT | 122 | Finite College Mathematics | 3.0
SOC | 101 | Introduction to Sociology | 3.0

Summer Term
ACC | 102 | Accounting Principles II | 3.0
HIS | 201 | American History: Discovery to 1877 | 3.0

Third Semester
BAF | 260 | Financial Management | 3.0
MGT | 101 | Principles of Management | 3.0
PHI | 101 | Introduction to Philosophy | 3.0
SPC | 205 | Public Speaking | 3.0

Fourth Semester

ACC	230	Cost Accounting	3.0
ARV	261	Advertising Design I **or** MKT 101 Marketing	3.0
BUS	121	Business Law I	3.0
MGT	120	Small Business Management	3.0
Elective*			3.0

| | **Total Credit Hours** | **63.0**

Evening Program – 6 Semesters

First Semester			**Credits**
BUS	101	Introduction to Business	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
MGT	101	Principles of Management	3.0

Second Semester
ACC | 101 | Accounting Principles I | 3.0
CPT | 101 | Introduction to Computers | 3.0
ENG | 102 | English Composition II | 3.0
MAT | 122 | Finite College Mathematics | 3.0

Summer Term
ACC | 102 | Accounting Principles II | 3.0
MGT | 120 | Small Business Management | 3.0
SOC | 101 | Introduction to Sociology | 3.0

Third Semester
ECO | 210 | Macroeconomics | 3.0
PHI | 101 | Introduction to Philosophy | 3.0
SPC | 205 | Public Speaking | 3.0

Fourth Semester
MKT | 101 | Marketing | 3.0
BUS | 121 | Business Law I | 3.0
ECO | 211 | Microeconomics | 3.0
Elective* | | | 3.0

Summer Term
ACC | 230 | Cost Accounting I | 3.0
BAF | 260 | Financial Management | 3.0
HIS | 201 | American History: Discovery to 1877 | 3.0

| | **Total Credit Hours** | **63.0**

*Recommended that MAT 130 be taken for one elective

Accounting Certificate

Day Program – 4 Semesters

First Semester			**Credits**
ACC	101	Accounting Principles I	3.0
CPT	101	Introduction to Computers	3.0
MAT	155	Contemporary Mathematics	3.0
MGT	101	Principles of Management	3.0

Second Semester
ACC | 102 | Accounting Principles II | 3.0
ACC | 124 | Individual Tax Procedures | 3.0

Summary Term

ACC	201	Intermediate Accounting I	3.0
BAF	260	Financial Management	3.0

Third Semester

ACC	202	Intermediate Accounting II	3.0
ACC	230	Cost Accounting I	3.0
ACC	240	Computerized Accounting	3.0
		Total Credit Hours	**33.0**

Evening Program – 5 Semesters

First Semester — Credits

ACC	101	Accounting Principles I	3.0
MAT	155	Contemporary Mathematics	3.0
MGT	101	Principles of Management	3.0

Second Semester

ACC	102	Accounting Principles II	3.0
ACC	124	Individual Tax Procedures	3.0

Summer Term

ACC	201	Intermediate Accounting I	3.0
ACC	230	Cost Accounting I	3.0
BAF	260	Financial Management	3.0

Third Semester

ACC	202	Intermediate Accounting II	3.0
CPT	101	Introduction to Computers	3.0

Fourth Semester

ACC	240	Computerized Accounting	3.0
		Total Credit Hours	**33.0**

E-Commerce Certificate

This certificate provides students with a broad overview of Internet training and applications within a small business and marketing communications environment. The certificate introduces students to the Internet and how it is changing business, communication, supply chain functions, marketing and trading practices. Additionally, students will gain experience in Web page design and the business opportunities and potential of e-commerce.

Day or Evening Program – 3 Semesters

First Semester — Credits

ARV	110	Computer Graphics I	2.0
BUS	210	Introduction to E-Commerce in Business	3.0
OST	267	Integrated Information Processing	3.0

Second Semester

ARV	227	Web Site Design I	3.0
IST	225	Internet Communications	3.0
MKT	110	Retailing	3.0

Summer Term

ARV	219	Multimedia Techniques	3.0
ARV	228	Web Site Design II	3.0
MGT	120	Small Business Management	3.0
		Total Credit Hours	**27.0**

Management Certificate

Day Program – 3 Semesters

First Semester — Credits

ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
MGT	101	Principles of Management	3.0
MGT	150	Fundamentals of Supervision	3.0

Second Semester

ACC	101	Accounting Principles I	3.0
BUS	121	Business Law I	3.0
CPT	101	Introduction to Computers	3.0
MGT	120	Small Business Management	3.0
MGT	201	Human Resource Management	3.0

Summer Term

BAF	260	Financial Management	3.0
BUS	210	Introduction to E-Commerce in Business	3.0
MGT	230	Managing Information Resources	3.0
		Total Credit Hours	**36.0**

Evening Program – 3 Semesters

First Semester — Credits

CPT	101	Introduction to Computers	3.0
MAT	155	Contemporary Mathematics	3.0
MGT	101	Principles of Management	3.0
MGT	150	Fundamentals of Supervision	3.0

Second Semester

ACC	101	Accounting Principles I	3.0
BUS	121	Business Law I	3.0
ENG	165	Professional Communications	3.0
MGT	201	Human Resource Management	3.0

Summer Term

BAF	260	Financial Management	3.0
BUS	210	Introduction to E-Commerce in Business	3.0
MGT	120	Small Business Management	3.0
MGT	230	Managing Information Resources	3.0
		Total Credit Hours	**36.0**

Associate In Business
Major In Funeral Services

The Funeral Services program provides the educational foundation needed to seek South Carolina licensure both as an embalmer and as a funeral director. The program is accredited by the American Board of Funeral Service Education (ABFSE).

Either of these licenses requires that the individual must be at least 18 years old; have completed a 60-credit program of study accredited by the State Board of Funeral Sevices (with a full associate's degree required for an embalmer); have completed two years of approved apprenticeship; not have been convicted of a violent crime, felony or crime of moral turpitude; and have successfully passed the South Carolina and National Examining Board licensing examinations for embalming and/or funeral director.

The college has specific on-site facilities for training.

Employment is available in cities and towns of all sizes, primarily in funeral homes and crematoriums. Employment opportunities are strong for embalmers and more competitive for funeral directors.

General Aims of Funeral Services

The Funeral Services program at Piedmont Technical College has as its central aim recognition of the importance of funeral services personnel as:
- members of a human services profession;
- members of the community in which they serve;
- participants in the relationship between bereaved families and those engaged in the funeral services profession;
- professionals knowledgeable of and compliant with federal, state and local regulatory guidelines; and
- professionals sensitive to the responsibility for public health, safety and welfare in caring for human remains.

The training and course work of the program are targeted to accomplish each of the following primary objectives:
1. to enlarge the background and knowledge of students about the funeral services profession.
2. to educate students in every phase of funeral services and help enable them to develop the proficiency and skills necessary for the profession.

Course work enables students to:
   a. meet the educational requirements of their profession;
   b. meet the expectations of society regarding the performance of the funeral services profession;
   c. comply with governmental standards;
   d. serve as effective administrators;
   e. plan, implement and provide the logistical support for funeral services activities;
   f. provide safeguards to health as required; and
   g. apply appropriate sanitation methods in compliance with the requirements of the funeral services profession.
3. to educate students concerning the responsibilities of the funeral services profession to the community at large.
4. to emphasize high standards of ethical conduct.
5. to provide a curriculum at the postsecondary level of instruction.
6. to encourage research in the field of funeral services.

Evening Program – 6 Semesters

First Semester

			Credits
BIO	112	Basic Anatomy & Physiology	4.0
FSE	101	Introduction to Funeral Services	3.0
FSE	115	Funeral Services Directing	3.0
MAT	160	Math for Business and Finance	3.0

Second Semester

BIO	115	Basic Microbiology	3.0
BIO	230	General Pathology	4.0
FSE	120	Funeral Counseling	3.0
FSE	170	Embalming Chemistry	4.0

Summer Term

ACC	101	Accounting Principles I	3.0
FSE	165	Sociology of Funeral Services	3.0
PSY	110	Applied Psychology	3.0

Third Semester

CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
FSE	110	Funeral Services Management and Merchandising	3.0
FSE	150	Embalming I	4.0

Fourth Semester

FSE	130	Business and Mortuary Law	3.0
FSE	131	Funeral Services Ethics	1.0
FSE	155	Embalming Practicum I	3.0
Elective		Humanities/Fine Arts	3.0

Summer Term

FSE	140	Restorative Arts	4.0
FSE	250	Funeral Services Projects	1.0
MGT	120	Small Business Management	3.0
		Total Credit Hours	**67.0**

Funeral Services Education Certificate

This certificate is designed for persons who possess bachelor's degrees and are otherwise qualified to take the South Carolina licensure exam for Funeral Director. The courses will provide the student with the required information to become knowledgeable in basic funeral services skills.

Evening Program – 4 Semesters

First Semester

			Credits
BIO	112	Basic Anatomy & Physiology	4.0
FSE	101	Introduction to Funeral Services	3.0
FSE	115	Funeral Services Directing	3.0

Second Semester

FSE	120	Funeral Counseling	3.0
FSE	130	Business & Mortuary Law	3.0
FSE	131	Funeral Service Ethics	1.0

Summer Term

ACC	101	Accounting Principles I **or** MGT 120 Small Business Management	3.0
FSE	165	Sociology of Funeral Services	3.0
PSY	110	Applied Psychology	3.0

Third Semester

ENG	101	English Composition I	3.0
FSE	110	Funeral Services Management and Merchandising	3.0
		Total Credit Hours	**32.0**

Associate in Business
Major in Office Systems Technology

By developing skills in typing, word processing, spreadsheet applications, dictation and transcription, the Office Systems Technology graduate can provide a service necessary to the efficient operation of every business, industry and agency. Acutal work experience gained in an area business or industry gives the student an opportunity to assume on-the-job responsibilities even before graduation. Instruction in office procedures, communication applications, telephone training, information processing, accounting and other business skills gives the graduate the ability to exercise good judgment, work independently and take full responsibility for handling the details of office administration.

The required general education classes develop communication and math skills and other professional qualities necessary for the smooth operation of a modern business office.

During this two-year course of study, students choose electives in the field of work in which they are most interested. The student may choose legal, accounting, medical or Spanish electives.

Accounting Electives

Day Program – 5 Semesters

First Semester

			Credits
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
OST	105	Keyboarding	3.0
OST	134	Office Communications	3.0
PSY	103	Human Relations	3.0

Second Semester

ACC	101	Accounting Principles I	3.0
ENG	101	English Composition I	3.0
OST	110	Document Formatting	3.0
OST	161	Information Management	3.0
OST	165	Information Processing Software	3.0

Summer Term

ACC	102	Accounting Principles II	3.0
OST	167	Information Processing Applications	3.0
SPC	205	Public Speaking	3.0

Third Semester

Elective Humanities/Fine Arts			3.0
OST	120	Introduction to Machine Transcription	3.0
OST	251	Administrative Systems & Procedures	3.0
OST	261	Office Spreadsheet Applications	3.0
OST	267	Integrated Information Processing	3.0

Fourth Semester

ACC	240	Computerized Accounting	3.0
ECO	101	Basic Economics	3.0
OST	122	Medical Machine Transcription I **or**	
		OST 221 Advanced Machine Transcription **or**	
		OST 123 Legal Machine Transcription	3.0
OST	210	Document Production	3.0
OST	270	SCWE in Office Systems	3.0
		Total Credit Hours	**69.0**

Legal Electives

Day Program – 5 Semesters

First Semester

			Credits
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
OST	105	Keyboarding	3.0
OST	134	Office Communications	3.0
PSY	103	Human Relations	3.0

Second Semester

BUS	121	Business Law I	3.0
ENG	101	English Composition I	3.0
OST	110	Document Formatting	3.0
OST	161	Information Management	3.0
OST	165	Information Processing Software	3.0

Summer Term

Elective Humanities/Fine Arts			3.0
OST	167	Information Processing Applications	3.0
OST	261	Office Spreadsheet Applications	3.0

Third Semester

ACC	101	Accounting Principles I	3.0
CRJ	120	Constitutional Law **or**	
		CRJ 101 Introduction to Criminal Justice **or**	
		CRJ 115 Criminal Law I	3.0
OST	120	Introduction to Machine Transcription	3.0
OST	251	Administrative Systems & Procedures	3.0
OST	267	Integrated Information Processing	3.0

Fourth Semester

ECO	101	Basic Economics	3.0
OST	221	Advanced Machine Transcription **or**	
		OST 121 Legal Machine Transcription	3.0
OST	210	Document Production	3.0
OST	270	SCWE in Office Systems	3.0
SPC	205	Public Speaking	3.0
		Total Credit Hours	**69.0**

Medical Electives

Day Program – 5 Semesters

First Semester

			Credits
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
OST	105	Keyboarding	3.0
OST	134	Office Communications	3.0
PSY	103	Human Relations	3.0

Second Semester

AHS	102	Medical Terminology	3.0
ENG	101	English Composition I	3.0
OST	110	Document Formatting	3.0
OST	161	Information Management	3.0
OST	165	Information Processing Software	3.0

Summer Term

Elective		Humanities/Fine Arts	3.0
OST	167	Information Processing Applications	3.0
OST	261	Office Spreadsheet Applications	3.0

Third Semester

ACC	101	Accounting Principles I	3.0
OST	120	Introduction to Machine Transcription	3.0
OST	251	Administrative Systems & Procedures	3.0
OST	267	Integrated Information Processing	3.0
SPC	205	Public Speaking	3.0

Fourth Semester

ECO	101	Basic Economics	3.0
OST	221	Advanced Machine Transcription I **or**	
		OST 122 Medical Machine Transcription	3.0
OST	210	Document Production	3.0
OST	212	Medical Document Production	3.0
OST	270	SCWE in Office Systems	3.0
		Total Credit Hours	**69.0**

Spanish Electives

Day Program – 5 Semesters

First Semester			Credits
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
OST	105	Keyboarding	3.0
OST	134	Office Communications	3.0
SPA	101	Elementary Spanish I	3.0

Second Semester

ENG	101	English Composition I	3.0
OST	110	Document Formatting	3.0
OST	161	Information Management	3.0
OST	165	Information Processing Software	3.0
SPA	102	Elementary Spanish II	3.0

Summer Term

Elective		Humanities/Fine Arts	3.0
OST	167	Information Processing Applications	3.0
OST	261	Office Spreadsheet Applications	3.0

Third Semester

ACC	101	Accounting Principles I	3.0
OST	120	Introduction to Machine Transcription	3.0
OST	251	Administrative Systems & Procedures	3.0
OST	267	Integrated Information Processing	3.0
SPC	205	Public Speaking	3.0

Fourth Semester

ECO	101	Basic Economics	3.0
OST	122	Medical Machine Transcription I **or**	
		OST 123 Legal Machine Transcription **or**	
		OST 221 Advanced Transcription	3.0
OST	210	Document Production	3.0
OST	270	SCWE in Office Systems	3.0
PSY	103	Human Relations	3.0
		Total Credit Hours	**69.0**

Medical Coding Electives

Day Program – 5 Semesters

First Semester			Credits
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
OST	105	Keyboarding	3.0
OST	134	Office Communications	3.0
PSY	103	Human Relations	3.0

Second Semester

AHS	102	Medical Terminology	3.0
ENG	101	English Composition I	3.0
OST	110	Document Formatting	3.0
OST	161	Information Management	3.0
OST	165	Information Processing Software	3.0

Summer Term

CPT	101	Introduction to Computers	3.0
Elective		Humanities/Fine Arts	3.0
OST	167	Information Processing Applications	3.0

Third Semester

ACC	101	Accounting Principles I	3.0
OST	120	Introduction to Machine Transcription	3.0
OST	251	Administrative Systems & Procedures	3.0
OST	267	Integrated Information Processing	3.0
SPC	205	Public Speaking	3.0

Fourth Semester

AHS	118	Medical Coding	5.0
ECO	101	Basic Economics	3.0
OST	221	Advanced Machine Transcription	3.0
OST	210	Document Production	3.0
OST	270	SCWE in Office Systems	3.0
		Total Credit Hours	**71.0**

Automated Office Technology Diploma

Day Program – 4 Semesters

First Semester			Credits
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
OST	105	Keyboarding	3.0
OST	134	Office Communications	3.0
PSY	103	Human Relations	3.0

Second Semester

ENG	101	English Composition I	3.0
OST	110	Document Formatting	3.0
OST	161	Information Management	3.0
OST	165	Information Processing Software	3.0
Core Elective			3.0

Summer Term

ACC	101	Accounting Principles I	3.0
OST	167	Information Processing Applications	3.0
OST	261	Office Spreadsheet Applications	3.0

Third Semester

OST	120	Introduction to Machine Transcription	3.0
OST	251	Administrative Systems and Procedures	3.0
OST	267	Integrated Information Processing	3.0
Core Elective			3.0
		Total Credit Hours	**51.0**

OST Associate's Degree Candidates (Last Semester)
(AOT students can obtain an associate's degree in OST by completing a fifth semester.)

ECO	101	Basic Economics	3.0
OST	122	Medical Machine Transcription I **or**	
		OST 123 Legal Machine Transcription **or**	
		OST 221 Advanced Machine Transcription	3.0
OST	210	Document Production	3.0
OST	270	SCWE in Office Systems	3.0
SPC	205	Public Speaking	3.0
Elective	Humanities/Fine Arts Elective		3.0

ACC	LEGAL	MEDICAL	SPANISH	MED CODING
ACC 102	BUS 121	AHS 102	SPA 101	AHS 102
ACC 240	CRJ 120	OST 122 **or**	SPA 102	CPT 101
OST 122 **or**	OST 123 **or**	OST 221	OST 122 **or**	AHS 118
OST 123 **or**	OST 221	OST 212	OST 123 **or**	OST 122 **or**
OST 221			OST 221	OST 221

Office/Customer Service Operations Certificate

The student completing this certificate will have a basic understanding of the office/retail environment; entry-level computer and keyboarding skills; and knowledge of basic computer service skills. This exposure prepares the graduate to interview for jobs, to present a confident, competent *persona* to prospective employers and to perform well in new situations.

Day Program – 2 Semesters

First Semester			**Credits**
BUS	101	Introduction to Business	3.0
ENG	165	Professional Communications	3.0
MAT	160	Math for Business and Finance	3.0
OST	105	Keyboarding	3.0
Elective	Social/Behavioral Science		3.0

Second Semester

CPT	178	Software Applications **or**	
		CPT 101 Introduction to Computers	3.0
CWE	113	Cooperative Work Experience I	3.0
OST	161	Information Management	3.0
PSY	103	Human Relations	3.0
SPC	205	Public Speaking	3.0
		Total Credit Hours	**30.0**

Office Technician Certificate

This certificate provides basic computer training and advanced word processing skills. The student completing this certificate can qualify for entry-level office positions such as data entry technicians, receptionists or any word processing intensive positions.

Day Program – 3 Semesters

First Semester			**Credits**
BUS	101	Introduction to Business	3.0
CPT	178	Software Applications **or**	
		CPT 101 Introduction to Computers	3.0
OST	105	Keyboarding	3.0
OST	161	Information Management	3.0

Second Semester

ACC	101	Accounting Principles I	3.0
OST	110	Document Formatting	3.0
OST	165	Information Processing Software	3.0

Summer Term

MGT	101	Principles of Management	3.0
OST	167	Information Processing Applications	3.0
OST	261	Office Spreadsheet Applications	3.0
		Total Credit Hours	**30.0**

****FasTrack Programs**

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them be better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

****Data Entry Certificate**

The Data Entry Certificate is designed for the student who wishes to obtain entry-level skills in a short period of time. This certificate will prepare a student for elementary date input and advanced computer skills. These courses can be completed in one semester.

The five courses in the certificate would naturally feed into the Office Systems Technology degree or the Automated Office Diploma.

Mini A			**Credits**
CPT	101	Introduction to Computers	3.0
OST	105	Keyboarding	3.0
OST	165	Information Processing Software	3.0

Mini B

OST	167	Information Processing Applications	3.0
OST	261	Office Spreadsheets Applications	3.0
		Total Credit Hours	**15.0**

Word Processing Certificate

The Word Processing Certificate is a three-semester, in-depth training certificate in document production. The student is introduced to entry-level document production and file management in the first course. This is followed by intermediate tasks such as merging, sorting, envelopes, etc. The advanced course introduces graphics and some desktop publishing activities.

Day or Evening Program – 3 Semesters

First Semester			**Credits**
CPT	178	Software Applications **or**	
		CPT 101 Introduction to Computers	3.0

Second Semester			
OST	165	Information Processing Software	3.0

Summer Term			
OST	167	Information Processing Applications	3.0
		Total Credit Hours	**9.0**

****FasTrack Programs**

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them be better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

***Receptionist Certificate*

The Receptionist Certificate is designed for students who wish to obtain entry-level positions in a short period of time. The six courses would naturally feed into the Office Systems Technology degree program. These courses can be completed in one semester.

Mini A			**Credits**
OST	105	Keyboarding	3.0
OST	134	Office Communications	3.0
OST	165	Information Processing Software	3.0

Mini B			
OST	161	Information Management	3.0
OST	251	Administrative Systems & Procedures	3.0
CWE	101	Cooperative Work Experience Preparation	1.0
		Total Credit Hours	**16.0**

Commercial Art Program

Through this program, students may obtain certificates in advertising design, desktop publishing, illustration or photography. These certificates provide students with primary technical specialties. By completing one of these certificates, general education courses and a secondary technical specialty, students have the opportunity to obtain an associate's degree in Occupational Technology with a major in General Technology. Students should meet with their advisors to select the proper courses to meet their particular educational goals. See page 71 of this catalog for additional information on the Occupational Technology degree.

Also, by working closely with their advisors, students can select courses that will allow them to transfer to four-year colleges or universities. Students have the option of obtaining all certificates by taking all courses listed. Graphic designers work with clients to create print ads, brochures, logos, letterheads and many other types of printed materials. Career opportunities are available in advertising agencies, commercial printing businesses, photography studios, newspapers and industries.

Advertising Design Certificate

This certificate covers the fundamentals of copy and layout for print media advertising. In addition to core classes, course work centers around basic copywriting, advertising design, marketing and typography. Hands-on projects designing logos, posters, flyers and advertisements help students build a portfolio of work to show potential employers. Students learn on the latest hardware and software available.

Day or Evening Program – 3 Semesters

First Semester			**Credits**
ARV	110	Computer Graphics I	3.0
ARV	120	Drawing	3.0
ARV	121	Design	3.0
CGC	106	Typography I	3.0
OST	105	Keyboarding	3.0

Second Semester			
ARV	161	Visual Communications Media	3.0
ARV	162	Graphic Reproduction I	3.0
ARV	261	Advertising Design I	3.0
ARV	266	Seminar in Graphics Art	3.0
MKT	240	Advertising	3.0

Summer Term			
ARV	262	Advertising Design II	3.0
ARV	265	Graphics Art Portfolio	1.0
CWE	112	Cooperative Work Experience I	2.0
		Total Credit Hours	**36.0**

Desktop Publishing Certificate

This certificate provides training on state-of-the-art hardware using the most updated computer software programs required in the graphic design industry. Because graphic design has become a high-tech business, it is important to learn technical computer skills. These skills, such as page layout basics, scanning operations, image-editing techniques and computer graphic applications, are taught along with basic core courses.

Day or Evening Program – 3 Semesters

First Semester — Credits

			Credits
ARV	110	Computer Graphics I	3.0
ARV	120	Drawing	3.0
ARV	121	Design	3.0
CGC	106	Typography I	3.0
OST	105	Keyboarding	3.0

Second Semester

ARV	161	Visual Communications Media	3.0
ARV	162	Graphic Reproduction I	3.0
ARV	266	Seminar in Graphics Art	3.0
CGC	110	Electronic Publishing	3.0
ENG	165	Professional Communications	3.0

Summer Term

ARV	265	Graphics Art Portfolio	1.0
CGC	210	Advanced Electronic Publishing	3.0
CWE	112	Cooperative Work Experience I	2.0
		Total Credit Hours	**36.0**

Illustration Certificate

This certificate provides hands-on training in the latest techniques of drawing and rendering. In addition to core courses, classes will center around basic drawing (beginning, intermediate and advanced), graphic illustration, modern art communications and color and composition.

Day or Evening Program – 3 Semesters

First Semester — Credits

			Credits
ARV	110	Computer Graphics I	3.0
ARV	120	Drawing	3.0
ARV	121	Design	3.0
CGC	106	Typography I	3.0
OST	105	Keyboarding	3.0

Second Semester

ARV	102	Modern Art Communications	3.0
ARV	161	Visual Communications Media	3.0
ARV	162	Graphic Reproduction I	3.0
ARV	123	Composition and Color	3.0
ARV	266	Seminar in Graphics Art	3.0

Summer Term

ARV	205	Graphic Illustration	3.0
ARV	265	Graphics Art Portfolio	1.0
CWE	112	Cooperative Work Experience I	2.0
		Total Credit Hours	**36.0**

Photography Certificate

This certificate provides both aesthetic and commercial applications of photography. Beginning in the first semester, students will learn to take pictures on assignment and to develop their own film in a darkroom housing large format enlargers. Beginning, intermediate and advanced photography classes are offered, in addition to core courses.

Day or Evening Program – 3 Semesters

First Semester — Credits

			Credits
ARV	110	Computer Graphics I	3.0
ARV	114	Photography I	3.0
ARV	121	Design	3.0
CGC	106	Typography	3.0
OST	105	Keyboarding	3.0

Second Semester

ARV	161	Visual Communications Media	3.0
ARV	162	Graphic Reproduction I	3.0
ARV	214	Photography II	3.0
ARV	266	Seminar in Graphics Art	3.0
ENG	165	Professional Communications	3.0

Summer Term

ARV	215	Photography III	3.0
ARV	265	Graphics Art Portfolio	1.0
CWE	112	Cooperative Work Experience I	2.0
		Total Credit Hours	**36.0**

Interior Design Certificate

This certificate prepares students for a career in Interior Design. The program focus is on domestic design and decor but also addresses European influences on American interior design. It provides students with the knowledge and skills needed for analysis and design.

Day or Evening Program - 3 Semesters

First Semester — Credits

			Credits
ARV	105	Overview of Interior Design	2.0
ARV	106	Theory of Color	1.0
ARV	150	Studio I	1.0
ARV	160	Visual Concepts	1.0
ARV	172	Fundamentals of Blueprint Reading	1.0
ARV	173	Building Construction	1.0
ARV	181	Interior Lighting	1.0
ARV	190	Trends in Interior Design	1.0
MAT	188	Technical Math III	2.0

Second Semester

ARV	142	Kitchen and Bath Design	1.0
ARV	143	Space Planning, Furniture Layouts and Accessories	2.0
ARV	165	Visual Presentation	1.0
ARV	171	CAD for Interior Design	2.0
ARV	180	Floors, Windows and Walls	3.0
ARV	182	Exterior Living Design	1.0

Fall Semester

ARV	140	American & European Furniture	2.0
ARV	141	Textiles (Fiber to Fabric)	1.0
ARV	151	Studio II	2.0
ARV	201	Client Relations	1.0
ARV	274	Interior Design Practicum	2.0
		Total Credit Hours	**29.0**

HEALTH SCIENCE CURRICULA

With the complexity and diversity of today's health care system, varieties of health care professionals are needed. To function effectively by providing safe, knowledgeable patient care, the health care professional needs a thorough understanding of basic sciences and individual curriculum theory. To provide the broad education necessary for the development of this understanding, Piedmont Technical College and area health care facilities cooperatively provide students with excellent opportunities in didactic and clinical experiences.

The overall objective of this program is to provide quality education that will lead to highly proficient, competent graduates.

The clinical phase of instruction is an integral and important part of all health science programs. During this phase, students may be involved either in direct or indirect patient care.

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

When participating in a clinical experience at an affiliate health care facility, the student is governed both by college regulations and regulations of the affiliate facility. Affiliate policies may require students to submit to the same criminal background checks and drug testing procedures that apply to employees of the facility. Students may be dismissed from clinical and/or the program if found in violation of clinical application policies. CPR certification must be current for clinical rotations.

Students are required to observe universal precautions in all labs and clinics where there is a risk of exposure to blood and body fluids.

No student in health sciences programs is permitted to receive remuneration for time spent in a facility as a part of the clinical course assignment. Clinicals are considered learning experiences and are a part of course requirements.

Progression in Associate's Degree, Diploma, Certificate and Articulated Programs in Health Science

Candidates for associate's degrees, diplomas or certificates in Health Science must meet the requirements for graduation of the college. In addition, students enrolled in Health Science programs leading to associate's degrees or diplomas and in articulation programs must progress in meeting the requirements of their programs according to the following policy:

1. Students must complete all health science courses and BIO 210 and BIO 211 with grades of "C" or better.
2. Students may repeat a specific health science course one time to achieve a grade of "C" or better. Students who need to repeat a health science course are required to meet their academic advisor to discuss repeating the course.
3. Students may repeat BIO 210 and BIO 211 more than one time to achieve a grade of "C" or better. Students who need to repeat either BIO 210 or BIO 211 more than once must submit an appeal to the Director of Nursing Education or Dean of Allied Health.
4. Maintain current CPR certification.
5. Maintain annual documentation of required OSHA educational programs, including bloodborne pathogens, fire safety and body mechanics and required health screening procedures, such as tuberculosis screening.
6. Maintain acceptable health status that allows student to function appropriately within the clinical environment.

Associate in Health Science
Major in Nursing

The Associate Degree Nursing (ADN) curriculum prepares men and women to assume responsibilities as direct care providers in a variety of health care settings. The program is designed to help students integrate nursing principles and theories with the sciences to utilize the nursing process in the practice of holistic nursing.

Graduates of the ADN program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The ADN graduate is qualified to pursue a bachelor of science degree in nursing (BSN).

The Associate Degree Nursing program is approved by the State Board of Nursing for S.C. and is accredited by the National League for Nursing Accrediting Commission (61 Broadway - 33rd Floor, New York, New York 10006).

Day Program – 5 Semesters
Summer Admission

Summer Term			Credits
BIO	210	Anatomy and Physiology I	4.0
NUR	101	Fundamentals of Nursing	6.0
NUR	105	Pharmacology of Nurses	1.0

First Semester			
BIO	211	Anatomy and Physiology II	4.0
ENG	101	English Composition I	3.0
MAT	102	Intermediate Algebra **or**	
		MAT 120 Probability and Statistics	3.0
NUR	106	Pharmacology Basics	2.0
NUR	111	Common Health Problems	6.0

Second Semester			
ENG	102	English Composition II	3.0
NUR	211	Care of Childbearing Family	4.0
NUR	212	Nursing Care of Children	4.0
NUR	217	Trends and Issues In Nursing	2.0
PSY	201	General Psychology	3.0

Summer Term			
CPT	101	Introduction to Computers	3.0
NUR	214	Mental Health Nursing	4.0
NUR	232	Gerontological Nursing	3.0

Third Semester			
NUR	210	Complex Health Problems	5.0
NUR	215	Management of Patient Care	5.0
Elective			3.0
		Total Credit Hours	**68.0**

Fall Admission

First Semester			Credits
BIO	210	Anatomy and Physiology I	4.0
MAT	102	Intermediate Algebra **or**	
		MAT 120 Probability and Statistics	3.0
NUR	101	Fundamentals of Nursing	6.0
NUR	105	Pharmacology for Nurses	1.0
PSY	201	General Psychology	3.0

Second Semester			
BIO	211	Anatomy and Physiology II	4.0
ENG	101	English Composition I	3.0
NUR	111	Common Health Problems	6.0
NUR	106	Pharmacology Basics	2.0

Summer Term

CPT	101	Introduction to Computers	3.0
NUR	214	Mental Health Nursing	4.0
NUR	232	Gerontological Nursing	3.0

Third Semester

ENG	102	English Composition II	3.0
NUR	211	Care of Childbearing Family	4.0
NUR	212	Nursing Care of Children	4.0
NUR	217	Trends and Issues In Nursing	2.0

Fourth Semester

NUR	210	Complex Health Problems	5.0
NUR	215	Management of Patient Care	5.0
Elective			3.0

Total Credit Hours	**68.0**

Advanced Placement in Associate Degree Nursing (ADN) Program

The Advanced Placement curriculum is designed to prepare qualified licensed practical nurses to become associate degree nurses. Eligibility for this program includes meeting all ADN admission requirements, holding a current South Carolina license in practical nursing and completing NUR 201 (Transition in Nursing) with a grade of "C" or better.

Upon meeting all requirements, students will be placed into the curriculum as second year ADN students. A student who begins as a senior must complete the ADN program within the required three consecutive semesters.

Courses — **Credits**

NUR	201	Transition Nursing	3.0
NUR	210	Complex Health Problems	5.0
NUR	211	Care of Childbearing Family	4.0
NUR	212	Nursing Care of Children	4.0
NUR	214	Mental Health Nursing	4.0
NUR	215	Management of Patient Care	5.0
NUR	217	Trends and Issues in Nursing	2.0
NUR	232	Gerontological Nursing	3.0

*Students must also meet any general education course requirements for the ADN program that they have not completed in their practical nursing program.

Total Credit Hours	**30.0**

Associate in Health Science
Major in Radiologic Technology

The Radiologic Technology curriculum is designed to assist students in acquiring the general and technical competencies necessary to enter the radiography profession. Radiographers use "high-tech" equipment to produce diagnostic medical images in a variety of health care settings. This requires an application of combined knowledge in anatomy, physics, procedures, imaging techniques and patient care.

The constant growth in the field has created new and exciting career opportunities in specialty areas. Graduates may also choose to pursue advanced degrees.

Graduates qualify to sit for the American Registry of Radiologic Technology.

Day Program – 6 Semesters

First Semester — **Credits**

BIO	210	Anatomy and Physiology I	4.0
ENG	101	English Composition I	3.0
RAD	101	Introduction to Radiology	2.0
RAD	102	Patient Care Procedures	2.0
RAD	130	Radiographic Procedures I	3.0
RAD	152	Applied Radiography I	2.0

Second Semester

BIO	211	Anatomy and Physiology II	4.0
ENG	102	English Composition II	3.0
RAD	110	Radiographic Imaging I	3.0
RAD	136	Radiographic Procedures II	3.0
RAD	165	Applied Radiography II	5.0

Summer Term

MAT	102	Intermediate Algebra	3.0
RAD	205	Radiographic Pathology	2.0
RAD	201	Radiation Biology	2.0
RAD	175	Applied Radiography III	5.0

Third Semester

PSY	201	General Psychology	3.0
RAD	115	Radiographic Imaging II	3.0
RAD	121	Radiographic Physics	4.0
RAD	230	Radiographic Procedures III	3.0
RAD	256	Advanced Radiography I	6.0

Fourth Semester

CPT	101	Introduction to Computers	3.0
RAD	225	Selected Radiographic Topics	2.0
RAD	235	Radiographic Seminar I	1.0
RAD	268	Advanced Radiography II	8.0
RAD	282	Imaging Practicum	2.0

Summer Term

RAD	236	Radiographic Seminar II	2.0
RAD	276	Advanced Radiography III	6.0

Total Credit Hours	**89.0**

Associate in Health Science
Major in Respiratory Care

The respiratory care practitioner is trained to assist the medical staff with the treatment, management and care of patients with cardiopulmonary abnormalities or deficiencies. Respiratory care is used primarily in the treatment of heart and lung diseases such as cardiac failure, asthma, emphysema, bronchitis and shock. With instruction in anatomy and physiology, respiratory physics, pharmacology and clinical training, the graduate of this program is prepared to provide care in various medical facilities.

Proficiency in all aspects of respiratory care, including diagnostic, rehabilitative and therapeutic applications, prepares the student to take the entry and advanced level exam. The graduate will be awarded an associate's degree in Respiratory Care.

Day Program – 6 Semesters

First Semester — **Credits**

BIO	210	Anatomy and Physiology I	4.0
MAT	102	Intermediate Algebra	3.0
RES	101	Introduction to Respiratory Care	3.0
RES	121	Respiratory Skills I	4.0
RES	123	Cardiopulmonary Physiology	3.0

Second Semester

AHS	106	Cardiopulmonary Resuscitation	1.0
BIO	211	Anatomy and Physiology II	4.0
RES	111	Pathophysiology	2.0
RES	131	Respiratory Skills II	4.0
RES	151	Clinical Applications I	5.0

Summer Term

ENG	101	English Composition I	3.0
RES	141	Respiratory Skills III	3.0
RES	142	Basic Pediatric Care	2.0
RES	152	Clinical Applications II	3.0

Third Semester

ENG	102	English Composition II	3.0
PSY	201	General Psychology	3.0
RES	204	Neonatal/Pediatric Care	3.0
RES	236	Cardiopulmonary Diagnostics	3.0
RES	255	Clinical Practice	5.0

Fourth Semester

RES	232	Respiratory Therapeutics	2.0
RES	244	Advanced Respiratory Skills I	4.0
RES	246	Respiratory Pharmacology	2.0
RES	274	Advanced Clinical Practice	4.0

Summer Term

RES	249	Comprehensive Applications	2.0
RES	275	Advanced Clinical Practice	5.0
		Total Credit Hours	**80.0**

Practical Nursing Diploma

The licensed practical nurse provides patient care in a variety of settings, working under the direction of a registered nurse or licensed physician. For progression, clinical component courses require a 75 percent proficiency as well as a 75 average on class work. Clinical rotations are conducted at area acute and extended care medical facilities, child and adult day care centers, doctors' offices and various home health settings. Upon successful completion of the PN program, the graduate will be able to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The Practical Nursing program is approved by the State Board of Nursing for S.C.

Day Program – 3 Semesters
Spring Admission
First Semester — Credits

AHS	107	Clinical Computations	2.0
BIO	210	Anatomy & Physiology I	4.0
PNR	110	Fundamentals of Nursing	5.0
PNR	123	Med/Surg Nursing I	4.0
PNR	170	Nursing of the Older Adult	2.0
PNR	182	Special Topics in PNR	2.0

Summer Term

BIO	211	Anatomy & Physiology II	4.0
PNR	130	Med/Surg Nursing II	5.0
PSY	201	General Psychology	3.0

Fall Semester

ENG	101	English Composition I	3.0
PNR	148	Med/Surg Nursing III	7.0
PNR	165	Nursing Care of the Family	6.0
		Total Credit Hours	**47.0**

Day Program – 3 Semesters
Fall Admission
First Semester — Credits

AHS	107	Clinical Computations	2.0
BIO	210	Anatomy & Physiology I	4.0
PNR	110	Fundamentals of Nursing	5.0
PNR	123	Medical/Surgical Nursing I	4.0
PNR	170	Nursing of the Older Adult	2.0
PNR	182	Special Topics in PNR	2.0

Second Semester

BIO	211	Anatomy & Physiology II	4.0
PNR	130	Medical/Surgical Nursing II	5.0
PNR	165	Nursing Care of the Family	6.0

Summer Term

ENG	101	English Composition I	3.0
PNR	148	Medical/Surgical Nursing III	7.0
PSY	201	General Psychology	3.0
		Total Credit Hours	**47.0**

Pharmacy Technician Diploma

Pharmacy technicians are health care professionals who assist pharmacists in providing the best possible patient care. Students will develop the knowledge and skills necessary to function in hospital and retail pharmacies. Learning to prepare and dispense medication in correct dosage and form for the appropriate route of administration is required. Students learn medications' uses, action and side affects. To work as a certified pharmacy technician, graduates must successfully pass the national certification examination.

Day Program – 3 Semesters
First Semester — Credits

AHS	102	Medical Terminology	3.0
AHS	116	Patient Care Relations	3.0
BIO	235	Basic Pharmacological Physiology	5.0
MAT	102	Intermediate Algebra	3.0
PHM	101	Introduction to Pharmacy	3.0
PHM	113	Pharmacy Technician Math	3.0

Second Semester

CPT	101	Introduction to Computers	3.0
CHM	105	General Organic and Biochemistry	4.0
ENG	101	English Composition I	3.0
PHM	109	Applied Pharmacy Practice	2.0
PHM	111	Applied Pharmacy Practice Lab	2.0
PHM	114	Therapeutic Agents I	3.0
PHM	152	Pharmacy Technician Practicum I	2.0

Summer Term

PHM	118	Community Pharmacy Seminar	1.0
PHM	124	Therapeutic Agents II	3.0
PHM	164	Pharmacy Technician Practicum II	4.0
PHM	173	Pharmacy Technician Practicum III	3.0
		Total Credit Hours	**50.0**

Surgical Technology Diploma

Surgical technologists are members of the operating team who work closely with surgeons, anesthesiologists, RN's and other personnel to deliver patient care before, during and after surgery. Surgical technologists may earn professional credentials by passing a certifying exam. If successful, they are granted the designation of Certified Surgical Technologists (CST).

The primary responsibility of surgical technologists is to maintain a sterile field by adhering to aseptic practice during an operation. Through clinical and didactic instruction, they learn to pass instruments, sutures and supplies during surgery. They are taught to ensure the safety and well being of all patients undergoing the surgical procedure.

The operating room is a dynamic and exciting place to work, but at times, surgical technologists may be exposed to communicable diseases and certain unpleasant sights and sounds.

Employment opportunities are numerous. With such a diverse educational background, jobs may be found in hospital OR, ER, labor and delivery suites. Surgical technologists may elect to join organ procurement teams, medical sales, cardiac cath labs or product research. Graduates may earn an Associate's in Science if their long-term career goal is to earn a B.S. degree in a related health field.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education programs.

Day Program – 3 Semesters

First Semester — Credits

AHS	102	Medical Terminology	3.0
BIO	210	Anatomy & Physiology I	4.0
SUR	101	Introduction to Surgical Technology	5.0
SUR	102	Applied Surgical Technology	5.0
SUR	103	Surgical Procedures I	4.0

Second Semester

BIO	211	Anatomy and Physiology II	4.0
ENG	101	English Composition I	3.0
SUR	104	Surgical Procedures II	4.0
SUR	110	Introduction to Surgical Practicum	5.0
SUR	130	Biomedical Science for the Surgical Technologist	1.0

Summer Term

SUR	114	Surgical Specialty Practicum	7.0
SUR	120	Surgical Seminar	2.0
		Total Credit Hours	**47.0**

General Health Science Certificate

The general health science certificate offers students awaiting program entry a sequence of courses that meet the general education requirements of health science programs. Other courses may be recommended by students' advisors to strengthen the academic skills needed to successfully complete the course requirements of their chosen health science programs.

Day or Evening Program – 2 Semesters

First Semester — Credits

AHS	102	Medical Terminology	3.0
BIO	210	Anatomy & Physiology I	4.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0

Second Semester

BIO	211	Anatomy and Physiology II	4.0
PSY	201	General Psychology	3.0
Elective			2/3.0
		Total Credit Hours	**22/23.0**

Medical Assisting Diploma

The medical assisting program prepares a multi-skilled graduate to function in clinical and administrative areas of the physician's office and ambulatory care centers. Medical assistants work under the supervision of a physician and are competent both in administrative and clinical procedures. Medical assisting is an exciting and rapidly-expanding health care profession.

Administrative duties of the medical assistant include scheduling and receiving patients, preparing and maintaining medical records, transcribing medical dictation, handling telephone calls, performing basic clerical functions and managing medical practice finances.

Clinical duties of the medical assistant include practicing safety and infection control, obtaining patient histories and vital signs, performing first aid and cardiopulmonary resuscitation, preparing patients for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests and administering medication.

The medical assistant must work well with people, have good communication skills, like a variety of work experiences, be accurate in work performance and be trust worthy with confidential information.

Medical Assisting graduates may earn the CMA (Certified Medical Assistant) credentials by passing the National Certifying examination. Felons are not eligible to take this examination unless a waiver is granted by the AAMA (American Association of Medical Assistants). The Medical Assisting Certificate is accredited by the Commission on Accreditation of Allied Health Education programs. Students enrolled in this program must be enrolled on a full-time basis.

Day Program – 3 Semesters

First Semester — Credits

AHS	102	Medical Terminology	3.0
BIO	210	Anatomy and Physiology I	4.0
CPT	101	Introduction to Computers	3.0
MED	102	Introduction to the Medical Assisting Profession	1.0
MED	118	Pharmacology for the Medical Assistant	2.0
MED	131	Administrative Skills of the Medical Office I	2.0

Second Semester

AHS	106	Cardiopulmonary Resuscitation	1.0
BIO	211	Anatomy and Physiology II	4.0
ENG	101	English Composition I	3.0
MED	107	Medical Office Management	4.0
MED	114	Medical Assisting Clinical Procedures	4.0
MED	115	Medical Office Lab Procedures I	4.0

Summer Term

MED	108	Common Diseases of the Medical Office	3.0
MED	117	Clinical Practice	5.0
MED	132	Administrative Skills of the Medical Office II	2.0
PSY	201	General Psychology	3.0
		Total Credit Hours	**52.0**

*Medical Laboratory Technology Certificate

Piedmont Technical College offers the first year (Phase I) of the Associate's Degree Medical Laboratory Technology program through an articulation agreement with Greenville Technical College. The student receives a certificate from Piedmont Technical College for the completion of the general education courses of Phase I.

Phase II courses can be taken only on the Greenville Technical College campus. In Phase II, the student will learn to perform exacting tests: analyzing human blood, body fluids or tissue samples to detect and diagnose diseases using microscopes, blood cell analyzers and other scientific instruments. Graduates are eligible to sit for national registry examinations.

Day or Evening Program – 3 Semesters

First Semester			**Credits**
BIO	210	Anatomy & Physiology I	4.0
ENG	101	English Composition I	3.0
CHM	110	College Chemistry I	4.0
MAT	110	College Algebra or
		MAT 120 Probability & Statistics	3.0

Second Semester | | |
---|---|---|---
BIO | 211 | Anatomy & Physiology II | 4.0
CHM | 111 | College Chemistry II | 4.0
*BIO | 225 | Microbiology | 4.0
SPC | 205 | Public Speaking | 3.0

Summer Term | | |
---|---|---|---
CPT | 101 | Introduction to Computers | 3.0
PSY | 201 | General Psychology | 3.0
Elective | | Humanities/Fine Arts | 3.0

| | **Total Credit Hours** | **38.0**

Course work may be taken day or evening with the exception of BIO 225, which is available only in the evening.

Occupational Therapy Assistant Certificate

Piedmont Technical College offers the first year (Phase I) of the Associate's Degree Occupational Therapy Assistant program through an articulation agreement with Greenville Technical College. The student receives a certificate from Piedmont Technical College for the completion of the general education courses of Phase I. The OTA student must attend a Career Talk for at Greenville Tech. The OTA student must complete 20 observation hours during Phase I. Phase II covers Occupational Therapy Assistant content and can be taken only on the Greenville Technical College campus.

Day Program – 2 Semesters

First Semester			**Credits**
BIO	210	Anatomy & Physiology I	4.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
PSY	201	General Psychology	3.0
Elective		PHI 105 Introduction to Logic **or** PHI 110 Ethics	3.0
		or SPA 101 Elementary Spanish	4.0

Second Semester | | |
---|---|---|---
BIO | 211 | Anatomy & Physiology II | 4.0
ENG | 102 | English Composition II | 3.0
MAT | 110 | College Algebra **or** MAT 120 Probability |
 | | and Statistics | 3.0
PSY | 212 | Abnormal Psychology | 3.0
SPC | 205 | Public Speaking | 3.0

| | **Total Credit Hours** | **32.0 or 33.0**

Health Information Management Technology Certificate

Piedmont Technical College offers the majority of the first year (Phase I) of the Associate's Degree Health Information Management program through an articulation agreement with Greenville Technical College. The student receives a certificate from Piedmont Technical College for the completion of the general education courses of Phase I. The student must attend a Career Talk at Greenville Tech. The HIM student must complete 16 observation hours with a credentialed HIM professional during Phase I. Upon completion of Phase I courses, the student is eligible to apply to Greenville Technical College for Phase II courses. AHS 147 Clinical Pharmacology is a Phase I course that must be taken at Greenville Technical College. Phase II covers Health Information Management content and must be taken on the Greenville Technical College Greer campus.

Day Program – 2 Semesters

First Semester			**Credits**
AHS	102	Medical Terminology	3.0
BIO	210	Anatomy & Physiology I	4.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics **or**
		MAT 110 College Algebra	3.0

Second Semester | | |
---|---|---|---
BIO | 211 | Anatomy & Physiology II | 4.0
ENG | 102 | English Composition II | 3.0
PSY | 201 | General Psychology | 3.0
SPC | 205 | Public Speaking | 3.0
Elective | | Humanities/Fine Arts | 3.0

| | **Total Credit Hours** | **32.0**

Physical Therapy Assistant Certificate

Piedmont Technical College offers the first year (Phase I) of the Associate's Degree Physical Therapy Assistant program through an articulation agreement with Greenville Technical College. The student receives a certificate from Piedmont Technical College for the completion of the general education courses of Phase I. The PTA student must attend a Career Talk at Greenville Tech. The PTA student must complete 20 observation hours during Phase I. Phase II covers Physical Therapy Assistant content and can be taken only on the Greenville Technical College campus.

Day Program – 3 Semesters

First Semester			**Credits**
ENG	101	English Composition I	3.0
MAT	110	College Algebra **or**
		MAT 120 Probability and Statistics	3.0
PSY	201	General Psychology	3.0

Second Semester | | |
---|---|---|---
BIO | 210 | Anatomy and Physiology I | 4.0
CPT | 101 | Introduction to Computers | 3.0
ENG | 102 | English Composition II | 3.0
PSY | 203 | Human Growth and Development | 3.0
SPA | 101 | Elementary Spanish | 4.0

Summer Term | | |
---|---|---|---
AHS | 102 | Medical Terminology | 3.0
BIO | 211 | Anatomy and Physiology II | 4.0
SPC | 205 | Public Speaking | 3.0

| | **Total Credit Hours** | **36.0**

Dental Hygiene Certificate

Piedmont Technical College offers the majority of the first year (Phase I) of the Associate's Degree Dental Hygiene program through an articulation agreement with Greenville Technical College. The student receives a certificate from Piedmont Technical College for the completion of the general education courses of Phase I. CHM 105 (General Organic and Biochemistry) and BIO 210 (Anatomy and Physiology I) are Phase I courses that must be taken at Greenville Technical College in the third semester. Phase II covers dental hygiene content and can be taken only on the Greenville Technical College campus. It is recommended that the student complete more than 15 volunteer hours in a dental office.

Day Program – 2 Semesters

First Semester			**Credits**
BIO	115	Basic Microbiology	3.0
BIO	210	Anatomy and Physiology I	4.0
ENG	101	English Composition I	3.0
PSY	201	General Psychology	3.0

Second Semester | | |
---|---|---|---
BIO | 211 | Anatomy and Physiology II | 4.0
CPT | 101 | Introduction to Computers | 3.0
MAT | 120 | Probability and Statistics | 3.0
SPC | 205 | Public Speaking | 3.0

Third Semester | | |
---|---|---|---
AHS | 102 | Medical Terminology | 3.0
PHI | 110 | Ethics | 3.0
| | **Total Credit Hours** | **32.0**

Optional Courses, which may be taken during Phase I at Piedmont Technical College or Phase II at Greenville Technical College are:

| | |
---|---|---
CPT | 101 | Introduction to Computers
SOC | 101 | Introduction to Sociology
PHI | 105 | Introduction to Logic or PHI 110 Ethics

Phlebotomy Technician Certificate

This certificate program provides students with the basic skills necessary for the collection of laboratory blood specimens.

Day Program – 1 Semester

First Semester			**Credits**
AHS	102	Medical Terminology	3.0
AHS	106	Cardiopulmonary Resuscitation	1.0
AHS	143	Phlebotomy Skills	6.0
AHS	205	Ethics and Law for Allied Health Professions	3.0
CPT	101	Introduction to Computers	3.0
	Total Credit Hours	**16.0**

Emergency Medical Technology Certificate

This is an intense program of study operated in collaboration with the Midlands Emergency Medical Service Management Association. It is offered for selected Emergency Medical Technician candidates at the request of the association. Students should complete BIO 112 (Basic Anatomy and Physiology) before enrolling in the courses.

Day or Evening Program - 2 Semesters

			Credits
EMS	111	Intermediate Emergency Medical Care	5.0
EMS	120	Pharmacology	3.0
EMS	209	SCWE in Advanced EMS	2.0
EMS	210	Advanced Emergency Medical Care II	5.0
EMS	211	Advanced Clinical Experience	3.0
EMS	212	EMS Field Internship	2.0
EMS	213	Advanced Emergency Medical Care II	4.0
EMS	214	Advanced Clinical Experience II	3.0
EMS	217	Introduction to Electrocardiography	2.0
EMS	219	Advanced EMS Field Internship II	2.0
	Total Credit Hours	**31.0**

FasTrack Programs

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them be better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

***Home Health Care Technician**

This certificate teaches basic nursing skills such as personal hygiene, feeding and basic household responsibilities. Students will learn to provide basic health care and domestic assistance in home environments.

			Credits
AHS	106	Cardiopulmonary Resuscitation	1.0
AHS	103	Bio-Medical Vocabulary	2.0
AHS	116	Patient Care Relations	3.0
AHS	115	Homemaker/Home Health Care	3.0
AHS	170	Fundamentals of Disease	3.0
	Total Credit Hours	**12.0**

***Medical Secretary Technician**

The purpose of this program is to provide training in a dual role as a Ward Secretary and/or Patient Care Provider on a limited basis.

			Credits
AHS	102	Medical Terminology	3.0
AHS	106	Cardiopulmonary Resuscitation	1.0
AHS	150	Patient Care and Diagnostic Procedures	5.0
AHS	170	Fundamentals of Disease	3.0
CPT	170	Introduction to Computers	3.0
AHS	116	Patient Care Relations	3.0
	Total Credit Hours	**18.0**

PUBLIC SERVICE CURRICULA

A wide variety of career opportunities is offered to the graduate with an associate's degree in Public Service. Students can major in Criminal Justice, Human Services or Early Care and Education. Students majoring in Criminal Justice may choose to receive training in the areas of law enforcement or institutional corrections. Students majoring in Human Services may choose to receive training in the areas of preschool education, services for the elderly, education for the mentally retarded, rehabilitative services for the mentally ill, public assistance or other related fields. A transfer possibility is also open to students who wish to continue their education at four-year colleges and universities.

Associate in Public Service
Major in Criminal Justice

The Criminal Justice associate's degree program has been designed to provide professionally-educated and competent criminal justice practitioners. Generally, three groups of students are served: those who plan to seek employment in public or private agencies immediately upon completion of the two year degree; those who are already employed in the system and have a desire for further education to qualify for professional advancement; and those who intend to pursue advanced studies in criminal justice, criminology or sociology at four-year institutions.

Experiences in the classroom, internships and simulated situations provide the student with the basis for an understanding of the laws and procedures required of law enforcement agencies, courts and correctional institutions.

An agreement with the South Carolina Criminal Justice Academy allows transfer of credits between the two institutions. For specific information about the transfer agreement, contact Criminal Justice advisors.

Day Program – 5 Semesters
First Semester Credits

CRJ	101	Introduction to Criminal Justice	3.0
CRJ	120	Constitutional Law	3.0
ENG	165	Professional Communications **or**	
		ENG 101 English Composition I	3.0
MAT	160	Mathematics for Business & Finance	3.0
SOC	101	Introduction to Sociology	3.0

Second Semester

CRJ	130	Police Administration	3.0
ENG	101	English Composition I **or**	
		ENG 102 English Composition II	3.0
PSC	201	American Government	3.0
PSY	201	General Psychology	3.0
Elective (CRJ, ECD, HUS, PSY or SOC)			3.0

Summer Term

Elective (CRJ, ECD, HUS, PSY or SOC)	3.0
Elective (CRJ, ECD, HUS, PSY or SOC)	3.0

Third Semester

CPT	101	Introduction to Computers	3.0
CRJ	236	Criminal Evidence	3.0
CRJ	242	Correctional Systems	3.0
SOC	210	Juvenile Delinquency	3.0
Elective (CRJ, ECD, HUS, PSY or SOC)			3.0

Fourth Semester

CRJ	115	Criminal Law I	3.0
CRJ	125	Criminology	3.0
CRJ	244	Probation, Pardon and Parole	3.0
ECO	101	Basic Economics **or** ECO 210	
		Macroeconomics **or** ECO 211	
		Microeconomics	3.0
Elective Humanities/Fine Arts			3.0

Total Credit Hours   **66.0**

Evening Program – 5 Semesters
First Semester Credits

CPT	101	Introduction to Computers	3.0
CRJ	242	Correctional Systems	3.0
PSC	201	American Government	3.0
SOC	210	Juvenile Delinquency	3.0
Elective (CRJ, ECD, HUS, PSY or SOC)			3.0

Second Semester

CRJ	115	Criminal Law I	3.0
CRJ	125	Criminology	3.0
CRJ	244	Probation, Pardon and Parole	3.0
ECO	101	Basic Economics **or** ECO 210	
		Macroeconomics **or** ECO 211 Microeconomics	3.0
Elective (CRJ, ECD, HUS, PSY or SOC)			3.0

Summer Term

Elective (CRJ, ECD, HUS, PSY or SOC)	3.0
Elective (CRJ, ECD, HUS, PSY or SOC)	3.0
Elective (Humanities/Fine Arts)	3.0

Third Semester

CRJ	101	Introduction to Criminal Justice	3.0
CRJ	120	Constitutional Law	3.0
CRJ	236	Criminal Evidence	3.0
ENG	165	Professional Communications **or**	
		ENG 101 English Composition I	3.0
MAT	160	Math for Business and Finance	3.0

Fourth Semester

CRJ	130	Police Administration	3.0
ENG	101	English Composition I **or**	
		ENG 102 English Composition II	3.0
PSY	201	General Psychology I	3.0
SOC	101	Introduction to Sociology	3.0

Total Credit Hours   **66.0**

Suggested Electives: Students are given a choice of technical electives so that they can tailor their educational experience to their particular career goals.

Students must choose **15** hours from the following list of courses

AHS	109	Personal and Community Health	3.0
CRJ	110	Police Patrol	3.0
CRJ	116	Criminal Law II	3.0
CRJ	224	Police Community Relations	3.0
CRJ	230	Criminal Investigation I	3.0
CRJ	231	Criminal Investigation II	3.0
CRJ	246	Special Problems in Criminal Justice	3.0
CRJ	250	Criminal Justice Internship I	3.0
CRJ	251	Criminal Justice Internship II	3.0
HUS	101	Introduction to Human Services	3.0
HUS	204	Introduction to Social Work	3.0
SOC	102	Marriage and the Family	3.0
SOC	205	Social Problems	3.0

or any CRJ, PSY, SOC, HUS or ECD course

Associate in Public Service
Major in Human Services

One of the helping professions, Human Services prepares technicians to work in a variety of service delivery agencies. Instruction in behavior modification, counseling techniques, interviewing and human growth and development is put to practical use in field placement positions.

While on field placement, students work in area human service agencies to gain on-the-job experience under the supervision of professionals employed in those agencies. With a comprehensive understanding of normal systems and intervention techniques, the student is trained to become a positive force in the lives of clients as well as the community at large.

During their second year of study, students are encouraged to define their employment goals by choosing from the approved electives and field placement sites. For example, students interested in working with elderly clients would choose approved elective courses in gerontology, activity therapy and social problems to augment training in nursing homes and senior citizen centers, and students interested in employment in mental health would choose the appropriate approved electives.

Day Program – 5 Semesters
First Semester — Credits

ENG	165	Professional Communications **or**	
		ENG 101 English Composition I	3.0
HUS	101	Introduction to Human Services	3.0
MAT	160	Math for Business & Finance	3.0
PSY	105	Personal/Interpersonal Psychology	3.0
PSY	201	General Psychology	3.0

Second Semester

CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I **or**	
		ENG 102 English Composition II	3.0
PSY	203	Human Growth and Development	3.0
SOC	101	Introduction to Sociology	3.0
Elective (CRJ, ECD, HUS, PSY or SOC)			3.0

Summer Term

Elective (CRJ, ECD, HUS, PSY or SOC)	3.0
Elective (CRJ, ECD, HUS, PSY or SOC)	3.0

Third Semester

HUS	150	Supervised Field Placement I	3.0
PSY	218	Behavior Modification	3.0
PSY	230	Interviewing Techniques	3.0
Elective (CRJ, ECD, HUS, PSY or SOC)			3.0
Elective (Humanities/Fine Arts)			3.0

Fourth Semester

HUS	151	Supervised Field Placement II	3.0
PSY	231	Counseling Techniques	3.0
PSY	235	Group Dynamics	3.0
Elective			3.0
Elective			3.0

Total Credit Hours	**66.0**

Evening Program – 9 Semesters
First Semester — Credits

ENG	165	Professional Communications **or**	
		ENG 101 English Composition I	3.0
HUS	101	Introduction to Human Services	3.0
Elective (CRJ, ECD, HUS, PSY or SOC)			3.0

Second Semester

ENG	101	English Composition I **or**	
		ENG 102 English Composition II	3.0
PSY	105	Personal/Interpersonal Psychology	3.0
Elective (CRJ, ECD, HUS, PSY or SOC)			3.0

Summer Term

SOC	101	Introduction to Sociology	3.0
Elective (CRJ, ECD, HUS, PSY or SOC)			3.0

Third Semester

MAT	160	Math for Business & Finance	3.0
PSY	201	General Psychology	3.0
PSY	230	Interviewing Techniques	3.0

Fourth Semester

PSY	203	Human Growth and Development	3.0
PSY	231	Counseling Techniques	3.0

Summer Term

CPT	101	Introduction to Computers	3.0
Elective (CRJ, ECD, HUS, PSY or SOC)			3.0

Fifth Semester

HUS	150	Supervised Field Placement I	3.0
PSY	218	Behavior Modification	3.0

Sixth Semester

HUS	151	Supervised Field Placement II	3.0
PSY	235	Group Dynamics	3.0
Elective (Humanities/Fine Arts)			3.0

Summer Term

Elective (CRJ, ECD, HUS, PSY or SOC)	3.0
Elective (CRJ, ECD, HUS, PSY or SOC)	3.0

Total Credit Hours	**66.0**

Suggested Electives: Students must select at least 12 hours from the following:

HUS	134	Activity Therapy	3.0
HUS	204	Introduction to Social Work	3.0
HUS	208	Alcohol and Drug Abuse	3.0
HUS	209	Case Management	3.0
PSY	208	Human Sexuality	3.0
PSY	210	Educational Psychology	3.0
PSY	212	Abnormal Psychology	3.0
PSY	215	Psychology of the Mental Retarded	3.0
SOC	102	Marriage and the Family	3.0
SOC	205	Social Problems	3.0
SOC	210	Juvenile Delinquency	3.0
SOC	220	Sociology of the Family	3.0
SOC	230	Introduction to Gerontology	3.0
SOC	235	Thanatology	3.0
SOC	240	Service Learning	3.0

Major in Human Services
Instructional Assistant Course Work

The Instructional Assistant program is designed to prepare students for the position of Teacher's Aide. This program will provide students with the skills to work in the school setting with a variety of students, capabilities and family dynamics. Graduates of the program will receive an associate's degree in Human Services. It is a South Carolina requirement that teachers' aides possess two-year college degrees.

Day Program – 5 Semesters

First Semester **Credits**

ENG	165	Professional Communications **or**	
		ENG 101 English Composition I	3.0
MAT	160	Math for Business & Finance **or**	
		MAT 155 Contemporary Mathematics	3.0
PSY	201	General Psychology	3.0
HUS	101	Introduction to Human Services	3.0
PSY	105	Personal/Interpersonal Psychology	3.0

Second Semester

ENG	101	English Composition I **or**	
		ENG 102 English Composition II	3.0
SOC	101	Introduction to Sociology	3.0
PSY	203	Human Growth and Development	3.0
CPT	101	Introduction to Computers	3.0

Summer Term

SOC	220	Sociology of the Family	3.0
SPC	205	Public Speaking	3.0
MUS	105	Music Appreciation **or** ART 101 Art History and Appreciation **or** SPA 101 Elementary Spanish I	3.0 or 4.0

Third Semester

HUS	150	Supervised Field Placement I	3.0
PSY	212	Abnormal Psychology	3.0
PSY	215	Psychology of the Mentally Retarded	3.0
PSY	218	Behavior Modification	3.0
PSY	230	Interviewing Techniques	3.0

Fourth Semester

HUS	151	Supervised Field Placement II	3.0
HUS	134	Activity Therapy	3.0
PSY	210	Educational Psychology	3.0
PSY	231	Counseling Techniques	3.0
PSY	235	Group Dynamics	3.0

Total Credit Hours	**66.0 or 67.0**

Evening Program – 9 Semesters

First Semester **Credits**

ENG	165	Professional Communications **or**	
		ENG 101 English Composition I	3.0
HUS	101	Introduction to Human Services	3.0
HUS	134	Activity Therapy	3.0

Second Semester

ENG	101	English Composition I **or**	
		ENG 102 English Composition II	3.0
PSY	105	Personal/Interpersonal Psychology	3.0
SOC	220	Sociology of the Family	3.0

Summer Term

PSY	201	General Psychology	3.0
SOC	101	Introduction to Sociology	3.0

Third Semester

MAT	160	Math for Business & Finance **or**	
		MAT 155 Contemporary Mathematics	3.0
PSY	215	Psychology of the Mentally Retarded	3.0
PSY	230	Interviewing Techniques	3.0

Fourth Semester

PSY	203	Human Growth and Development	3.0
PSY	231	Counseling Techniques	3.0

Summer Term

CPT	101	Introduction to Computers	3.0
PSY	210	Educational Psychology	3.0

Fifth Semester

HUS	150	Supervised Field Placement I	3.0
PSY	218	Behavior Modification	3.0

Sixth Semester

HUS	151	Supervised Field Placement II	3.0
PSY	212	Abnormal Psychology	3.0
PSY	235	Group Dynamics	3.0

Summer Term

MUS	105	Music Appreciation **or** ART 101 Art History and Appreciation **or** SPA 101 Elementary Spanish I	3.0 or 4.0
SPC	205	Speech	3.0

Total Credit Hours	**66.0 or 67.0**

FasTrack Programs

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them be better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

Special Needs and Disabilities Assistant Certificate

This certificate will provide basic special needs and disabilities skills to secure a position working with clients in a supervised environment.

			Credits
PSY	215	Psychology of the Mentally Retarded	3.0
PSY	218	Behavior Modification	3.0
PSY	235	Group Dynamics	3.0
HUS	209	Case Management	3.0
		Total Credit Hours	**12.0**

Associate in Public Service
Major in Early Care and Education

The associate's degree in Public Service with a major in Early Care and Education offers students a comprehensive understanding of the skills and responsibilities of persons employed in the early childhood profession. Students enrolled in this program will become knowledgeable of the needs and social, emotional and mental development of young children and receive the necessary training to implement quality preschool programming.

This degree will enhance the skills of the person already employed in a childcare setting and prepare those who plan to enter the field. The course work includes knowledge of early childhood development, teaching methods, developmentally appropriate curricula, safety and first aid, discipline techniques and methods of implementing effective parent involvement activities. Additional studies include areas of management, special needs, family/community relations, language arts, science, math and creative activities. Graduates of this program are prepared for employment at the associate's degree level in early childhood settings that serve children aged birth through eight and their families. The Early Care and Education degree courses do not meet course requirements leading to teacher licensure or certification in the state of South Carolina.

Day Program – 5 Semesters
First Semester — **Credits**

CPT	101	Introduction to Computers	3.0
ECD	101	Introduction to Early Childhood	3.0
ECD	102	Growth and Development I	3.0
ECD	135	Health, Safety and Nutrition	3.0
ENG	101	English Composition I	3.0

Second Semester

ECD	105	Guidance-Classroom Management	3.0
ECD	131	Language Arts	3.0
ECD	132	Creative Experiences	3.0
MAT	155	Contemporary Mathematics	3.0
PSY	201	General Psychology	3.0

Summer Term

ECD	107	Exceptional Children	3.0
ECD	133	Science and Math Concepts	3.0
ECD	203	Growth and Development II	3.0

Third Semester

ECD	108	Family and Community Relations	3.0
ECD	200	Curriculum Issues in Infant and Toddler Development	3.0
ECD	237	Methods and Materials	3.0
Elective (Humanities/Fine Arts)			3.0

Fourth Semester

ECD	243	Supervised Field Experience I	3.0
SPC	205	Public Speaking	3.0
Elective*			3.0
Elective*			3.0
		Total Credit Hours	**63.0**

*Choose from the following electives:

COL	103	College Skills	3.0
ENG	102	English Composition II	3.0
HUS	101	Introduction to Human Services	3.0
PSY	218	Behavior Modification	3.0
PSY	230	Interviewing Techniques	3.0

Evening Program – 9 Semesters
First Semester — **Credits**

ECD	101	Introduction to Early Childhood	3.0
ECD	102	Growth and Development I	3.0
ENG	101	English Composition I	3.0

Second Semester

CPT	101	Introduction to Computers	3.0
ECD	135	Health, Safety and Nutrition	3.0

Summer Term

ECD	105	Guidance-Classroom Management	3.0
SPC	205	Public Speaking	3.0

Third Semester

ECD	131	Language Arts	3.0
ECD	132	Creative Experiences	3.0
MAT	155	Contemporary Mathematics	3.0

Fourth Semester

ECD	203	Growth and Development II	3.0
PSY	201	General Psychology	3.0

Summer Term

ECD	107	Exceptional Children	3.0
ECD	133	Science and Math Concepts	3.0

Fifth Semester

ECD	108	Family and Community Relations	3.0
ECD	200	Curriculum Issues in Infant and Toddler Development	3.0
Elective*			3.0

Sixth Semester

ECD	237	Methods and Materials	3.0
ECD	243	Supervised Field Experience I	3.0

Summer Term

Elective	3.0
Elective (Humanities/Fine Arts)	3.0

Total Credit Hours	**63.0**

*Choose from the following electives:

COL	103	College Skills	3.0
ENG	102	English Composition II	3.0
HUS	101	Introduction to Human Services	3.0
PSY	218	Behavior Modification	3.0
PSY	230	Interviewing Techniques	3.0

Early Childhood Development Certificate

Students in Early Chidhood Development receive a comprehensive understanding of the needs of young children and are trained to implement quality preschool programming. They will learn growth and development principles, teaching methods, understanding and working with special needs children, safety, first aid, CPR training, discipline techniques and methods for working effectively with parents. Students prepare for the job market by participating in developmentally-appropriate practices in language arts, creative experiences, math and science concepts. Students may choose either day or evening courses.

Day Program – 3 Semesters

First Semester | | | **Credits**

ECD	101	Introduction to Early Childhood	3.0
ECD	102	Growth and Development I	3.0
ECD	135	Health, Safety and Nutrition	3.0

Second Semester

ECD	105	Guidance-Classroom Management	3.0
ECD	131	Language Arts	3.0
ECD	132	Creative Experiences	3.0

Summer Term

ECD	203	Growth and Development II	3.0
ECD	107	Exceptional Children	3.0
ECD	133	Science and Math Concepts	3.0

Total Credit Hours	**27.0**

Evening Program – 4 Semesters

First Semester | | | **Credits**

ECD	101	Introduction to Early Childhood	3.0
ECD	102	Growth and Development I	3.0

Second Semester

ECD	135	Health, Safety and Nutrition	3.0
ECD	203	Growth and Development II	3.0

Summer Term

ECD	105	Guidance-Classroom Management	3.0
ECD	107	Exceptional Children	3.0
ECD	133	Science and Math Concepts	3.0

Third Semester

ECD	131	Language Arts	3.0
ECD	132	Creative Experiences	3.0

Total Credit Hours	**27.0**

**FasTrack Programs

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them be better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

Daycare Assistant Certificate

This certificate program is designed to provide basic skills for daycare assistants.

			Credits
ECD	101	Introduction to Early Childhood	3.0
ECD	102	Growth and Development I	3.0
ECD	135	Health, Safety and Nutrition	3.0
ECD	203	Growth and Development II	3.0
		Total Credit Hours	**12.0**

ENGINEERING TECHNOLOGY CURRICULA

A wide variety of career opportunities is offered to the graduate with an associate's degree in Engineering Technology. Engineering Technology students can choose from four different majors. These are Electronic Engineering Technology, Engineering Graphics Technology, General Engineering Technology and Mechanical Engineering Technology. Each of these programs produces technicians who are well prepared to enter the job market in their chosen fields.

Technology Gateway

The Engineering Technology division offers a one-semester block of bridge courses called the Technology Gateway. Technology Gateway is designed to prepare students for success in engineering technology and/or to help students acquire more skills in mathematics, science and communications when college placement requirements indicate these areas need strengthening before entering the college's core engineering technology programs. Technology Gateway is an integrated, problem-based course of study that models the work place through the use of industry-type problems and student and faculty teams. In some cases, students may take the Technology Gateway courses for dual credit at area career/vocational centers or high schools (Guidance counselors at these schools can provide information on this opportunity.)

Associate in Engineering Technology
Major in
Electronic Engineering Technology

With electronic and computer circuits now being used in everything from the most complex industrial equipment to the simplest of household appliances, the engineering technician in this field is prepared to work in an extremely wide variety of businesses and industries.

Skilled in the operation, troubleshooting, calibration and repair of electronic instruments and systems found in process control, communications, computers, manufacturing, programmable logic controllers and microprocessors, the graduate is not limited to one specific area of employment. Practical, hands-on experience on sophisticated electronic equipment provides the student with the skills necessary to assist in the basic design, construction, analysis, modification, inspection and calibration of electronic circuits and systems.

Accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, M.D. 71202, this program offers a comprehensive introduction both to the theoretical principles governing electronic systems and the practical application of those principles.

Day Program – 5 Semesters

First Semester — Credits

EET	111	D.C. Circuits	4.0
EGR	113	Visual and Graphic Programming	3.0
EGR	181	Integrated Technology I	1.0
ENG	181	Integrated Communications I	3.0
MAT	181	Integrated Mathematics I	3.0
PHY	181	Integrated Physics I	3.0

Second Semester

EET	112	A.C. Circuits	4.0
EET	131	Active Devices	4.0
EGR	182	Integrated Technology II	1.0
ENG	182	Integrated Communications II	3.0
MAT	182	Integrated Mathematics II	3.0
PHY	182	Integrated Physics II	3.0

Summer Term

EET	141	Electronic Circuits	4.0
EET	145	Digital Circuits	4.0
EGT	151	Introduction to CAD	3.0

Third Semester

EET	231	Industrial Electronics	4.0
EET	251	Microprocessor Fundamentals	4.0
EGR	183	Integrated Technology III	1.0
MAT	183	Integrated Mathematics III	3.0
PHY	183	Integrated Physics III	3.0

Fourth Semester

EET	233	Control Systems	4.0
EET	235	Programmable Controllers	3.0
EET	243	Data Communications	3.0
EET	273	Electronics Senior Project	1.0
PSY	103	Human Relations	3.0
Elective Humanities/Fine Arts			3.0

Total Credit Hours	**78.0**

Evening Program – 8 Semesters

First Semester — Credits

EET	111	D.C. Circuits	4.0
EGR	113	Visual and Graphic Programming	3.0
EGR	181	Integrated Technology I	1.0
MAT	181	Integrated Mathematics I	3.0

Second Semester

EET	112	A.C. Circuits	4.0
EGR	182	Integrated Technology II	1.0
MAT	182	Integrated Mathematics II	3.0

Summer Term

EET	145	Digital Circuits	4.0
EGR	183	Integrated Technology III	1.0
MAT	183	Integrated Mathematics III	3.0

Third Semester

EET	251	Microprocessor Fundamentals	4.0
ENG	181	Integrated Communications I	3.0
PHY	181	Integrated Physics I	3.0
PSY	103	Human Relations	3.0

Fourth Semester

EET	131	Active Devices	4.0
ENG	182	Integrated Communications II	3.0
PHY	182	Integrated Physics II	3.0

Summer Term

EET	141	Electronic Circuits	4.0
PHY	183	Integrated Physics III	3.0

Fifth Semester

EET	233	Control Systems	4.0
EET	243	Data Communications	3.0
EGT	151	Introduction to CAD	3.0

Sixth Semester

Elective		Humanities/Fine Arts	3.0
EET	231	Industrial Electronics	4.0
EET	235	Programmable Controllers	3.0
EET	273	Electronics Senior Project	1.0
		Total Credit Hours	**78.0**

Associate in Engineering Technology
Major in Engineering Graphics Technology
(With Computer-Aided Drafting and Computer-Aided Manufacturing)

All phases of manufacturing or construction require the conversion of new ideas and design concepts into the basic line language of CAD. Therefore, there are many areas (civil, mechanical, electrical, architectural and industrial) in which the skills of the CAD technician play major roles in the design and development of new products or construction.

Students prepare for actual work situations through practical training in a new state-of-the-art computer designed CAD laboratory using AutoCAD and other advanced CAD software.

Specific skills mastered by Engineering Graphics Technology majors include the production of mechanical, architectural, electrical and civil drawings both with traditional drafting machines and state-of-the-art computer-aided drafting (CAD) systems, the selection and design of architectural and mechanical systems and the basic techniques of land surveying. The senior year includes advanced CAD techniques using solid modeling, wire frame and assembly techniques.

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET), 111 Market Place, Suite 1050, Baltimore, M.D. 71202.

Day Program – 5 Semesters

First Semester			Credits
EGR	113	Visual and Graphic Programming	3.0
EGR	181	Integrated Technology I	1.0
EGT	110	Engineering Graphics I	4.0
ENG	181	Integrated Communications I	3.0
MAT	181	Integrated Mathematics I	3.0
PHY	181	Integrated Physics I	3.0

Second Semester

EGR	182	Integrated Technology II	1.0
EGT	115	Engineering Graphics II	4.0
EGT	151	Introduction to CAD	3.0
ENG	182	Integrated Communications II	3.0
MAT	182	Integrated Mathematics II	3.0
PHY	182	Integrated Physics II	3.0

Summer Term

EGT	125	Descriptive Geometry	2.0
EGT	155	Intermediate CAD	2.0
EGT	252	Advanced CAD	3.0
PSY	103	Human Relations **or** PSY 201 General Psychology	3.0

Third Semester

CET	105	Surveying I	3.0
EGR	175	Manufacturing Processes	3.0
EGR	183	Integrated Technology III	1.0
EGT	225	Architectural Drawing Applications	4.0
MAT	183	Integrated Mathematics III	3.0
PHY	183	Integrated Physics III	3.0

Fourth Semester

EGR	170	Engineering Materials	3.0
EGR	194	Statics and Strength of Materials	4.0
EGT	215	Mechanical Drawing Applications	4.0
EGT	251	Principles of CAD	3.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**78.0**

Evening Program – 8 Semesters

First Semester			Credits
EGR	113	Visual and Graphic Programming	3.0
EGR	181	Integrated Technology I	1.0
EGT	110	Engineering Graphics I	4.0
MAT	181	Integrated Mathematics I	3.0

Second Semester

EGR	182	Integrated Technology II	1.0
EGT	115	Engineering Graphics II	4.0
EGT	125	Descriptive Geometry	2.0
MAT	182	Integrated Mathematics II	3.0

Summer Term

EGR	183	Integrated Technology III	1.0
EGT	151	Introduction to CAD	3.0
MAT	183	Integrated Mathematics III	3.0

Third Semester

EGT	155	Intermediate CAD	2.0
EGT	251	Principles of CAD	3.0
ENG	181	Integrated Communications I	3.0
PHY	181	Integrated Physics I	3.0

Fourth Semester

EGR	175	Manufacturing Processes	3.0
ENG	182	Integrated Communications II	3.0
PHY	182	Integrated Physics II	3.0
Elective		Humanities/Fine Arts	3.0

Summer Term

CET	105	Surveying I	3.0
EGT	252	Advanced CAD	3.0
PHY	183	Integrated Physics III	3.0

Fifth Semester

EGR	194	Statics and Strength of Materials	4.0
EGT	225	Architectural Drawing Applications	4.0
PSY	103	Human Relations **or**	
		PSY 201 General Psychology	3.0

Sixth Semester

EGR	170	Engineering Materials	3.0
EGT	215	Mechanical Drawing Applications	4.0
		Total Credit Hours	**78.0**

Associate in Engineering Technology
Major in
General Engineering Technology

The broad flexibility built into this program allows students to gain a comprehensive background in instrumentation, electronics, programmable logic controllers, computers, calibration systems, Auto-CAD and manufacturing systems. This technician is truly equipped to work in any environment, from the most complex manufacturing industrial plants to small local businesses.

Utilizing the most modern and sophisticated instrumentation and calibration laboratory, the student will be equipped to troubleshoot, maintain, operate, calibrate and repair process control equipment, computers, manufacturing systems and industrial equipment of a wide variety. A graduate of this program will be thoroughly knowledgeable about metrology, ISO-9000 standards, NIST and the quality control necessary to maintain certification by the manufacturing industries. Statistical process control and the technology to implement the necessary process control and instrumentation are fundamental to this program.

Day Program – 5 Semesters

First Semester   Credits

EET	113	Electrical Circuits I	4.0
EGR	113	Visual and Graphic Programming	3.0
EGR	181	Integrated Technology I	1.0
ENG	181	Integrated Communications I	3.0
MAT	181	Integrated Mathematics I	3.0
PHY	181	Integrated Physics I	3.0

Second Semester

EGR	182	Integrated Technology II	1.0
EIT	211	Introduction to Instrumentation	5.0
ENG	182	Integrated Communications II	3.0
MAT	182	Integrated Mathematics II	3.0
PHY	182	Integrated Physics II	3.0
Elective		Humanities/Fine Arts	3.0

Summer Term

EGR	175	Manufacturing Processes	3.0
EGT	151	Introduction to CAD	3.0
QAT	125	Statistical Process Control	2.0
PSY	103	Human Relations **or**	
		PSY 201 General Psychology	3.0

Third Semester

EET	231	Industrial Electronics	4.0
EGR	183	Integrated Technology III	1.0
EIT	244	Computers & PLC's in Industry	3.0
MAT	183	Integrated Mathematics III	3.0
PHY	183	Integrated Physics III	3.0

Fourth Semester

AMT	102	Computer Controlled Machinery	4.0
EET	131	Active Devices	4.0
EGR	194	Statics and Strength of Materials	4.0
EIT	225	Electronic Instrument Troubleshooting	2.0
MET	224	Hydraulics and Pneumatics	3.0
		Total Credit Hours	**77.0**

Associate in Engineering Technology
Major in
Mechanical Engineering Technology

The Mechanical Engineering Technology curriculum equips the graduate for performing a key role in the mechanical design process: installing, troubleshooting and repairing mechanical and electro-mechanical equipment; programming CNC machine tools, computers, programmable controllers and robots and performing general maintenance functions.

Students may choose straight mechanical electives or electro-mechanical electives.

Most industrial products are mechanical in nature, and almost nothing can be made without the use of machines and structures. There will always be a need for the Mechanical Engineering Technology specialist.

Day Program – 5 Semesters

First Semester   Credits

EGR	113	Visual and Graphic Programming	3.0
EGR	181	Integrated Technology I	1.0
EGT	110	Engineering Graphics I	4.0
ENG	181	Integrated Communications I	3.0
MAT	181	Integrated Mathematics I	3.0
PHY	181	Integrated Physics I	3.0

Second Semester

EGR	175	Manufacturing Processes	3.0
EGR	182	Integrated Technology II	1.0
EET	113	Electrical Circuits I	4.0
ENG	182	Integrated Communications II	3.0
MAT	182	Integrated Mathematics II	3.0
PHY	182	Integrated Physics II	3.0

Summer Term

AMT	102	Computer Controlled Machinery	4.0
EGR	170	Engineering Materials	3.0
EGT	151	Introduction to CAD	3.0
SOC	101	Introduction to Sociology	3.0

Third Semester

EGR	183	Integrated Technology III	1.0
EET	131	Active Devices**	4.0
MAT	183	Integrated Mathematics III	3.0
MET	213	Dynamics*	3.0
MET	224	Hydraulics and Pneumatics	3.0
PHY	183	Integrated Physics III	3.0

Fourth Semester

EGR	194	Statics and Strength of Materials	4.0
EET	231	Industrial Electronics**	4.0
MET	222	Thermodynamics*	4.0
MET	231	Machine Design	4.0
MET	240	Mechanical Senior Project	1.0
Elective		Humanities/Fine Arts	3.0

Total Credit Hours   * ME electives   **76.0**
Total Credit Hours   **EME electives   **77.0**

Evening Program – 8 Semesters

First Semester   **Credits**

EGR	113	Visual and Graphic Programming	3.0
EGR	181	Integrated Technology I	1.0
EGT	110	Engineering Graphics I	4.0
MAT	181	Integrated Mathematics I	3.0

Second Semester

EET	113	Electrical Circuits I	4.0
EGR	175	Manufacturing Processes	3.0
EGR	182	Integrated Technology II	1.0
MAT	182	Integrated Mathematics II	3.0

Summer Term

EGR	183	Integrated Technology III	1.0
EGT	151	Introduction to CAD	3.0
MAT	183	Integrated Mathematics III	3.0

Third Semester

ENG	181	Integrated Communications I	3.0
PHY	181	Integrated Physics I	3.0
SOC	101	Introduction to Sociology	3.0

Fourth Semester

EGR	170	Engineering Materials	3.0
ENG	182	Integrated Communications II	3.0
PHY	182	Integrated Physics II	3.0

Summer Term

EET	131	Active Devices**	4.0
MET	213	Dynamics*	3.0
MET	224	Hydraulics and Pneumatics	3.0
PHY	183	Integrated Physics III	3.0

Fifth Semester

AMT	102	Computer Controlled Machinery	4.0
EGR	194	Statics and Strength of Materials	4.0

Sixth Semester

EET	231	Industrial Electronics**	4.0
MET	222	Thermodynamics *	4.0
MET	231	Machine Design	4.0
MET	240	Mechanical Senior Project	1.0
Elective		Humanities/Fine Arts	3.0

Total Credit Hours   *ME electives   **76.0**
Total Credit Hours   **EME electives   **77.0**

*Choose for Mechanical electives
**Choose for Electro-Mechanical electives

Students enrolled in any of the Industrial Technology curricula will gain practical experience and technical knowledge. Well-equipped labs, broad-based programs and hands-on opportunities make the difference in their futures. Students can choose from six majors: Automotive Technology; Building Construction Technology; Heating, Ventilation and Air Conditioning Technology; Industrial Electronics Technology; Machine Tool Technology and Welding.

Associate in Industrial Technology
Major in Automotive Technology

With concern for automotive efficiency and the costs of fuel, vehicle repairs and service growing yearly, the role of the automotive technician increases in importance. The student is trained to perform quality maintenance, diagnosis and repair of complex modern vehicles. Classrooms and shop areas are equipped with the latest tools and equipment for automotive diagnosis and repair.

Students will train in eight areas of automotive service: engine repair, engine performance, electrical and electronic systems, manual drive train and axles, automatic transmission/transaxles, suspension and steering systems, brakes and heating and air conditioning. Maintenance and repair experience will duplicate those skills needed upon employment. Upon completion of 83 credit hours, a graduate will be awarded an Associate's Degree in Industrial Technology.

Automotive Technology is accredited by the National Automotive Technicians Education Foundation.

NOTE: New students must obtain all tools on the list of required tools. See the automotive department head or an instructor to obtain the tool list. Educational discounts are available from participating vendors.

Day Program – 5 Semesters

First Semester — Credits

AUT	101	Engine Fundamentals	3.0
AUT	104	Engine Rebuilding	5.0
AUT	131	Electrical Systems	3.0
MAT	170	Algebra, Geometry & Trigonometry I	3.0
ENG	160	Technical Communications **or**	
		ENG 165 Professional Communications	3.0

Second Semester

AUT	116	Manual Transmissions and Axles	4.0
AUT	152	Automatic Transmissions	4.0
AUT	251	Automatic Transmission Overhaul	5.0
Elective		Behavioral/Social Science	3.0

Summer Term

AUT	112	Braking Systems	4.0
AUT	122	Suspension and Alignment	4.0
AUT	141	Introduction to Heating & Air Conditioning	4.0

Third Semester

AUT	133	Electrical Fundamentals	3.0
AUT	145	Engine Performance	3.0
AUT	231	Automotive Electronics	4.0
AUT	247	Electronic Fuel Systems	4.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0

Fourth Semester

AUT	143	Active Devices and Sensors	4.0
AUT	156	Automotive Diagnosis and Repair	4.0
AUT	232	Automotive Accessories	2.0
AUT	245	Advanced Engine Performance	5.0
Elective		Humanities/Fine Arts	3.0

Total Credit Hours — **80.0**

Evening Program – 8 Semesters

First Semester — Credits

AUT	101	Engine Fundamentals	3.0
AUT	104	Engine Rebuilding	5.0
AUT	131	Electrical Systems	3.0

Second Semester

AUT	112	Braking Systems	4.0
AUT	122	Suspension and Alignment	4.0
AUT	141	introduction to Heating & Air Conditioning	4.0

Summer Term

AUT	152	Automatic Transmissions	4.0
AUT	133	Electrical Fundamentals	3.0

Third Semester

AUT	116	Manual Transmissions and Axles	4.0
AUT	251	Automatic Transmission Overhaul	5.0
MAT	170	Algebra, Geometry & Trigonometry I	3.0

Fourth Semester

AUT	231	Automotive Electronics	4.0
AUT	247	Electronic Fuel Systems	4.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0

Summer Term

AUT	143	Active Devices and Sensors	4.0
AUT	232	Automotive Accessories	2.0
ENG	160	Technical Communications **or**	
		ENG 165 Professional Communications	3.0

Fifth Semester

AUT	145	Engine Performance	3.0
AUT	156	Automotive Diagnosis and Repair	4.0
Elective		Social/Behavioral Science	3.0

Sixth Semester

AUT	245	Advanced Engine Performance	5.0
Elective		Humanities/Fine Arts	3.0

Total Credit Hours — **80.0**

**FasTrack Programs

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them be better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

**Transmission Specialist Certificate

In this program, students will learn how to diagnose, remove and replace and rebuild automatic transmissions and transaxles. Students will also learn the proper procedures of diagnosing and replacing clutches and CV joints.

			Credits
AUT	116	Manual Transmission and Axle	4.0
AUT	152	Automatic Transmissions	4.0
AUT	251	Automatic Transmission Overhaul	5.0
		Total Credit Hours	**13.0**

**Undercar Specialist Certificate

The purpose of this program is to provide the students with the knowledge to repair brakes and suspension and steering systems. Courses also covers wheel alignment angles and application of balancing and alignment equipment.

			Credits
AUT	112	Braking Systems	4.0
AUT	122	Suspension and Alignment	4.0
		Total Credit Hours	**8.0**

**Engine Specialist Certificate

The Engine Specialist certificate is designed for students who wish to obtain entry-level positions in engine repair in a short period of time.

			Credits
AUT	101	Engine Fundamentals	3.0
AUT	104	Engine Rebuilding	5.0
AUT	131	Electrical Systems	3.0
		Total Credit Hours	**11.0**

Associate in Industrial Technology
Major in
Building Construction Technology

Concern about building costs, home maintenance and repair and energy-efficient dwellings has elevated job market demands for skilled construction workers in practically every area of the building industry. A comprehensive program that offers practical training in the entire range of residential and light commercial building techniques, Building Construction Technology puts classroom knowledge to work in hands-on projects both on the Piedmont campus and outside the college community. Students get practical training in estimating building costs, carpentry, cabinet making, residential wiring, blueprint reading, brick masonry, construction, building codes and safety. A good background in economics and communications combines with a high level of skills in building techniques to prepare graduates for general construction, specialty work or supervision of construction projects. Upon successful completion of 83 credit hours, a student will be awarded an associate's degree in Industrial Technology.

Day Program – 5 Semesters

First Semester

			Credits
BCT	101	Introduction to Building Construction	5.0
BCT	113	Fundamentals of Construction Prints	4.0
BCT	142	Fundamentals of Construction Safety	4.0
ENG	160	Technical Communications **or**	
		ENG 165 Prof. Communications	3.0

Second Semester

BCT	102	Fundamentals of Building Construction	4.0
BCT	131	Estimating/Quantity Take-Off	2.0
BCT	138	Residential Wiring	5.0
BCT	212	Construction Methods and Design	3.0
MAT	170	Algebra, Geometry and Trigonometry I	3.0

Summer Term

BCT	103	Construction Site Layout	4.0
BCT	201	Principles of Roof Construction	4.0
BCT	204	Cabinet Making	4.0

Third Semester

BCT	202	Principles of Form Construction	4.0
BCT	221	Construction Building Code	3.0
BCT	231	Construction Labor and Expediting	3.0
MSY	101	Masonry Fundamentals 1	5.0
SPC	205	Public Speaking	3.0

Fourth Semester

BCT	152	Residential Plumbing	5.0
BCT	209	Construction Project Management	3.0
BCT	222	License Preparation	3.0
ECO	101	Basic Economics	3.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**80.0**

Carpentry Certificate

Day Program – 2 Semesters

First Semester			Credits
BCT	101	Introduction to Building Construction	5.0
BCT	113	Fundamentals of Construction Prints	4.0
BCT	142	Fundamentals of Construction Safety	4.0

Second Semester			
BCT	102	Fundamentals of Building Construction	4.0
BCT	131	Estimating Quantity Take-Off	2.0
BCT	212	Construction Methods and Design	3.0
Elective			3.0
		Total Credit Hours	**25.0**

Construction Management Certificate

Day Program – 4 Semesters

First Semester			Credits
BCT	113	Fundamentals of Construction Prints	4.0
BCT	142	Fundamentals of Construction Safety	4.0

Second Semester			
BCT	131	Estimating/Quantity Take-Off	2.0
BCT	212	Construction Methods and Design	3.0

Summer Term			
BCT	221	Construction Building Code	3.0
BCT	231	Construction Labor and Expediting	3.0

Third Semester			
BCT	209	Construction Project Management	3.0
		Total Credit Hours	**22.0**

**FasTrack Programs

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them be better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

**Cabinet Making Certificate

This short-term certificate program is designed to train students in the basics of cabinet making and construction.

			Credits
BCT	142	Fundamentals of Construction Safety	4.0
BCT	204	Cabinet Making	4.0
		Total Credit Hours	**8.0**

**Masonry Fundamentals Certificate

The Masonry Fundamentals certificate is designed for students who want to learn basic masonry techniques.

			Credits
BCT	142	Fundamentals of Construction Safety	4.0
MSY	101	Masonry Fundamentals	5.0
		Total Credit Hours	**9.0**

Associate in Industrial Technology
Major in Heating, Ventilation and Air Conditioning Technology

One of the fastest-growing service occupations, Heating, Ventilation and Air Conditioning is a field that has seen major changes over the past years as a result of the national emphasis on fuel conservation and environmental concerns.

Every private residence, business, industry and agency needs the skill of technicians trained in the installation, maintenance and repair of air conditioning, refrigeration and heating systems.

Students are trained to diagnose and repair malfunctions; size, fabricate and install air duct systems; and estimate cooling and heating loads for selection of the most efficient systems for a given building. Practical training in a well-equipped shop and outside installation of service projects give students on-the-job experience before they graduate. EPA technician certification is taught, and the test is offered to all curriculum students.

Two certificate programs are offered: Refrigeration Fundamentals and Heating Fundamentals.

Day Program – 5 Semesters

First Semester			Credits
ACR	101	Fundamentals of Refrigeration	5.0
ACR	102	Tools and Service Techniques	3.0
ACR	106	Basic Electricity for HVAC/R	4.0
CPT	101	Introduction to Computers	3.0

Second Semester			
ACR	130	Domestic Refrigeration	4.0
ACR	131	Commercial Refrigeration	4.0
ACR	140	Automatic Controls	3.0
ENG	106	Fundamentals of Communication **or** ENG 165 Professional Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
MAT	106	Fundamentals of Mathematics **or** MAT 170 Algebra, Geometry & Trig. I	3.0

Summer Term			
ACR	122	Principles of Air Conditioning	5.0
ACR	150	Basic Sheet Metal	2.0
ACR	240	Advanced Automatic Controls	3.0

Third Semester			
ACR	110	Heating Fundamentals	4.0
ACR	210	Heat Pumps	4.0
ACR	241	Pneumatic Controls	2.0
Elective Behavioral/Social Science			3.0

Fourth Semester

ACR	220	Advanced Air Conditioning	4.0
ACR	223	Testing and Balancing	3.0
ACR	224	Codes and Ordinances	2.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**73.0**

Evening Program – 6 Semesters

First Semester — Credits

ACR	101	Fundamentals of Refrigeration	5.0
ACR	102	Tools and Service Techniques	3.0
ACR	106	Basic Electricity for HVAC/R	4.0

Second Semester

ACR	130	Domestic Refrigeration	4.0
ACR	131	Commercial Refrigeration	4.0
ACR	140	Automatic Controls	3.0
ENG	106	Fundamentals of Communication **or** ENG 165 Professional Communcations	3.0

Summer Term

ACR	122	Principles of Air Conditioning	5.0
ACR	150	Basic Sheet Metal	2.0
Elective		Behavioral/Social Science	3.0

Third Semester

ACR	110	Heating Fundamentals	4.0
ACR	210	Heat Pumps	4.0
ACR	241	Pneumatic Controls	2.0
MAT	106	Fundamentals of Mathematics **or** MAT 170 Algebra, Geometry & Trig. I	3.0

Fourth Semester

ACR	220	Advanced Air Conditioning	4.0
ACR	223	Testing and Balancing	3.0
ACR	224	Codes and Ordinances	2.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0

Summer Term

ACR	240	Advanced Automatic Controls	3.0
CPT	101	Introduction to Computers	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**73.0**

Heating Fundamentals Certificate

Day or Evening Program – 2 Semesters

First Semester — Credits

ACR	110	Heating Fundamentals	4.0
ACR	210	Heat Pumps	4.0
ACR	241	Pneumatic Controls	2.0

Second Semester

ACR	220	Advanced Air Conditioning	4.0
ACR	223	Testing and Balancing	3.0
ACR	224	Codes and Ordinances	2.0
		Total Credit Hours	**19.0**

Refrigeration Applications Certificate

Day or Evening Program – 3 Semesters

First Semester — Credits

ACR	101	Fundamentals of Refrigeration	5.0
ACR	102	Tools and Service Techniques	3.0
ACR	106	Basic Electricity for HVAC/R	4.0

Second Semester

ACR	130	Domestic Refrigeration	4.0
ACR	131	Commercial Refrigeration	4.0
ACR	140	Automatic Controls	3.0

Summer Term

ACR	122	Principles of Air Conditioning	5.0
ACR	150	Basic Sheet Metal	2.0
ACR	232	Refrigeration, Calculation and Equipment Selection	3.0
		Total Credit Hours	**33.0**

****FasTrack Programs**

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FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

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***Duct Fabrication Certificate*

This certificate provides students with a basic overview of duct fabrication and installation. Students will learn to fabricate and install various residential and light commercial air duct systems.

			Credits
ACR	122	Principles of Air Conditioning	5.0
ACR	150	Basic Sheet Metal	2.0
ACR	250	Duct Fabrication	3.0
ACR	251	SCWE in HVAC	4.0
		Total Credit Hours	**14.0**

Associate in
Industrial Technology
Major in
Industrial Electronics Technology

A broad program designed to prepare graduates for employment in the manufacture, merchandising, testing, installation, maintenance, modification or repair of electrical and electronic equipment and systems, Industrial Electronics Technology offers both classroom instruction and hands-on experience. Instruction covers DC and AC voltages; basic hydraulics and machine shop practice; motor control; and the generation, distribution and utilization of electrical power.

Practical training in troubleshooting, monitoring, operation and maintenance of mechanical, electrical and electronic equipment provides experience this graduate needs for a successful career.

Course work and many of the laboratory exercises are available via the Internet. Students working in the field may arrange for the required hands-on laboratory exercises to be monitored by qualified technicians at their work places, while students new to the field may need to complete these modules on site, at Piedmont Technical College or at a technical college near their home locations. Please contact Kevin Boiter, department head, at (864) 941-8467 or e-mail boiter.k@ptc.edu. The Electrical Maintenance Technician Certificate is also available via the Internet. This program requires three years of maintenance experience for enrollment and provides a pathway the Associate in Industrial Technology degree described above.

Day Program – 6 Semesters
First Semester
			Credits
EEM	115	DC Circuits	4.0
IMT	131	Hydraulics and Pneumatics	4.0
Elective		Social/Behavioral Science	3.0

Second Semester
EEM	116	AC Circuits	4.0
EEM	215	DC/AC Machines	3.0
ENG	106	Fundamentals of Communication **or**	
		ENG 165 Professional Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
MAT	106	Fundamentals of Mathematics **or**	
		MAT 170 Algebra, Geometry & Trig. I	3.0
MTT	101	Introduction to Machine Tool	2.0

Summer Term
EEM	151	Motor Controls I	4.0
EEM	170	Electrical Installation	3.0
EEM	201	Electronic Devices I	3.0

Third Semester
EEM	152	Motor Controls II	4.0
EEM	160	Industrial Instrumentation	3.0
EEM	202	Electronic Devices II	3.0
EEM	231	Digital Circuits I	3.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0

Fourth Semester
EEM	140	National Electrical Code	3.0
EEM	241	Microprocessors I	3.0
EEM	251	Programmable Controllers	3.0
WLD	142	Maintenance Welding	3.0

Summer Term
EEM	235	Power Systems	3.0
EEM	252	Programmable Controllers Applications	3.0
Elective		Humanities/Fine Arts	3.0

Total Credit Hours	**76.0**

Evening Program – 9 Semesters
First Semester
			Credits
EEM	115	DC Circuits	4.0
ENG	106	Fundamentals of Communication **or**	
		ENG 165 Professional Communications	3.0
MAT	106	Fundamentals of Mathematics **or**	
		MAT 170 Algebra, Geometry & Trig. I	3.0

Second Semester
EEM	116	AC Circuits	4.0
EEM	215	DC/AC Machines	3.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0

Summer Term
EEM	151	Motor Controls I	4.0
EEM	201	Electronic Devices I	3.0

Third Semester
EEM	140	National Electrical Code	3.0
EEM	152	Motor Controls II	4.0
EEM	202	Electronic Devices II	3.0

Fourth Semester
EEM	170	Electrical Installation	3.0
EEM	231	Digital Circuits I	3.0
IMT	131	Hydraulics and Pneumatics	4.0

Summer Term
EEM	235	Power Systems	3.0
EEM	241	Microprocessor I	3.0

Fifth Semester
EEM	160	Industrial Instrumentation	3.0
EEM	251	Programmable Controls	3.0
Elective		Social/Behavioral	3.0

Sixth Semester
EEM	252	Programmable Controllers Applications	3.0
MTT	101	Introduction to Machine Tool	2.0
WLD	142	Maintenance Welding	3.0

Summer Term
IMT	106	Fundamentals of Industrial Technology	3.0
Elective		Humanities/Fine Arts	3.0

Total Credit Hours	**76.0**

Electrical Maintenance Technician Certificate*

Day or Evening Program – 3 Semesters

First Semester			Credits
EEM	115	DC Circuits	4.0
IMT	131	Hydraulics and Pneumatics	4.0

Second Semester			
EEM	116	AC Circuits	4.0
EEM	140	National Electrical Code	3.0
EEM	215	DC/AC Machines	3.0

Summer Term			
EEM	151	Motor Controls I	4.0
EEM	170	Electrical Installation	3.0
		Total Credit Hours	**25.0**

*This certificate program requires three years of maintenance experience for enrollment.

**FasTrack Programs

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them be better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

**Housewiring Certificate

This short-term certificate program is designed to train students in the basics of residential wiring and to help them gain employment as apprentices or helpers in this construction trade.

			Credits
EEM	105	Basic Electricity	2.0
EEM	140	National Electric Code	3.0
EEM	165	Residential and Commercial Wiring	4.0
		Total Credit Hours	**9.0**

Associate in Industrial Technology
Major in Machine Tool Technology

Because of the rapid advances made in industrial technology over the past decade, few career fields have grown as much as metalworking. Students in this program get a full introduction to the field and practical experience in machining operations used in almost every manufacturing industry.

The graduate, highly skilled in the use of precision machines and instruments, is capable of making intricate parts meeting precise specifications. With practical experience in bench work, floor work, assembly layout, selected milling machine operations, lathe, shaper, drill press, numerical control programming and machining, machine tool maintenance and inspection, the graduate is prepared to handle a wide range of responsibilities in the metalworking industry. This curriculum offers a certificate in Machine Tool Operator. Upon successful completion of 76 credit hours, a student will be awarded an associate's degree in Industrial Technology. A student may elect to receive a diploma in Machine Tool after successful completion of 45 credit hours.

Day Program – 5 Semesters

First Semester			Credits
MTT	120	Machine Tool Print Reading	3.0
MTT	121	Machine Tool Theory I	3.0
MTT	122	Machine Tool Practice I	4.0
MTT	143	Precision Measurement	2.0
PSY	103	Human Relations	3.0

Second Semester			
EEM	105	Basic Electricity	2.0
ENG	106	Fundamentals of Communication **or**	
		ENG 165 Professional Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
MAT	106	Fundamentals of Mathematics **or**	
		MAT 170 Algebra, Geometry & Trig. I	3.0
MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0

Summer Term			
MTT	162	Machine Tool Maintenance Practice	4.0
WLD	102	Introduction to Welding	2.0
Elective			3.0
Elective			3.0

Third Semester			
CPT	101	Introduction to Computers	3.0
MTT	221	Tool and Diemaking Theory I	3.0
MTT	222	Tool and Diemaking Practice I	4.0
MTT	253	CNC Programming and Operation	3.0
Elective			2.0

Fourth Semester			
MAT	171	Algebra, Geometry & Trigonometry II	3.0
MTT	223	Tool and Diemaking Theory II	3.0
MTT	224	Tool and Diemaking Practice II	4.0
Elective Humanities/Fine Arts			3.0
Elective			3.0

▲ Approved electives

	Total Credit Hours	76.0

Evening Program – 6 Semesters

First Semester			Credits
MTT	120	Machine Tool Print Reading	3.0
MTT	121	Machine Tool Theory I	3.0
MTT	122	Machine Tool Practice I	4.0
MTT	143	Precision Measurement	2.0
PSY	103	Human Relations	3.0

Second Semester

ENG	106	Fundamentals of Communication **or**	
		ENG 165 Prof. Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0

Summer Term

MTT	162	Machine Tool Maintenance Practice	4.0
WLD	102	Introduction to Welding	2.0
Elective		Humanities/Fine Arts	3.0
Elective			3.0

Third Semester

CPT	101	Introduction to Computers	3.0
MAT	106	Fundamentals of Mathematics **or**	
		MAT 170 Algebra, Geometry & Trig. I	3.0
MTT	253	CNC Programming and Operations	3.0
Elective			3.0

Fourth Semester

EEM	105	Basic Electricity	2.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0
MTT	221	Tool and Diemaking Theory I	3.0
MTT	222	Tool and Diemaking Practice I	4.0
Elective			2.0

Summer Term

MTT	223	Tool and Diemaking Theory II	3.0
MTT	224	Tool and Diemaking Practice II	4.0
Elective			3.0
▲ Approved electives			

	Total Credit Hours	**76.0**

▲ Approved electives

MTT	130	Fundamentals of Geometric	
		Dimensions and Tolerances	2.0
MTT	141	Metals and Heat Treatment	3.0
MTT	175	Innovations in Machining Technology	3.0
MTT	243	Advanced Dimensional Metrology	
		for Machinists	3.0
MTT	270	Operation and Programming of	
		Coordinate Measuring Machines	3.0

Machine Tool Diploma

This diploma provides students with a primary technical specialty. By successfully completing this diploma, general education courses and a secondary technical specialty, students have the opportunity to obtain an associate's degree in Occupational Technology with a major in General Technology. Students should meet with their advisors to select the proper courses to meet their particular educational goals. See page 71 of this catalog for additional information on the Occupational Technology degree.

Day Program – 3 Semesters

First Semester			Credits
MTT	120	Machine Tool Printing	3.0
MTT	121	Machine Tool Theory I	3.0
MTT	122	Machine Tool Practice I	4.0
MTT	143	Precision Measurement	2.0
PSY	103	Human Relations **or**	
		ECO 101 Basic Economics	3.0

Second Semester

EEM	105	Basic Electricity	2.0
ENG	106	Fundamentals of Communication **or**	
		ENG 165 Prof. Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
MAT	106	Fundamentals of Mathematics **or**	
		MAT 170 Algebra, Geometry & Trig. I	3.0
MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0

Summer Term

MTT	162	Machine Tool Maintenance Practice	4.0
MTT	253	CNC Programming and Operation	3.0
WLD	102	Introduction to Welding	2.0
Elective			3.0
▲ Approved electives			

	Total Credit Hours	**45.0**

Evening Program – 4 Semesters

First Semester			Credits
MTT	120	Machine Tool Print Reading	3.0
MTT	121	Machine Tool Theory I	3.0
MTT	122	Machine Tool Practice I	4.0
MTT	143	Precision Measurements	2.0

Second Semester

MAT	106	Fundamentals of Mathematics **or**	
		MAT 170 Algebra, Geometry &Trig. I	3.0
MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0
PSY	103	Human Relations **or**	
		ECO 101 Basic Economics	3.0

Summer Term

MTT	162	Machine Tool Maintenance Practice	4.0
WLD	102	Introduction to Welding	2.0
Elective			3.0

Third Semester

EEM	105	Basic Electricity	2.0
ENG	106	Fundamentals Communication **or**	
		ENG 165 Prof. Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
MTT	253	CNC Programming and Operations	3.0
		Total Credit Hours	**45.0**

Machine Tool Operator Certificate

The machine tool operator certificate program is designed for those students who would like to learn basic machining skills without being enrolled in a full-time degree program. The certificate consists of all the machine tool courses available the first two semesters of the diploma program. All classes can be used for credit toward a diploma or associate's degree.

Day or Evening Program – 2 Semesters

First Semester			**Credits**
MTT	120	Machine Tool Print Reading	3.0
MTT	121	Machine Tool Theory I	3.0
MTT	122	Machine Tool Practice I	4.0
MTT	143	Precision Measurement	2.0

Second Semester			
MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0
MTT	253	CNC Programming and Operations	3.0
Electives			4.0
		Total Credit Hours	**26.0**

Computerized Numerical Control Certificate

The CNC certificate is designed for the student with a machinist background who desire to learn about the basic operations of CNC (computer numerical controlled) machinery. Good math and blueprint reading skills are essential for those who would like to study CNC programming. This certificate requires students to write simple CNC programs using the G and M codes to define tool paths and other CNC functions. Students will then program and operate CNC machines. The graduate will have a good working knowledge of CNC and the jobs associated with this type of work.

Day or Evening Program – 2 Semesters

First Semester			**Credits**
MAT	170	Algebra, Geometry & Trigonometry I	3.0
MTT	101	Introduction to Machine Tool	2.0
MTT	120	Machine Tool Print Reading	3.0
MTT	143	Precision Measurements	2.0
MTT	270	Operation and Programming	
		of Coordinate Measuring Machines	3.0

Second Semester			
EEM	105	Basic Electricity	2.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0
MTT	251	CNC Operations	3.0
MTT	253	CNC Programming and Operation	3.0
		Total Credit Hours	**24.0**

****FasTrack Programs**

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All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

***Machine Tool Technician A Certificate*

This program provides the theoretical and hands-on applications necessary to anyone interested in beginning a career as a machinist.

			Credits
MTT	105	Machine Tool Math Applications	3.0
MTT	120	Machine Tool Print Reading	3.0
MTT	121	Machine Tool Theory I	3.0
MTT	122	Machine Tool Practice I	4.0
MTT	143	Precision Measurements	2.0
		Total Credit Hours	**15.0**

***Machine Tool Technician B Certificate*

This program is the second half of the Machine Tool Technician certificate. Students must complete the Machine Tool Technician A certificate before attempting this program. Students will learn new skills using the following tools: milling machines, surface grinders, heat-treating furnaces and CNC equipment.

These classes apply toward completion of the diploma or associate's degree in the Machine Tool Technology curriculum.

			Credits
MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0
MTT	251	CNC Operations	3.0
MTT	253	CNC Programming and Operations	3.0
		Total Credit Hours	**13.0**

Industrial Maintenance Mechanics Certificate

Day or Evening Program – 3 Semesters

First Semester			**Credits**
ACR	102	Tools and Service Techniques	3.0
IMT	112	Hand Tool Operations	3.0
MAT	170	Algebra, Geometry & Trigonometry I	3.0

Second Semester			
IMT	120	Mechanical Installation	5.0
MTT	101	Introduction to Machine Tool	2.0
WLD	142	Maintenance Welding	3.0

Summer Term

EEM	105	Basic Electricity	2.0
IMT	131	Hydraulics and Pneumatics	4.0
IMT	161	Mechanical Power Applications	4.0
		Total Credit Hours	**29.0**

Welding Diploma

At the center of all industrial and construction expansion are technicians skilled in the art of joining metal. The strength and durability of heavy manufactured goods depend on the skills of welders joining metals with gas-fueled torches and electric-arc processes.

Students in the one-year program learn to weld in the four main positions: flat, vertical, horizontal and overhead on both structured steel and pipe. Shop work gives the student practical experience in repair work on cast iron, silver brazing, soldering, stainless steel and aluminum. Before graduation, students are required to meet quality standards through practical weld tests as specified by the American Welding Society and the American Society of Mechanical Engineers Codes and Requirements. These tests ensure that graduates can perform quality work before they go on the job.

Practical experience in welding processes, together with a good foundation in blueprint reading and sketching and the weldability and properties of metals, prepares the graduate for employment in a variety of industrial and construction settings.

This diploma provides students with a primary technical specialty. By completing this diploma, general education courses and a secondary technical specialty, students have the opportunity to obtain an associate's degree in Occupational Technology with a major in General Technology. Students should meet with their advisors to select the proper courses to meet their particular educational goals. for additional information on the Occupational Technology degree.

Day Program – 3 Semesters

First Semester			Credits
ENG	106	Fundamentals of Communication **or**	
		ENG 165 Professional Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
MAT	106	Fundamentals of Mathematics **or**	
		MAT 170 Algebra, Geometry & Trig. I	3.0
WLD	106	Gas and Arc Welding	4.0
WLD	113	Arc Welding II	4.0
WLD	115	Arc Welding III	4.0

Second Semester			
PSY	103	Human Relations **or**	
		ECO 101 Basic Economics	3.0
WLD	103	Print Reading I	1.0
WLD	117	Specialized Arc Welding	4.0
WLD	154	Pipefitting and Welding	4.0
WLD	212	Destructive Testing	2.0

Summer Term			
WLD	105	Print Reading II	1.0
WLD	132	Inert Gas Welding Ferrous	4.0
WLD	136	Advanced Inert Gas Welding	2.0
WLD	208	Advanced Pipe Welding	3.0
		Total Credit Hours	**45.0**

Evening Program – 5 Semesters

First Semester			Credits
ENG	106	Fundamentals of Communication **or**	
		ENG 165 Professional Communications	3.0
WLD	103	Print Reading I	1.0
WLD	117	Specialized Arc Welding	4.0
WLD	154	Pipefitting and Welding	4.0

Second Semester			
IMT	106	Fundamentals of Industrial Technology	3.0
WLD	105	Print Reading II	1.0
WLD	132	Inert Gas Welding Ferrous	4.0
WLD	212	Destructive Testing	2.0

Summer Term			
WLD	106	Gas and Arc Welding	4.0
WLD	136	Advanced Inert Gas Welding	2.0

Third Semester			
MAT	106	Fundamentals of Mathematics **or**	
		MAT 170 Algebra, Geometry & Trig. I	3.0
WLD	113	Arc Welding II	4.0
WLD	208	Advanced Pipe Welding	3.0

Fourth Semester			
PSY	103	Human Relations **or**	
		ECO 10 Basic Economics	3.0
WLD	115	Arc Welding III	4.0
		Total Credit Hours	**45.0**

Journeyman Welding Certificate

A wide variety of career opportunities is available to students who prepare for actual work situations through practical training in welding processes, blueprint reading and sketching. Students in this program learn to weld in the four main welding positions on plate and pipe using several welding processes. This certificate prepares the graduate for employment in a variety of industrial and construction settings.

Day or Evening Program – 3 Semesters

First Semester			Credits
WLD	106	Gas and Arc Welding	4.0
WLD	113	Arc Welding II	4.0
WLD	115	Arc Welding III	4.0

Second Semester			
WLD	103	Print Reading I	1.0
WLD	117	Specialized Arc Welding	4.0
WLD	154	Pipefitting and Welding	4.0
WLD	212	Destructive Testing	2.0

Summer Term			
WLD	105	Print Reading II	1.0
WLD	132	Inert Gas Welding Ferrous	4.0
WLD	136	Advanced Inert Gas Welding	2.0
WLD	208	Advanced Pipe Welding	3.0
		Total Credit Hours	**33.0**

FasTrack Programs

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them be better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

Basic Inert Gas Welding Certificate

This certificate covers equipment setup, setting, adjusting and fundamental techniques for welding ferrous metals in the four basic positions.

			Credits
WLD	108	Gas Metal Arc Welding I	4.0
WLD	132	Inert Gas Welding Ferrous	4.0
		Total Credit Hours	**8.0**

Horticulture Landscape Management Certificate

Piedmont Technical College offers a horticulture landscape management certificate that may be combined with core courses for eligibility for an associate's degree in General Technology.

Graduates of the landscape management program may pursue careers in professional turf and ornamental plant establishment or maintenance for functional, recreational and aesthetic uses.

This certificate equips students with the latest horticultural technologies and valuable hands-on experience. Subject matter includes plant materials, soil, pest control, business, maintenance, management, design and implementation. Enhancement of classroom instruction through co-op placement allows the student to begin professional development while still enrolled at Piedmont Technical College.

Students successfully completing this certificate can, by taking selected general education courses and a secondary technical specialty, have the opportunity to obtain an associate's degree in Occupational Technology with a major in General Technology. Students should meet with their advisors to select the proper courses to meet their particular educational goals. See page 71 of this catalog for additional information on the Occupational Technology degree.

Day Program – 3 Semesters

First Semester

			Credits
CWE	101	Co-op Work Experience Preparation	1.0
CWE	111	Co-op Work Experience I*	1.0
HRT	104	Landscape Design & Implementation	3.0
HRT	127	Soil and Water Management	4.0
HRT	141	Horticulture Pest Control	4.0
HRT	241	Turf Management	3.0

Second Semester

CWE	121	Co-op Work Experience II*	1.0
HRT	105	Landscape Plant Materials	4.0
HRT	125	Soils and Fertilizers	4.0
HRT	260	Horticulture Power Equipment	4.0

Summer Term

CWE	131	Co-op Work Experience III*	1.0
HRT	154	Grounds Maintenance	3.0
HRT	171	Landscape Business Techniques	3.0
		Total Credit Hours	**36.0**

*CWE 133: Cooperative Work Experience III may be substituted for CWE 111, 121 and 131.

Evening Program – 3 Semesters

First Semester

			Credits
CWE	111	Co-op Work Experience I*	1.0
HRT	125	Soils and Fertilizers	4.0
HRT	154	Grounds Maintenance	3.0
HRT	260	Horticulture Power Equipment	4.0

Second Semester

CWE	101	Co-op Work Experience Preparation	1.0
CWE	121	Co-op Work Experience II*	1.0
HRT	104	Landscape Design & Implementation	3.0
HRT	127	Soil and Water Management	4.0
HRT	141	Horticulture Pest Control	4.0
HRT	171	Landscape Business Techniques	3.0

Summer Term

CWE	131	Co-op Work Experience III*	1.0
HRT	105	Landscape Plant Materials	4.0
HRT	241	Turf Management	3.0
		Total Credit Hours	**36.0**

*CWE 133: Cooperative Work Experience III may be substituted for CWE 111, 121 and 131

FasTrack Programs

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them be better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

Landscaper Assistant Certificate

The Landscaper Assistant certificate equips students with the latest horticultural technologies and valuable hands-on experience. Graduates of this certificate may pursue careers in landscaping. The Landscaper Assistant certificate may be used toward attaining a Horticulture Landscape Management certificate.

			Credits
HRT	105	Landscape Plant Material	4.0
HRT	125	Soils	4.0
HRT	260	Horticulture Power Equipment	4.0
Elective			4.0
		Total Credit Hours	**16.0**

Horticulture Electives
Students must choose a minimum of 4 hours from the following as required horticulture electives. CWE 101, HRT 104, HRT 127, HRT 141, HRT 154, HRT 171 or HRT 241.

Associate in Occupational Technology
Major in General Technology

The General Technology program is designed to provide students with an opportunity to upgrade diploma or certificate programs into broader occupational degrees. The program is designed to be substantially individualized to meet the needs of employees who have or seek to have broad technical responsibilities.

The General Technology program requires that a student have completed, or be in the last term of a diploma or certificate program of 28 hours. The student then supplements that prerequisite education with additional general education requirements and with a minimum of 12 credit hours in a single technical area other than that in which the student received his or her diploma or certificate. These courses are selected by the student and advisor to meet the particular employment needs and aspirations of the student. Students in the following programs, with general education courses and a secondary specialty, may earn a degree in Occupational Technology with a major in General Technology:

> Advertising Design
> Desktop Publishing
> Illustration
> Photography
> Horticulture Landscape Management
> Welding
> Machine Tool

General Education   (Minimum) 15 SHC

ENG	101	English Composition I **or**	
		ENG 165 Professional Communications	3.0
MAT	102	Intermediate Algebra **or**	
		MAT 170 Algebra, Geometry & Trig. I	3.0
PSY	103	Human Relations **or**	
		PSY 201 General Psychology	3.0
Elective	Natural Science or Math		3.0
Elective	Humanities/Fine Arts		3.0

Required Core Subject Areas   (Minimum) 40 SHC

The General Technology major allows a student and his or her faculty advisor to tailor an individualized program of work to meet specific career goals and employment objectives.

The required core consists of primary and secondary technical credits in a single content area from approved degree, diploma or technical education certificate programs. The primary technical specialty consists of a minimum of 28 credit hours in a single content area from approved degree, diploma or technical education certificate programs. The secondary technical specialty consists of an additional 12 credit hours in another technical area.

Other Hours Required For Graduation   5 - 26 SHC

Technical colleges within the State Technical System may use the courses identified in this section of the model to adapt to the program to meet the needs of local employers and students. Provision must be made for a minimum of two electives.

Total Credit Hours	**60 - 84**

Associate in Occupational Technology
Major in Vocational Technical Education

The Vocational Technical Education program is designed to meet the professional development and in-service training needs of practicing vocational-technical instructors. Many instructors in South Carolina technical colleges and career centers have been employed because they possess valuable technical skills and credentials. Prior to employment, however, many of these skilled personnel have not participated in formal post-secondary general and professional education.

The degree in Occupational Technology will enable non-degreed vocational-technical instructors to gain the benefits of general and professional education courses while pursuing advanced studies in their occupational specialities. The professional education component of the degree is under the advisement of representatives from South Carolina colleges and universities involved in post-secondary teacher education.

General Education   (Minimum) 15 SHC

CPT	170	Microcomputer Applications	3.0
ECO	101	Basic Economics **or**	3.0
		PSY 103 Human Relations	
ENG	160	Technical Communications **or**	
		ENG 165 Professional Communications	3.0
MAT	170	Algebra, Geometry & Trigonometry I	3.0
Elective	Humanities/Fine Arts		3.0

Professional Education Req.   (Minimum) 30 SHC

*EDU	211	Principles of Vocational-Technical Ed.	3.0
*EDU	212	Curriculum Development	3.0
*EDU	213	Instructional Development	3.0
*EDU	214	Assessment Methods	3.0

3 SHC in Directed Vocational -Technical Education: Teaching Experience

14 SHC in Vocational-Technical Specialty

*These courses are not offered at Piedmont Technical College. They must be transferred in for another institution.

Other Hours Required For Graduation   **15 - 32**

      Technical colleges within the State Tech System may use the courses identified in this section of the model to adapt the program to meet the needs of local employers and students. Provision must be made for a minimum of two electives.

<div align="center">

Total Credit Hours   **60 - 77**

English Fluency in Higher Education Act

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      All instructional faculty members (full-time and adjunct) whose second language is English are required to write and speak fluently in the English language according to the English Fluency in Higher Education Act. Piedmont Technical College reports annually to the South Carolina Technical College System a summary of the grievances filed by students under the provisions of this act. An English Fluency Evaluation Committee has been established at Piedmont to hear grievances filed by students for faculty members who do not meet the requirements of this act. Once a grievance has been filed, the instructor will be referred to the committee within thirty (30) days for a proficiency evaluation using the procedures and methods described in Institutional Directive 8-31, Section B.

COURSE DESCRIPTIONS

* Denotes college transfer courses.

ACCOUNTING (ACC)

*ACC 101   Accounting Principles I   3 SHC
This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. (3/0)

*ACC 102   Accounting Principles II   3 SHC
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 (3/0)

ACC 124   Individual Tax Procedures   3 SHC
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. (3/0)

ACC 150   Payroll Accounting   3 SHC
This course introduces the major tasks of payroll accounting, employment practices, federal, state and local governmental laws and regulations. Various forms, records and tax reporting are emphasized. Prerequisite: ACC 101 (3/0)

ACC 201   Intermediate Accounting I   3 SHC
This course explores fundamental processes of accounting theory including the preparation of financial statements. Prerequisite: ACC 101 and ACC 102 (3/0)

ACC 202   Intermediate Accounting II   3 SHC
This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports. Prerequisite: ACC 201 (3/0)

ACC 230   Cost Accounting I   3 SHC
This course is a study of the accounting principles involved in job order cost systems. Analysis using information obtained from cost systems is included. Prerequisite: ACC 101 and ACC 102 (3/0)

ACC 240   Computerized Accounting   3 SHC
This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents. Prerequisite: ACC 101 and ACC 102 (3/0)

AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY (ACR)

ACR 101   Fundamentals of Refrigeration   5 SHC
This course covers the refrigeration cycle, refrigerants, pressure-temperature relationship and system components. (4/3)

ACR 102   Tools and Service Techniques   3 SHC
This course is a basic study of the uses of tools and service equipment in the installation and repair of HVAC equipment. (2/3)

ACR 106   Basic Electricity for HVAC/R   4 SHC
This course includes a basic study of electricity including Ohm's Law, series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems. (3/3)

ACR 110   Heating Fundamentals   4 SHC
This course covers the basic concepts of oil, gas and electric heat, their components and operation. (3/3)

ACR 122   Principles of Air Conditioning   5 SHC
This course is a study of the air cycle, psychrometrics, load estimating and equipment selection. (4/3)

ACR 130   Domestic Refrigeration   4 SHC
This course is a study of domestic refrigeration equipment. (3/3)

ACR 131   Commercial Refrigeration   4 SHC
This course is a study of maintenance and repair of commercial refrigeration systems. (3/3)

ACR 140   Automatic Controls   3 SHC
This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls. (2/3)

ACR 150   Basic Sheet Metal   2 SHC
This course covers the tools and procedures required in the fabrication of duct work. (1/3)

ACR 210   Heat Pumps   4 SHC
This course is a study of theory and operational principles of the heat pump. (3/3)

ACR 220   Advanced Air Conditioning   4 SHC
This course is an advanced study of air conditioning systems. (3/3)

ACR 223   Testing and Balancing   3 SHC
This course covers testing and balancing of air distribution in duct work and water flow in piping. (2/3)

ACR 224   Codes and Ordinances   2 SHC
This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment. (2/0)

ACR 240   Advanced Automatic Controls   3 SHC
This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration. (2/3)

ACR 241   Pneumatic Controls   2 SHC
This course covers the fundamentals of adjustment, repair and maintenance of pneumatic controls used in air conditioning systems. (1/3)

ACR 250   Duct Fabrication   3 SHC
This course covers the design, fabrication, and installation of air duct systems. (2/3)

ACR 251   SCWE in HVAC   4 SHC
This course includes supervised work experience at an approved work site in accordance with specific documented requirements. (4/0)

ALLIED HEALTH SCIENCE (AHS)

AHS 102   Medical Terminology   3 SHC
This course covers medical terms, including roots, prefixes and suffixes, with emphasis on spelling, definition and pronunciation. (3/0)

AHS 103   Bio-Medical Vocabulary   2 SHC
This course covers the basis of word formation, prefixes, suffixes and vocabulary used in Bio-Medical disciplines and health sciences. (2/0)

AHS 104   Medical Vocabulary/Anatomy   3 SHC
This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology. (3/0)

AHS 106   Cardiopulmonary Resuscitation   1 SHC
This course provides a study of the principles of cardiopulmonary resuscitation. (1/0)

AHS 107   Clinical Computations   2 SHC
This course is a study of the principles and applications of computations used in the clinical setting. (2/0)

AHS 109   Personal/Community Health   3 SHC
This course provides a study of personal/community health and man's relation to the environment. (3/0)

AHS 110   Patient Care Procedures   2 SHC
This course provides a study of the procedures and techniques used in the general care of the patient. (1/3).

AHS 115   Homemaker/Home Health Care   3 SHC
This course is a study of basic home health care principles and procedures. (2/3)

AHS 116   Patient Care Relations   3 SHC
This course includes a study of the psychological and emotional effect of illness, hospitalization and recuperation upon the patient, others and health care providers. (2/3)

AHS 118   Medical Coding and Insurance   5 SHC
This course includes a study of coding procedures and their relationship to insurance. Corequisite: AHS 102. (4/3)

AHS 119   Health Careers   3 SHC
This course provides information on various health careers to include job responsibility and personal and educational requirements, as well as an overview of the health care system with its unique nomenclature and delivery of care. (3/0)

AHS 143   Phlebotomy Skills   6 SHC
This course provides instruction in phlebotomy equipment, procedures and techniques, as well as practical experience. Prerequisite: Admission to program. Co-requisite: AHS 102, AHS 106, AHS 205, CPT 101, (3/9)

**AHS 150   Patient Care and Diagnostic
               Procedures   5 SHC**
This course provides a study of patient care and basic diagnostic procedures. (3/6)

AHS 170   Fundamentals of Disease   3 SHC
This course provides a study of general principles of disease and the disorders that affect the human body, with an emphasis on symptoms and signs routinely assessed in health care facilities. (3/0)

**AHS 205   Ethics and Law for Allied
               Health Professions   3 SHC**
This course is an introduction to ethical bioethical and legal concepts related to Allied Health Professions. (3/0)

AUTOMATED MANUFACTURING TECHNOLOGY (AMT)

AMT 102   Computer Controlled Machinery   4 SHC
This course covers the fundamentals of robot geometry, controls, mechanisms, sensors, programming, installation, safety and maintenance and other computer controlled systems. (3/3)

AMT 104   Automated Work Cell Design   4 SHC
This course covers the basic principles of work cells containing automated devices; it also includes programming and safety. Prerequisite: AMT 102 (3/3)

ART (ART)

*ART 101   Art History and Appreciation   3 SHC
This course is an introduction to the history and appreciation of art, including the elements and principles of the visual arts. (3/0)

ART (VISUAL) (ARV)

ARV 102   Modern Art Communication   3 SHC
This course is a study of art communication from the Renaissance to modern art with emphasis on Western art. (3/0)

ARV 105   Overview of Interior Design   2 SHC
This course is a study of Interior Design fundamentals, elements and principles, including creating functional and effective interiors; visual display of components and materials, interactions with clients, and career opportunities. (2/0)

ARV 106   Theory of Color   1 SHC
This course covers interaction of colors and their psychological effects on individuals, lighting and its influence on color, manipulating hues to achieve mood, and creating illusions and enhancing the environment. Hue, value, intensity, tint and shade are defined in the course. Students create a color wheel and color schemes. (1/0)

ARV 110   Computer Graphics I   3 SHC
This course is a study of the fundamentals of computer assisted graphic design. (2/3)

ARV 114   Photography I   3 SHC
This course is a study of the principles, terminology, techniques, tools and materials of basic photography. (1/6)

ARV 120   Drawing   3 SHC
This course covers basic principles, techniques and tools of drawing for advertising. (2/3)

ARV 121   Design   3 SHC
This course covers basic theories, vocabulary, principles, techniques, media and problem solving in basic design. (2/3)

ARV 123   Composition and Color   3 SHC
This course covers the investigation and application of principles and concepts of visual organization and the psychological and physical properties of color. (2/3)

ARV 140   American and European Furniture   2 SHC
This course covers the history of major influences on American and European furniture, including periods, styles, craftsmen and designers, quality, function, and materials and construction techniques. (2/0)

ARV 141   Textiles–Fiber to Fabric   1 SHC
This course is a study of fiber characteristics, their properties and uses in textile products. The course covers fibers, yarns, weaves, patterns, color and finishes. Fibers used for carpeting, upholstery and decorative fabrics are also included in the course. (1/0)

ARV 142   Kitchen and Bath Design   1 SHC
This course covers the functional use of spaces and the most efficient placement of appliances and fixtures; general, task, and ambient lighting; safety; and visual effects. Remodeling techniques to accommodate wheelchairs (barrier-free) are also covered in the course. Prerequisite: ARV 143 (1/0)

**ARV 143   Space Planning, Furniture
                  Layout and Accessories   2 SHC**
This course is a study of doors, acoustics, stairs, halls, accessories, environmental practices, client lifestyle and needs, special relations, finishing details and furniture accessory layout. (2/0)

ARV 150   Studio I   1 SHC
This course is a study of working with a pseudo client and preparing sample boards based on a scaled draft of a small house. Emphasis is on lighting (electrical planning,) furniture layout and traffic patterns in the home environment. (1/0)

ARV 151   Studio II   2 SHC
This course is a study of requirements based on occupant needs for each room of a proposed setting. The course includes solving problems, presenting complete drafts, preparing and developing furniture layouts, sample boards, budgets, electrical plans, renderings and traffic plans for final evaluation. This course includes the final interior design project focusing on interior spaces related to commercial projects. (2/0)

ARV 160   Visual Concepts   1 SHC
This course is a study of sketching and how to professionally prepare and present ideas. The course also covers special projects based upon individual needs. Corequisite: ARV 165 (1/0)

ARV 161   Visual Communication Media   3 SHC
This course is an introduction to the theory, psychology, principles and practices of major visual communications media. (3/0)

ARV 162   Graphic Reproduction I   3 SHC
This course is a study of the principles and practices used in print preparation and print reproduction. Prerequisite: ARV 110 (2/3)

ARV 165   Visual Presentation   1 SHC
This course is a study of graphic presentation skills and techniques, drafting, elevation drawing and rendering techniques. The design of sample boards and layouts are also included in the course. Corequisite: ARV 160 (1/0)

ARV 171   CAD for Interior Design   2 SHC
This course is a study of the uses of computers and computer-aided design in interior design as well as AutoCAD and other commercial programs. The course covers line, 2D and 3D design. (2/0)

**ARV 172   Fundamentals of Blueprint
                  Reading for Interior Design   1 SHC**
This course is a study of plans, symbols, scale, sections, elevation, perspective, building codes and electrical plans. Prerequisite: MAT 188 (1/0)

ARV 173   Building Construction   1 SHC
This course is a study of architectural, construction and structural principles and symbols; materials, building code and standards; and environmental controls systems. HVAC, plumbing and electrical planning based upon standards codes are also included in the course. Prerequisite: ARV 172 (1/0)

ARV 180   Floors, Walls and Windows   3 SHC
This course is a study of floor, wall and window treatments, materials, and finishes. Materials, cost estimations, and planning are also covered in the course. (3/0)

ARV 181   Interior Lighting   1 SHC
This course covers selection of lighting fixtures, both fixed and portable and the psychological and physiological influences of lighting. Students learn how to create a functional lighting plan and then plan and draw a lighting plan onto blueprints. (1/0)

ARV 182   Exterior Living Design   1 SHC
This course covers the history and evolution of exterior living and addresses patios, decks, gardens, and landscaping from an interior designer's point of view. (1/0)

ARV 190   Trends in Interior Design   1 SHC
This course is a study of interior design trends and updates of regulatory materials. Topics include current industry trends particularly in materials, lighting and fabrics; new or updated CAD techniques; recent updates to building, electrical and construction codes and regulations; as well as other material of a topical nature. (1/0)

ARV 201   Client Relations   1 SHC
This course is a study of client relations and covers the do's and don't's of client relationships; follow-up; resolving conflicts; listening skills; relationships with clients and sub-contractors; and how to sell your ideas to a client. (1/0)

ARV 205   Graphic Illustration   3 SHC
This course covers the tools and techniques used to create graphic illustrations for various types of print media. (2/3)

ARV 214   Photography II   3 SHC
This course covers advanced projects in photography, including studio work. Prerequisite: ARV 114 or instructor's permission (1/6)

ARV 215   Photography III   3 SHC
This course incorporates advanced projects in photography, including studio and lab work. Prerequisite: ARV 214 or instructor's permission (1/6)

ARV 219   Multimedia Techniques   3 SHC
This course is an introduction to the production of current audio-visual media. (3/0)

ARV 227   Web Site Design I   3 SHC
This course is an introduction to the production of an interactive World Wide Web site. (3/0)

ARV 228   Web Site Design II   3 SHC
This course covers a study of advanced Web site design techniques culminating in an interactive Web site. (3/0)

ARV 261   Advertising Design I   3 SHC
This course is an introduction to the advertising arts, including the principles, techniques, media, tools and skills used in the visual communication field. (2/3)

ARV 262   Advertising Design II   3 SHC
This course covers advanced knowledge, practices and skills in the visual communication field. Prerequisite: ARV 261 (2/3)

ARV 265   Graphics Arts Portfolio   1 SHC
This course covers the development of strategies for entering the graphic arts industry and refining portfolios and resumes to meet professional standards. Prerequisite: Student must have completed fall and spring semester requirements. (1/0)

ARV 266   Seminar in Graphics Art   3 SHC
This course offers an introduction to contemporary topics and issues in graphic design. Prerequisite: ARV 110 (3/0)

ARV 272   Internship   1 SHC
This course includes an internship in an interior design setting with supervision. The students must prepare and maintain a journal relating their experiences. (0/6)

ARV 274   Interior Design Practicum   2 SHC
This course consists of experiential learning in a supervised interior design setting. Students gain practical experience and must prepare and maintain a journal relating to their work experience. (0/10)

ASTRONOMY (AST)

*AST 101   Solar System Astronomy   4 SHC
This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included. (3/3)

*AST 102   Stellar Astronomy   4 SHC
This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra-galactic objects. Related topics of current interest are included in the course. (3/3)

AUTOMOTIVE TECHNOLOGY (AUT)

AUT 101   Engine Fundamentals   3 SHC
This course is a study of automotive engine fundamentals and principles of engine operations, including horsepower calculations, cubic inch displacement calculations, efficiency combustion theory, etc. It also includes types of engines, cylinders, valve arrangements, lubrications, fuel, exhaust and cooling systems. (2/3)

AUT 104   Engine Rebuilding   5 SHC
This course is a study of in-shop procedures of engine disassembly and reassembly, including pertinent measurements and cylinder head preparation. Prerequisite: AUT 101 (2/9)

AUT 112   Braking Systems   4 SHC
This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders, caliper rebuilding and how to machine disc brake rotors and drums. (3/3)

AUT 116   Manual Transmission and Axle   4 SHC
This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles, manual transmissions and transaxles. (3/3)

AUT 122   Suspension and Alignment   4 SHC
This course is a study of suspension and steering systems including nonadjustable and adjustable wheel alignment angles and application of balancing and alignment equipment. (3/3)

AUT 131   Electrical Systems   3 SHC
This course is a study of the individual systems and components that, when combined, form the entire automotive electrical system. The course includes starting and charging systems, ignition, engine, chassis and accessory systems as well as instruction in the proper use of electrical schematics. (2/3)

AUT 133   Electrical Fundamentals   3 SHC
This course is a study of the theories of electricity, including magnetism, series and parallel circuits, Ohm's Law and an introduction to the use of various electrical test equipment. (2/3)

**AUT 141   Introduction to Heating
            and Air Conditioning   4 SHC**
This course is a basic study of the principles of heat transfer and refrigeration in automotive technology. (3/3)

AUT 143   Active Devices and Sensors   4 SHC
This course covers the basic operation of electronic devices and sensors, including basic circuits, applications and diagnosis. (2/6)

AUT 145   Engine Performance   3 SHC
This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in this course. (2/3)

AUT 152   Automatic Transmission   4 SHC
This course is a basic study of power flow and hydraulics, including torque converter operation. (2/6)

AUT 156   Automotive Diagnosis and Repair   4 SHC
This is a basic course for general diagnostic procedures and minor repairs. Prerequisites: AUT 101, AUT 112 and AUT 152 (2/6)

AUT 231   Automotive Electronics   4 SHC
This course includes the study of solid state devices, microprocessors, and complete diagnostics using the latest available equipment. (2/6)

AUT 232   Automotive Accessories   2 SHC
This course is a study of devices and systems considered accessories by the automotive industry. Study includes windshield wiper systems, power door locks, windows and seats, radios and clocks. (1/3)

AUT 245   Advanced Engine Performance   5 SHC
A continuation of AUT 145. This course consists of "hands-on" diagnostics, including an in-depth study and use of the oscilloscope to diagnose engine performance problems. Prerequisite: AUT 145 (3/6)

AUT 247   Electronic Fuel Systems   4 SHC
This course includes the study of fuel injection systems, other fuel system components and how computers control fuel delivery. (2/6)

AUT 251   Automatic Transmission Overhaul   5 SHC
This course is an advanced study of transmission overhaul procedures, including proper overhaul procedures used to repair overdrive transmissions and transaxles. Prerequisites: AUT 152 (2/9)

BUSINESS ADMINISTRATION FINANCE (BAF)

BAF 250   Investments   3 SHC
This course is a study of the securities field with emphasis on individual portfolio analysis. (3/0)

BAF 260   Financial Management   3 SHC
This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting and cost of capital. Cash forecasting, budgeting, management of credit, cash and payables are included. Prerequisite: ACC 101 (3/0)

BUILDING CONSTRUCTION TECHNOLOGY (BCT)

BCT 101   Introduction to Building Construction   5 SHC
This course is an introduction to residential and light commercial construction, construction terms, tools of the trade and their safe use. (2/9)

BCT 102   Fundamentals of Building Construction 4 SHC
This course is a study of framing for residential and light commercial buildings. (2/6)

BCT 103   Construction Site Layout   4 SHC
This course covers location and layout of building corners, elevation and the use of appropriate tools. (2/6)

BCT 113   Fundamentals of Construction Prints   4 SHC
This course includes reading prints for residential and light commercial building construction. (2/6)

BCT 131   Estimating/Quantity Take Off   2 SHC
This course covers construction estimation and quantity take off for construction trades based on local and national building codes. (1/3)

BCT 138   Residential Wiring   5 SHC
This course is a study of wiring methods and practices used in residential applications. (2/9)

BCT 142   Fundamentals of Construction Safety   4 SHC
This course covers safety standards and practices as they apply to the building construction industry. (2/6)

BCT 152   Residential Plumbing   5 SHC
This course is a study of the plumbing methods and practices used in residential application. (2/9)

BCT 201   Principles of Roof Construction   4 SHC
This course is a study of design and construction of roof systems and roofing materials for residential and light commercial construction. (2/6)

BCT 202   Principles of Form Construction   4 SHC
This course is the study and design of form construction as applied to residential and light commercial construction. (2/6)

BCT 204   Cabinet Making   4 SHC
This course is a study of design and construction of cabinets, custom casework and countertops. (2/6)

BCT 209   Construction Project Management   3 SHC
This course uses hands-on projects to teach building construction skills. (1/6)

BCT 212   Construction Methods and Design   3 SHC
This course covers residential construction methods and designs. (2/3)

BCT 221   Construction Building Code   3 SHC
This course is a study of local, state and national building code requirements as they apply to residential and commercial construction. (2/3)

BCT 222   License Preparation   3 SHC
This course is designed as preparation for contractor exam and licensing. (3/0)

BCT 231   Construction Labor and Expediting   3 SHC
This course is a study of the process of controlling material and labor on a job site. (2/3)

BIOLOGY (BIO)

BIO 100   Introductory Biology
**   (Non-Degree Credit)   4 SHC**
This is a course in general biology designed to introduce principles of biology. (3/3)

*BIO 101   Biological Science I   4 SHC
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. (3/3)

*BIO 102   Biological Science II   4 SHC
This is a continuation of introductory biology that 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. (3/3)

BIO 112   Basic Anatomy and Physiology   4 SHC
This course is a basic integrated study of the structure and function of the human body. (3/3)

BIO 115   Basic Microbiology   3 SHC
This is a general course in microbiology, including epidemiology, presence, control and identification of microorganisms. Prerequisite: BIO 112 (2/3)

BIO 203   General Genetics   4 SHC
This course introduces major concepts in genetics at the cellular, molecular and population levels: it also reviews and expands classical Mendelian principles, the molecular nature of the gene, gene action, gene regulation and gene frequencies in populations. (3/3)

*BIO 210   Anatomy and Physiology I   4 SHC
This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. Prerequisite: BIO 100 or equivalent (3/3)

*BIO 211   Anatomy and Physiology II   4 SHC
This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. Prerequisite: BIO 210 (3/3)

BIO 215   Anatomy   4 SHC
This course is a study of the structure of the human body in relation to normal and pathologic states. Prerequisite: BIO 100 or equivalent (3/3)

BIO 222   Microscopic Anatomy   4 SHC
This course is a study of the microscopic structure of cells and tissues in relation to function. (3/3)

BIO 225   Microbiology   4 SHC
This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms and diagnostic procedures for identification. Prerequisite: BIO 210 (3/3)

BIO 230   General Pathology   4 SHC
This course introduces fundamentals of human disease, including structural and functional changes. Clinical manifestations and principles of treatment are emphasized. Prerequisite: BIO 112. (3/3)

BIO 235   Basic Pharmacological Physiology   5 SHC
This course includes a brief consideration of anatomy with emphasis on functional anatomy. Physiology of systems affected by drug action is also emphasized. (5/0)

BUSINESS (BUS)

BUS 101   Introduction to Business   3 SHC
This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed and controlled. (3/0)

BUS 121   Business Law I   3 SHC
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. (3/0)

BUS 210   Introduction to E-Commerce
in Business   3 SHC
This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online. (3/0)

BUS 268   Special Projects in Business   3 SHC
This course includes research, reporting and special activities for successful employment in the business world. (3/0)

CIVIL ENGINEERING TECHNOLOGY (CET)

CET 105   Surveying I   3 SHC
This course includes surveying theory and practice; care and use of instruments; traversing procedures; and computation of closure. (2/3)

COMPUTER GRAPHICS (CGC)

CGC 106   Typography I   3 SHC
This course covers typography and photocomposition. (3/0)

CGC 110   Electronic Publishing   3 SHC
This course introduces students to the fundamentals of electronic publishing. Prerequisite: ARV 110 (2/3)

CGC 122   Basic Offset Press Operations   3 SHC
This course covers the basic competencies required to operate an offset press. (2/3)

CGC 125   Basic Offset Preparation   3 SHC
This course covers the basics of preparing a job to be reproduced from the mechanical stage to preparing the offset printing plate. (2/3)

CGC 132   Screen Printing   3 SHC
This course covers an introduction to screenprinting terminology, equipment, and processes. (1/6)

CGC 210   Advanced Electronic Publishing   3 SHC
This course covers a wide range of computer hardware, software, and peripherals. Prerequisite: CGC 110 (2/3)

CGC 226   Advanced Printing   3 SHC
This course covers a variety of advanced printing projects. Prerequisites: CGC 122 and CGC 125 (2/3)

CHEMISTRY (CHM)

CHM 100   Introductory Chemistry
(Non-Degree Credit)   4 SHC
This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. Prerequisite: High school algebra, MAT 100 or appropriate algebra placement score (3/3)

CHM 105   General Organic and Biochemistry   4 SHC
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. (3/3)

*CHM 110   College Chemistry I   4 SHC
This is the first course in a sequence that includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. Prerequisite: High school algebra II, MAT 102 or appropriate algebra placement score. (3/3)

*CHM 111   College Chemistry II   4 SHC
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. Other topics are kinetics, thermodynamics and electrochemistry. This course should be considered a basis for future studies in other areas of chemistry. Prerequisite: CHM 110 (3/3)

*CHM 112   College Chemistry II   4 SHC
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. Other topics are organic chemistry and biochemistry. This course should be considered a terminal study of chemistry. Prerequisite: CHM 110 (3/3)

*CHM 211   Organic Chemistry I   4 SHC
This is the first in a sequence of courses that includes nomenclature, structure, and properties and reaction mechanisms of basic organic chemistry. (3/3)

*CHM 212   Organic Chemistry II   4 SHC
This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry and spectroscopy. (3/3)

COLLEGE (COL)

COL 101   College Orientation   1 SHC
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success. (1/0)

COL 102   Introduction to College   2 SHC
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success. (2/0)

COL 103   College Skills   3 SHC
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success. (3/0)

COMPUTER TECHNOLOGY (CPT)

CPT 101   Introduction to Computers   3 SHC
This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases and the operating system. (3/0)

CPT 111   Basic Programming I   3 SHC
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. (3/0)

CPT 114   Computers and Programming   3 SHC
This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory and input/output devices. Programming is done in a modern high-level procedural language. (3/0)

CPT 176   Microcomputer Operating Systems   3 SHC
This course covers operating system concepts of microcomputers, including file maintenance, disk organization, batch files and subdirectory concepts. (3/0)

CPT 178   Software Applications   3 SHC
Using electronic spreadsheet and relational database management software programs, this course focuses on complex microcomputer applications. (3/0)

CPT 186   Visual Basic.Net I   3 SHC
This course introduces the student to development of Visual Basic Windows applications using the Microsoft.Net framework. Prerequisite: CPT 111 or IST 220. (3/0)

CPT 209   Computer Systems Management   3 SHC
This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations and troubleshooting. (3/0)

CPT 232   C++ Programming I   3 SHC
This introductory course in C++ Programming I emphasizes the designing, coding, testing and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers and strings. Prerequisite: CPT 111. (3/0)

CPT 233   C++ Programming II   3 SHC
This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance and virtual functions. Prerequisite: CPT 232. (3/0)

CPT 236   Introduction to JAVA Programming   3 SHC
This course is an introduction to JAVA programming. Topics will cover JAVA syntax and classes for use in the development of JAVA applications and applets. Prerequisite: CPT 111. (3/0)

CPT 237   Advanced JAVA Programming   3 SHC
This course is a study of advanced topics of the JAVA programming language by building on a basic knowledge of the JAVA language. Topics covered will include multi-reading, swing classes, swing event models, advanced layout managers, the JAVAVEAN component model, network programming and server-side programming. Prerequisite: CPT 236. (3/0)

CPT 242   Database   3 SHC
This course introduces database models and the fundamentals of database design. Topics include database structure, database processing and application programs that access a database. Prerequisite: CPT 237 or CPT 286 (3/0)

CPT 247   UNIX Operating System   3 SHC
This course is a study of basic UNIX commands including the Vi editor, file structures and shell programming. Prerequisite: IST 220. (3/0)

CPT 257   Operating Systems   3 SHC
This course examines the theory of operating systems and how the operating system is implemented in current operating systems. Prerequisite: CPT 209. (3/0)

CPT 264   Systems and Procedures   3 SHC
This course covers the techniques of system analysis, design, development and implementation. Prerequisite: CPT 237 or CPT 286, IST 241 or IST 260 (3/0)

CPT 270   Advanced Microcomputer Applications 3 SHC
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Prerequisite: CPT 178 (3/0)

CPT 272   Advanced Microcomputer Data Base   3 SHC
This course emphasizes accessing databases using advanced concepts in microcomputer database application software. Techniques include SQL, application generators, and database programming to generate various applications. Prerequisite: CPT 178 (3/0)

**CPT 274   Advanced Microcomputer
                Spreadsheets   3 SHC**
This course emphasizes complex applications of spreadsheet software for the microcomputer using advanced concepts. Prerequisite: CPT 178 or OST 261 (3/0)

CPT 276   CPT Internship   3 SHC
This course is an intensive application development experience in an approved business setting. Prerequisites: CPT 237 or CPT 286 or (IST 260 and IST 241). (3/0)

CPT 286   Visual Basic.Net II   3 SHC
This course is a study of advanced techniques for Visual Basic programming using the Microsoft.Net framework. Prerequisite: CPT 186. (3/0)

CRIMINAL JUSTICE (CRJ)

CRJ 101   Introduction to Criminal Justice   3 SHC
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. (3/0)

CRJ 110   Police Patrol   3 SHC
This course provides an understanding of the duties, extent of authority and responsibilities of the uniformed patrolman. Emphasis is placed on patrol function-line activities, including traffic control and investigation, community relations, vice control, tactical units, civil disturbances and preventive patrol. (3/0)

CRJ 115   Criminal Law I   3 SHC
This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses and various legal principles upon which criminal law is established are reviewed. (3/0)

CRJ 116   Criminal Law II   3 SHC
This course includes a study of criminal procedures by analyzing the process from arrest to sentencing.

CRJ 120   Constitutional Law   3 SHC
This course covers analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined. (3/0)

CRJ 125   Criminology   3 SHC
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. (3/0)

CRJ 130   Police Administration   3 SHC
This course is a study of the organization, administration and management of law enforcement agencies. (3/0)

CRJ 140   Criminal Justice Report Writing   3 SHC
This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting and the value of accurate, complete and selective written articulation of information and observations. (3/0)

CRJ 216   Police Supervision   3 SHC
This course includes 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. (3/0)

CRJ 224   Police Community Relations   3 SHC
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 is studied, including citizen involvement in crime prevention and police officer interpersonal relations. (3/0)

CRJ 230   Criminal Investigation I   3 SHC
This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course. (3/0)

CRJ 231   Criminal Investigation II   3 SHC
This course includes the application of techniques learned in Criminal Investigation I. (3/0)

CRJ 236   Criminal Evidence   3 SHC
This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. (3/0)

CRJ 242   Correctional Systems   3 SHC
This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure and clients incarcerated and on conditional release. (3/0)

CRJ 244   Probation, Pardon and Parole   3 SHC
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. (3/0)

CRJ 246   Special Problems in Criminal Justice   3 SHC
In this course, issues are examined within the criminal justice community/ profession which are of special concern to students and practitioners because of such elements as timeliness, local concern, legalistics and/or other dynamic factors of such issues. (3/0)

CRJ 250   Criminal Justice Internship I   3 SHC
This course includes practical experience in a criminal justice or private security setting. (2/3)

CRJ 251   Criminal Justice Internship II 3 SHC
This course includes additional practical experience in a criminal justice or private security setting. (2/3)

COOPERATIVE WORK EXPERIENCE (CWE)

**CWE 101   Cooperative Work Experience
                Preparation   1 SHC**
This course includes preparation for cooperative work experience. (0/5)

CWE 111   Cooperative Work Experience I   1 SHC
This course includes cooperative work experience in an approved setting. (0/5)

CWE 112   Cooperative Work Experience I   2 SHC
This course includes cooperative work experience in an approved setting. (0/10)

CWE 113   Cooperative Work Experience I   3 SHC
This course includes cooperative work experience in an approved setting. (0/15)

CWE 121   Cooperative Work Experience II   1 SHC
This course includes cooperative work experience in an approved setting. (0/5)

CWE 122   Cooperative Work Experience II   2 SHC
This course includes cooperative work experience in an approved setting. (0/10)

CWE 123   Cooperative Work Experience II   3 SHC
This course includes cooperative work experience in an approved setting. (0/15)

CWE 131   Cooperative Work Experience III   1 SHC
This course includes cooperative work experience in an approved setting. (0/5)

CWE 132   Cooperative Work Experience III   2 SHC
This course includes cooperative work experience in an approved setting. (0/10)

CWE 133   Cooperative Work Experience III   3 SHC
This course includes cooperative work experience in an approved setting. (0/15)

CWE 211   Cooperative Work Experience IV   1 SHC
This course includes cooperative work experience in an approved setting. (0/5)

CWE 212   Cooperative Work Experience IV   2 SHC
This course includes cooperative work experience in an approved setting. (0/10)

CWE 213   Cooperative Work Experience IV   3 SHC
This course includes cooperative work experience in an approved setting. (0/15)

CWE 221   Cooperative Work Experience V   1 SHC
This course includes cooperative work experience in an approved setting. (0/5)

CWE 222   Cooperative Work Experience V   2 SHC
This course includes cooperative work experience in an approved setting. (0/10)

CWE 223   Cooperative Work Experience V   3 SHC
This course includes cooperative work experience in an approved setting. (0/15)

CWE 231   Cooperative Work Experience VI   1 SHC
This course includes cooperative work experience in an approved setting. (0/5)

CWE 232   Cooperative Work Experience VI   2 SHC
This course includes cooperative work experience in an approved setting. (0/10)

CWE 233   Cooperative Work Experience VI   3 SHC
This course includes cooperative work experience in an approved setting. (0/15)

EARLY CHILDHOOD (ECD)

ECD 101   Introduction to Early Childhood   3 SHC
This course is 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 programs and professional teachers will be explored. This course satisfies the South Carolina Early Childhood credential. (3/0)

ECD 102   Growth and Development I   3 SHC
This course presents 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 will be explored. (3/0)

ECD 105   Guidance - Classroom Management   3 SHC
This course is an overview of developmentally appropriate and effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach will be stressed. (3/0)

ECD 107   Exceptional Children   3 SHC
This course provides an overview of special needs children and their families. Emphasis will be placed on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification as well as federal legislation affecting all children. (3/0)

ECD 108   Family and Community Relations   3 SHC
This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability of community resources and on developing appropriate communication skills. (3/0)

ECD 109   Administration and Supervision   3 SHC
This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services and relations among the public, staff and parents. (3/0)

ECD 131   Language Arts   3 SHC
This course presents methods and materials in age-appropriate language experiences. It provides opportunities to develop listening, speaking, prereading/prewriting skills through planning, implementation and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation and presentation of children's literature will be included. (3/0)

ECD 132   Creative Experiences   3 SHC
This course stresses the importance of creativity and independence in creative expression. A variety of age-appropriate media, methods, techniques and equipment will be utilized. Students will plan, implement and evaluate instructional activities. (3/0)

ECD 133   Science and Math Concepts   3 SHC
This course is an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis will be on the planning, implementation and evaluation of developmentally appropriate activities utilizing a variety of methods and materials. (3/0)

ECD 135   Health, Safety and Nutrition   3 SHC
This course reviews health/safety practices recommended for child care and provides information on common diseases and health problems. Certification preparation in pediatric safety, CPR and first aid is provided. Course includes guidelines and information on nutrition and developmentally-appropriate activities. (3/0)

ECD 200   Curriculum Issues in Infant
**   and Toddler Development   3 SHC**
This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course. Prerequisite: ECD 102 (3/0)

ECD 203   Growth and Development II   3 SHC
This course presents an in-depth understanding 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 development. Developmental tasks and appropriate activities will be explored. Prerequisite: ECD 102 (3/0)

ECD 237   Methods and Materials   3 SHC
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. Prerequisites: ECD 101, ECD 102, ECD 103 (3/0)

ECD 243   Supervised Field Experience I   3 SHC
This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices. This course is a capstone course taken only with approval of department head. (1/10)

ECONOMICS (ECO)

ECO 101   Basic Economics   3 SHC
This course is a study of comparative economic systems, forms of business organization, business operation and wage and price determination. (3/0)

*ECO 210   Macroeconomics   3 SHC
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. (3/0)

*ECO 211   Microeconomics   3 SHC
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. (3/0)

INDUSTRIAL ELECTRONICS TECHNOLOGY (EEM)

EEM 105   Basic Electricity   2 SHC
This course is a survey of basic electrical principles, circuits and measurements. (1/3)

EEM 115   DC Circuits   4 SHC
This course is a study of atomic theory related to electronics and circuit theory. It covers electrical parameters and units, Ohm's Law, Kirchoff's voltage and current laws, power and energy. It also includes inductance, capacitance and DC instruments. Circuits are constructed and tested. (2/6)

EEM 116   AC Circuits   4 SHC
This course is a study of the characteristics of alternating current and voltage in resistors, capacitors and inductors. Series, parallel and complex circuits are covered. Circuits are constructed and tested. Prerequisite: EEM 115 (2/6)

EEM 117   AC/DC Circuits I   4 SHC
This course is a study of direct and alternating theory, ohm's law, series, parallel and combination circuits. Circuits are constructed and tested. (4/0)

EEM 140   National Electrical Code   3 SHC
This course is a study of the National Electrical Code and is based on the latest codes as published by the National Fire Protection Association (NFPA). Prerequisites: EEM 115, EEM 116 (3/0)

EEM 151   Motor Controls I   4 SHC
This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes. Prerequisites: EEM 115, EEM 116 (3/3)

EEM 152   Motor Controls II   4 SHC
This course is a continuation of the study of motor controls including additional techniques and control devices. Prerequisite: EEM 151 (3/3)

EEM 160   Industrial Instrumentation   3 SHC
This course covers the basic principles of instrumentation, including a discussion of various instruments employed in industrial applications. Prerequisites: EEM 115, EEM 116, EEM 201 (2/3)

EEM 165   Residential/Commercial Wiring   4 SHC
This course is a study of wiring methods and practices used in residential and commercial applications. (2/6)

EEM 170   Electrical Installation   3 SHC
This course covers electrical wiring techniques commonly used in commercial, industrial and residential wiring. (2/3)

EEM 201   Electronic Devices I   3 SHC
This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications. Prerequisites: EEM 115, EEM 116 (2/3)

EEM 202   Electronic Devices II   3 SHC
This course is a continuation of the study of electronic devices and circuits. Components and circuit configurations are analyzed to achieve a more comprehensive coverage of electronic devices and circuits. Prerequisite: EEM 201 (2/3)

EEM 215   DC/AC Machines   3 SHC
This course is a study of applications, operations and construction of DC and AC machines. Prerequisite: EEM 115 (2/3)

EEM 231   Digital Circuits I   3 SHC
This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices. Prerequisites: EEM 201, EEM 115, EEM 116 (2/3)

EEM 235   Power Systems   3 SHC
This course is a study of the design, operation and installation of power distribution applications. Load analysis rate and power economics are covered. Prerequisites: EEM 115, EEM 116 (2/3)

EEM 241   Microprocessor I   3 SHC
This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture and basic interfacing techniques. Prerequisite: EEM 231 (2/3)

EEM 250   Programmable Logic Controllers   4 SHC
This course is a study of programmable control systems with emphasis on basic programming techniques. Additional topics such as interfacing, data manipulation and report generation will be covered. (3/3)

EEM 251   Programmable Controllers   3 SHC
This course is an introduction to programmable control systems with emphasis on basic programming techniques. Input/output devices and their applications are covered. Prerequisites: EEM 151, EEM 152, EEM 231 (2/3)

**EEM 252   Programmable Controllers
                   Applications   3 SHC**
This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated and tested. (2/3)

ELECTRONIC ENGINEERING TECHNOLOGY (EET)

EET 111   DC Circuits   4 SHC
This course is a study of resistance, voltage, current, power and energy in series, parallel and series-parallel circuits using Ohm's Law, Kirchoff's Laws and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments. (3/3)

EET 112   AC Circuits   4 SHC
This course is a study of capacitive and inductive reactance and impedance in series, parallel and series-parallel circuits. It includes power, power-factors, resonance and transformers. Circuits are analyzed using mathematics and verified using electrical instruments. Prerequisite: EET 111 (3/3)

EET 113   Electrical Circuits I   4 SHC
This course is a study of direct and alternating current, covering resistance and impedance in series, parallel and series-parallel circuits using Ohm's Law, Kirchoff's Laws and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments. (3/3)

EET 131   Active Devices   4 SHC
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. Prerequisite: EET 111 (3/3)

EET 141   Electronic Circuits   4 SHC
This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and trouble-shooting. Prerequisites: EET 111, EET 112, EET 131 (3/3)

EET 145   Digital Circuits   4 SHC
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. Prerequisite: EET 111 (3/3)

EET 231   Industrial Electronics   4 SHC
This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor control, sensors and transducers, open and closed loop control circuits, and sensor interfacing to computers. Circuits are constructed and tested. Prerequisites: EET 111, EET 112, EET 131 (3/3)

EET 233   Control Systems   4 SHC
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 control systems. Prerequisite: EET 131 (3/3)

EET 235   Programmable Controllers   3 SHC
This course is a study of relay logic, ladder diagrams, theory of operation and applications. Loading ladder diagrams, debugging and troubleshooting techniques are applied to programmable controllers. Prerequisites: EET 111, EET 112, EET 145, EET 231 (2/3)

EET 243   Data Communications   3 SHC
This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industrial standards, networks, and error detection and correction. Prerequisite: EET 145 (2/3)

EET 251   Microprocessor Fundamentals   4 SHC
This course is a study of binary numbers, microprocessor operation, architecture, instruction sets, interfacing with operating systems and applications in control, data acquisition and data reduction and analysis. Programs are written and tested. Prerequisite: EET 145 (3/3)

EET 255   Advanced Microprocessors   3 SHC
This course is a study of advanced microprocessors, controllers and hardware/software interfacing techniques for controlling external devices. Hardware is designed and constructed, and control programs are written and tested. Prerequisite: EET 251 (2/3)

EET 272   Electronics Senior Seminar   1 SHC
This course includes various engineering topics, using field trips and discussions with practicing technical personnel. Proper use of test instruments is reinforced. (0/3)

EET 273   Electronics Senior Project   1 SHC
This course includes the construction and testing of an instructor-approved project. (0/3)

ENGINEERING TECHNOLOGY (EGR)

EGR 101 Introduction to Engineering Technology 1 SHC
This course is an introduction to computers and reporting format. The course will introduce the student to the engineering profession. Subjects include the efficient use of pocket calculators, the metric system of measurement and solving and evaluating engineering problems with much emphasis on problem organization, consistent units and unit conversions. (1/0)

EGR 104 Engineering Technology Foundations 3 SHC
This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications and teamwork are integrated into the course. (3/0)

EGR 112 Engineering Programming 3 SHC
This course covers interactive computing and the basic concepts of programming. This course is designed to provide the student with the necessary skills and procedures to write computer programs to solve engineering related problems. The course is designed to emphasize hands-on applied instruction in programming techniques. (3/0)

EGR 113 Visual and Graphic Programming 3 SHC
This course introduces the concepts of visual and graphical programming of digital computers. (2/3)

EGR 120 Engineering Computer Applications 3 SHC
This course includes the utilization of applications software to solve engineering technology problems. Operating systems, word processing, database programs, and spreadsheets are studied and utilized in these applications. (3/0)

EGR 170 Engineering Materials 3 SHC
This course is a study of the properties, material behaviors and applications of materials used in engineering structures and products. Prerequisites: EGR 175 and MAT 182 (3/0)

EGR 175 Manufacturing Processes 3 SHC
This course includes the processes, alternatives and operations in the manufacturing environment. Metal working and forming processes include casting, forging, presswork, machining and turning. Joining processes include welding, brazing and soldering. Metallurgical principles of ferrous metals are briefly covered. Prerequisite: MAT 181 (3/0)

EGR 181 Integrated Technology I 1 SHC
This problem-based course focuses on the introduction of workplace skills such as problem-solving, teamwork, computers and communications and on applications of mathematics and science competencies. Major emphasis is on electrical concepts and laboratory techniques. It will include other concepts such as thermal, fluids and optics. (0/3)

EGR 182 Integrated Technology II 1 SHC
This problem-based course focuses on the development of workplace skills such as problem-solving, teamwork, computers and communications and on applications of mathematics and science competencies. Major emphasis is on mechanical concepts and laboratory techniques. It will include other concepts such as thermal, fluids and optics. Prerequisite: EGR 181 (0/3)

EGR 183 Integrated Technology III 1 SHC
This problem-based course emphasizes material properties and laboratory techniques. It will include other concepts such as thermal, fluids, and optics. Computer and research skills are practiced. Technical presentation skills are utilized. Prerequisite: EGR 182 (0/3)

EGR 194 Statics and Strength of Materials 4 SHC
This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials. Prerequisite: MAT 182 (3/3)

EGR 226 Engineering Economics 3 SHC
This course is a study of basic engineering economics, including principles of equivalence, return on investment, evaluation of alternatives, the effects of taxes on economic analysis and replacement policies. (3/0)

ENGINEERING GRAPHICS TECHNOLOGY (EGT)

EGT 110 Engineering Graphics I 4 SHC
This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings. (2/6)

EGT 115 Engineering Graphics II 4 SHC
This course in engineering graphics science includes additional drawing techniques for industrial applications. Prerequisite: EGT 110 (2/6)

EGT 125 Descriptive Geometry 2 SHC
This course is designed to aid in solving drafting problems associated with single or intersecting surfaces which are not necessarily placed in the principal planes in space. Prerequisite: EGT 110 (1/3)

EGT 151 Introduction to CAD 3 SHC
This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings. (2/3)

EGT 155 Intermediate CAD 2 SHC
This course covers advanced computer aided drafting skills, including such topics as polylines, attributes, edlin, creating isometrics and script files and introduction to 3D. Prerequisite: EGT 151 (1/3)

EGT 215 Mechanical Drawing Applications 4 SHC
This advanced drawing course covers industrial applications. This course will consist of a CAD graphic design project in a selected area of study. The student will be responsible for the complete project development, necessary calculations, presentation and written report, and graphical design drawings. This may be accomplished through an intern program at a local company. Prerequisites: EGT 115 and EGT 151 (2/6)

EGT 225 Architectural Drawing Applications 4 SHC
This is an advanced drawing course for architectural applications. The course will consist of a graphic design project in a selected area of study. The student will be responsible for the complete project development, necessary calculations and graphic design drawings. Prerequisite: EGT 151 (2/6)

EGT 251   Principles of CAD   3 SHC
This course includes the additional use of CAD software for production of technical drawings and related documentation, including: precision input, line construction tools, element manipulation tools, element symbology, complex elements, reference files and detailing tools such as dimensioning and patterning. Prerequisite: EGT 151 (2/3)

EGT 252   Advanced CAD   3 SHC
This course covers advanced concepts of CAD software and applications. This course will include advanced CAD principles such as 3D CAD techniques, including solids modeling, wire frame assemblies and working drawings. Prerequisite: EGT 151 (2/3)

ELECTRONICS INSTRUMENTATION TECHNOLOGY (EIT)

EIT 211   Introduction to Electronic Instrumentation I   5 SHC
This course is a study of single loop process control, including the fundamentals of temperature, flow, pressure, level, and analytical measurements and their applications in industrial process systems. Calibration and maintenance of electronic and pneumatic instruments are stressed. (4/3)

EIT 225   Electronic Instrumentation Troubleshooting   2 SHC
This course is a study of the systematic techniques for troubleshooting pneumatic and electronic instruments using various test equipment. (0/6)

EIT 244   Computers and PLC's in Instrumentation   3 SHC
This course covers interfacing pneumatic and electronic process control instrumentation with computers and programmable logic controllers by using various transducers. Programming and installation are stressed. (2/3)

EMERGENCY MEDICAL TECHNOLOGY (EMS)

EMS 110   Basic Emergency Medical Care   5 SHC
This is an introductory course to the health care system and the function, role and responsibility of emergency medical providers within the system. Emphasis is placed on legal and ethical practices and stress management. A team approach is emphasized in the study of the initial assessment and management of illness and injury. (5/0)

EMS 111   Intermediate Emergency Care   5 SHC
This course is a study of the concepts and skills related to general patient assessment, initial management of life threatening emergencies, airway management, pulmonary ventilation and oxygen administration, the pathophysiology of shock and treatment modalities for the shock syndrome and pharmacological actions of groups of drugs and fluids. Emphasis is placed on administration of medication and fluid therapy, basic vehicle extrication and rescue. (5/0)

EMS 120   Pharmacology   3 SHC
This course is a study of concepts related to the pharmacological actions of groups of drugs and includes the development of skills related to the administration of medications and intravenous therapy. Physiology of systems affected drug action is also included in the course. (3/0)

EMS 209   SCWE in Advanced EMS   2 SHC
This course will give field experience and hands-on training in applying theory to practice in situations of crisis encountered by the emergency medical technician. (0/8)

EMS 210   Advanced Emergency Care I   5 SHC
This course is a study of concepts related to EMS communications, trauma, obstetric/gynecological emergencies, neonatal transport, psychiatric emergencies, central nervous system, GI/GU systems, anaphylaxis, toxicologic emergencies, drug abuse, infectious diseases, geriatric and pediatric patients and environmentally related emergencies. (5/0)

EMS 211   Advanced Clinical Experience I   3 SHC
This course includes hospital clinical experiences in obstetrics (labor/delivery), pediatrics and emergency/trauma settings. (0/9)

EMS 212   EMS Field Internship   2 SHC
This course includes experiences with advanced life support emergency medical services. (0/6)

EMS 213   Advanced Emergency Medical Care II   4 SHC
This course is a study of the concepts and skills related to care of specific medical problems. Emphasis is placed on the pathophysiology and treatment modalities related to the respiratory system, cardiovascular system and the endocrine system. Concepts related to the classification, therapeutic actions and side effects of common chemotherapeutic agents are emphasized. (3/3)

EMS 214   Advanced Clinical Experience II   3 SHC
This course includes hospital clinical experiences in coronary care and emergency and trauma settings. (0/9)

EMS 216   Principles of Rescue   4 SHC
This course covers concepts and skills related to the access, stabilization, packaging and removal of patients trapped in wrecked vehicles, endangered by hazardous materials, trapped by structural members and endangered due to location. Focus is on vehicle rescue, water rescue, remote slope rescue, rescue from hazardous situations and rescue from mass casualty situations. (3/3)

EMS 217   Introduction to Electrocardiography   2 SHC
This course covers the basic principles of recognizing and interpreting EKG tracings. Laboratory emphasis is placed on the operation of electrocardiographic equipment. (2/0)

EMS 219   Advanced EMS Field Internship II   2 SHC
This course builds in the knowledge and skills of advanced emergency medical practice in the prehospital environment. Focus is on situations involving complex patient problems including trauma, surgical and medical emergencies and the treatment modalities. (0/6)

ENGLISH (ENG)

ENG 010-099   Developmental English (Non-Degree Credit)   1 to 9 SHC
This course is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction will include writing short compositions in which students demonstrate control of mechanics, word usage and sentence structure. An additional hour of computer assisted instruction may be required. (1 - 9/1 -9)

**ENG 100   Introduction to Composition
(Non-Degree Credit)   3 SHC**
This course is a study of basic writing and different modes of composition and may include a review of usage. Prerequisite: ENG 032 and corequisite ENG 012 or required test scores. (3/0)

*ENG 101   English Composition I   3 SHC
This college transfer course is a study of composition with appropriate literary selections and frequent theme assignments to reinforce effective writing; a review of standard usage and the basic techniques of research are also presented. Prerequisite: ENG 100 or ENG 104 required test scores. (3/0)

*ENG 102   English Composition II   3 SHC
This college transfer course presents the development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included. Prerequisite: ENG 101 (3/0)

ENG 104   Communications Foundations   3 SHC
This course focuses on gathering, organizing and presenting written, oral and visual information. Team-building skills are encouraged through collaborative learning environments. Technical communication skills are emphasized. Prerequisites: ENG 032 and corequisite ENG 012 or required test scores. (3/0)

ENG 106   Fundamentals of Communication   3 SHC
This course is a study of technical communication focusing on gathering, organizing and presenting specific reading, writing, listening and speaking techniques in a team-building, collaborative learning environment. Students must be concurrently enrolled in MAT 106 and IMT 106. Prerequisites: ENG 100 or required test scores. (3/0)

ENG 165   Professional Communications   3 SHC
This course develops practical, written and oral professional communications skills. Prerequisite: ENG 100, ENG 104 or required test scores. (3/0)

ENG 181   Integrated Communications I   3 SHC
This problem-based course integrates communication skills with mathematics, science and technology in a collaborative, teaming environment. Writing, speaking and presenting skills are learned through gathering, organizing and presenting information. Prerequisite: ENG 100, ENG 104 or required test scores. (3/0)

ENG 182   Integrated Communications II   3 SHC
This problem-based course reinforces written and oral communication skills. Students learn to gather, organize and present information in a collaborative, technical workplace environment. Prerequisite: ENG 181 (3/0)

*ENG 201   American Literature I   3 SHC
This course is a study of American literature from the colonial period to the Civil War. Prerequisite: ENG 102 (3/0)

*ENG 202   American Literature II   3 SHC
This course is a study of American literature from the Civil War to the present. Prerequisite: ENG 102 (3/0)

*ENG 203   American Literature Survey   3 SHC
This course is a survey of American literature: major authors, genres and periods. Prerequisite: ENG 102 (3/0)

*ENG 205   English Literature I   3 SHC
This college transfer course is a study of English literature from the Old English Period to the Romantic Period with emphasis on major writers and periods. Prerequisite: ENG 102 (3/0)

*ENG 206   English Literature II   3 SHC
This college transfer course is a study of English literature from the Romantic Period to the present with emphasis on major writers and periods. Prerequisite: ENG 102 (3/0)

*ENG 208   World Literature I   3 SHC
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century. Prerequisite: ENG 102 (3/0)

*ENG 209   World Literature II   3 SHC
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. Prerequisite: ENG 102 (3/0)

*ENG 214   Fiction   3 SHC
This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. Prerequisite: ENG 102 (3/0)

*ENG 218   Drama   3 SHC
This course is a study of drama from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. Prerequisite: ENG 102 (3/0)

*ENG 222   Poetry   3 SHC
This course is a study of poetry from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. Prerequisite: ENG 102 (3/0)

*ENG 230   Women in Literature   3 SHC
This course is a critical study of women's writings examined from historical, social and psychological points of view. Prerequisite: ENG 102 (3/0)

ENG 235   Southern Literature   3 SHC
This course is a study of the South's intellectual and literary contributions to national and world literature. Prerequisite: ENG 102 (3/0)

*ENG 260   Advanced Technical Communications   3 SHC
This course develops skills in research techniques and increases proficiency in technical communications. Prerequisite: ENG 165 (3/0)

ESL 001-099   English as a Second Language   00.0 SHC
English as a second language is intended for non-native English speaking students who need assistance in developing and improving listening and speaking skills, written communication skills and basic English grammar.

FRENCH (FRE)

*FRE 101   Elementary French I   4 SHC
This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to French culture. (4/0)

*FRE 102   Elementary French II   4 SHC
This course continues the development of basic language skills and includes a study of French culture. Prerequisite: FRE 101 (4/0)

FUNERAL SERVICES (FSE)

FSE 101   Introduction to Funeral Services   3 SHC
This course emphasizes the history, principles and practices of funeral services, with attention to the fundamental skills, knowledge, ethics, aptitudes and obligations of a funeral service professional in the United States. (3/0)

**FSE 110   Funeral Services Management
and Merchandising   3 SHC**
This course stresses application of management principles to the funeral profession. The second portion of the course covers merchandising principles and their direct application to funeral service operations. Product knowledge, pricing, presentation and merchandise control are stressed in the course. (3/0)

FSE 115   Funeral Services Directing   3 SHC
This course emphasizes the funeral services procedures, practices and customs of various religions and groups in the United States, as well as the techniques and considerations needed in conducting such services. (3/0)

FSE 120   Funeral Counseling   3 SHC
This course emphasizes the principles and practices of funeral services counseling, including the personality and role of the counselor, counseling techniques and special considerations. (3/0)

FSE 130   Business and Mortuary Law   3 SHC
The business law portion of this course surveys law and the judicial system as these relate to the operation of a business. Topics covered in the course include contracts, sales, negotiable instruments, business organizations and bailments. The mortuary law section focuses on those statutes and regulations pertinent to funeral directors and morticians. (3/0)

FSE 131   Funeral Service Ethics   1 SHC
The course will focus on the development of a sense of morality within the funeral service student, which will guide his/her decisions, actions and relationships as a professional. (1/0)

FSE 140   Restorative Arts   4 SHC
This course emphasizes restorative arts as applied to funeral services, including anatomical modeling, expression and familiarization with tools, legal aspects, materials and techniques. Prerequisite: BIO 112 (3/3)

FSE 150   Embalming I   4 SHC
This course emphasizes the procedures, requirements, equipment and materials involved in the embalming process. Prerequisites: BIO 112, BIO 115 and BIO 230 (3/3)

FSE 155   Embalming Practicum I   3 SHC
This course emphasizes actual preparation of human remains under the tutelage and supervision of a licensed embalmer. Prerequisite: FSE 150 (1/6)

FSE 165   Sociology of Funeral Service   3 SHC
This course studies those social phenomena that affect all elements of funeral service. The course includes family structure, social structures and other factors which relate to funeralization. (3/0)

FSE 170   Embalming Chemistry   4 SHC
This course emphasizes the fundamentals of organic chemistry and biochemistry as related to the funeral services profession, including chemical changes in the human body during life, after life and during chemical preservation. (3/3)

FSE 250   Funeral Service Projects   1 SHC
This course provides an overview of funeral service practices and procedures. Upon completion, students will be prepared to meet all state and national licensure requirements. (1/0)

GERMAN (GER)

*GER 101   Elementary German I   4 SHC
This course is a study of the four basic language skills: listening, speaking, reading and writing. The course will include an introduction to German culture. (4/0)

*GER 102   Elementary German II   4 SHC
This course continues the development of the four basic language skills and the study of German culture. Prerequisite: GER 102 (4/0)

HISTORY (HIS)

*HIS 101   Western Civilization to 1689   3 SHC
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. (3/0)

*HIS 102   Western Civilization Post 1689   3 SHC
This course is a survey of Western Civilization from 1689 to the present, including major political, social, economic and intellectual factors that shape the modern Western world. (3/0)

HIS 115   African-American History   3 SHC
This course is a study of the history of African-Americans, including African heritage, American history and significant contributions by individuals or groups. (3/0)

*HIS 201   American History: Discovery to 1877   3 SHC
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. (3/0)

*HIS 202   American History: 1877 to Present   3 SHC
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. (3/0)

HIS 240   Introduction to European Culture   3 SHC
This course will introduce students to European culture and the experience of foreign travel. (3/0)

HORTICULTURE (HRT)

HRT 101   Introduction to Horticulture   3 SHC
This course covers the basic principles of horticulture as it relates to various aspects of commercial production. (3/0)

**HRT 104   Landscape Design and
               Implementation   3 SHC**
This course is a study of landscape design and drafting as well as landscape installation techniques. (2/3)

HRT 105   Landscape Plant Materials   4 SHC
This course is a study of plant materials that are used in the southeastern landscaping and nursery trade. Identification of plants by common and scientific nomenclature, characteristics, culture and use are included. (3/3)

HRT 125   Soils   4 SHC
This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter and life of soils. Materials and methods for supplying nutrients to horticulture plants are also included. (3/3)

HRT 127   Soil and Water Management   4 SHC
This course is a practical study of soil management with emphasis on fertilization, irrigation and drainage practices. (3/3)

HRT 141   Horticulture Pest Control   4 SHC
This course includes a study of the identification and control of insects, diseases and weeds that are pests of horticulture plants. Students will also prepare for the pesticide application license exam. (3/3)

HRT 154   Grounds Maintenance   3 SHC
This course covers cost estimation of a landscape design and its maintenance, preparation of contracts and development and implementation of maintenance schedules. (3/0)

**HRT 171   Landscape Business
               Techniques   3 SHC**
This course explores ownership and operation of a landscape business. Topics include basic business procedures, finance, employee benefits and license requirements with emphasis placed on business start-up procedures. (3/0)

HRT 223   Irrigation   4 SHC
This course includes the study and application of the design principles and materials used in horticultural irrigation. (3/3)

HRT 230   Greenhouse Technology   4 SHC
This course is the study of commercial greenhouse production techniques and facility management. (3/3)

HRT 241   Turf Management   3 SHC
This course is a study of the identification, use, culture and maintenance of turf grasses. Emphasis is on the installation and management of turf in residential, commercial and public areas. (3/0)

HRT 260   Horticulture Power Equipment   4 SHC
This course is a practical study of horticulture power equipment covering principles of operation, maintenance, troubleshooting and repair. (3/3)

HUMANITIES (HSS)

HSS 205   Technology and Society   3 SHC
This course is an investigation of the impact of the 20th century technological changes in America on the individual, society and the physical environments. (3/0)

HUMAN SERVICES (HUS)

HUS 101   Introduction to Human Services 3 SHC
This course covers an overview of the field of human services. Role responsibilities, problems, boundaries and strategies of human services workers are included. (3/0)

HUS 134   Activity Therapy   3 SHC
This course is a study of activity programs for human services settings. Actual activity projects for various settings are developed by students. (3/0)

HUS 150   Supervised Field Placement I   3 SHC
This course includes work experience assignments in selected human services agencies. Prerequisite: Must be a second-year Human Services student. (1/10)

HUS 151   Supervised Field Placement II   3 SHC
This course includes work assignments in selected human services agencies. Prerequisite: HUS 150; must be a second-year Human Services student. (1/10)

HUS 152   Supervised Field Placement III 3 SHC
This course includes work assignments in selected human services agencies. Prerequisite: HUS 150 and HUS 151; must be a second-year Human Services student. (1/10)

HUS 204   Introduction to Social Work   3 SHC
This course includes a general introduction to social work, including history, philosophy, organization, methods and settings with emphasis on rehabilitation and other community services. (3/0)

HUS 208   Alcohol and Drug Abuse   3 SHC
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. (3/0)

HUS 209   Case Management   3 SHC
This course covers accepted methods and strategies for effectively assessing client needs, accessing necessary provider agencies, and monitoring and properly documenting service delivery and client welfare. Prerequisite: HUS 101 (3/0)

HUS 260   Human Services Special Topics   3 SHC
This course is a study of special topics of interest to particular populations and locations. (3/0)

INTERDISCIPLINARY (IDS)

IDS 101   Human Thought and Learning   3 SHC
This course explores the principles, methods and applications of human thought and learning, including attention, information processing, problem-solving, hypothesis testing, memory, argumentation, learning theory and cognitive awareness. (3/0)

IDS 151   The 21st Century Work Place   1 SHC
This course examines the fundamental changes that are occurring in the modern American work place: international competition, technological change, the quality movement, standardization, customization, and similar forces. It examines these dynamics in particular reference to their effect on interpersonal relations, teamwork and leadership. (1/0)

IDS 152   Systems Thinking in the Work Place   1 SHC
This course investigates the nature and impact of thinking in terms of interdependent systems in the modern American work place. Included are comparisons of symptom versus cause-oriented problem solving, interdependence, systems concepts, and systems tools such as Pareto charts, Ishikawa diagrams, and backwards chaining. Prerequisite: IDS 151 (1/0)

IDS 153   The Modern American Work Ethic   1 SHC
This course explores the impact of individual attitudes, habits and skills on performance in the modern American workplace. Included are such topics as adaptability to change, dependability, honesty, responsibility, motivation, stress, time management and goal-setting. Prerequisite: IDS 151 (1/0)

IDS 154   Negotiating the Work Place   1 SHC
This course examines the conceptual framework, knowledge and specific skills needed to enter and thrive in the modern American work place. Topics include: employer expectations and requirements; job information; resume preparation and interviewing skills. (1/0)

IDS 201   Leadership Development   3 SHC
This course focuses on the development of leadership, including philosophy, morals/ethics and individual abilities/style. It is designed to increase students' understanding of themselves and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application in a group setting. (3/0)

IDS 205   Professional Effectiveness Principles   3 SHC
This course examines the research-based principles and practices associated with professional effectiveness in the workplace, including such topics as problem-solving, systems thinking, interpersonal relations, quality, affective behavior, communications, ethics, self-management, learning, teamwork and leadership. (3/0)

INDUSTRIAL MECHANICS TECHNOLOGY (IMT)

IMT 106   Fundamentals of Industrial Technology   3 SHC
This course is a study of basic industrial topics, including teamwork, blueprint reading and problem solving in an integrated format. Students must be concurrently enrolled in MAT 106 and ENG 106. (3/0)

IMT 112   Hand Tool Operations   3 SHC
This course covers the use of hand tools and their applications in industrial and service areas. (3/0)

IMT 120   Mechanical Installations   5 SHC
This course covers techniques of assembling, rigging, installation and/or maintenance of mechanical equipment. (4/3)

IMT 131   Hydraulics and Pneumatics   4 SHC
This course covers the basic technology and principles of hydraulics and pneumatics. (3/3)

IMT 161   Mechanical Power Applications   4 SHC
This course covers mechanical transmission devices, including procedures for installation, removal and maintenance. (3/3)

INTEGRATED SYSTEMS TECHNOLOGY (IST)

IST 104   Introduction to the Internet   1 SHC
This course is an introduction to the Internet and the World Wide Web. Includes FTP, TELNET, Archie, Gopher and E-mail functions. (1/0)

IST 201   Cisco Internetworking Concepts   3 SHC
This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANS, WANS, OSI models, cabling, cabling tools, CISCO routers, router programming, star topology, IP addressing, and network standards. (3/0)

IST 202   Cisco Router Configuration   3 SHC
This course is a study of LANS, WANS, OSI models, Ethernet, token ring, fiber distributed data interface tcp/ip addressing protocol, dynamic routing, routing, and the network administrator's role and function. (3/0)

IST 203   Advanced Cisco Router Configuration   3 SHC
This course is a study of configuring Cisco routers. (3/0)

IST 204   Cisco Troubleshooting   3 SHC
This course is a study of troubleshooting network problems. (3/0)

IST 220   Data Communications   3 SHC
This course introduces the fundamentals of data communications. Basic signaling, networking and various transmission media are covered. (3/0)

IST 225   Internet Communication   3 SHC
This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included. (3/0)

IST 227   Internet Operations and Management   3 SHC
This course covers the duties/responsibilities of an Internet Web master, appropriate hardware, software, and telecommunications technology, designing, implementing and maintaining a Web site and utilizing security mechanisms. Prerequisite: CPT 186. (3/0)

IST 241   Network Architecture I   3 SHC
This course is a study of how the computer architecture relates to the interconnecting of the various network components, the environment in which the application processes execute and the overall plan defining services to be provided in a distributed environment. Prerequisite: IST 256, IST 257. Corequisite: IST 260 (3/0)

IST 256   LAN Desktop Technologies   3 SHC
This course is a study of desktop operating systems technologies including desktop operating system software installation, configuration and troubleshooting and network connectivity requirements. The course also covers administrative functions including local user account maintenance, security, data backup and recovery. Corequisite: IST 257. (3/0)

IST 257   LAN Network Server Technologies   3 SHC
This course is a study of network operations system technologies including network operating system architecture, the installation, configuration, monitoring and troubleshooting of network resources, and network administration functions such as user/group maintenance, network security, print services, remote access, fault tolerance, backup and recovery. Corequisite: IST 256. (3/0).

IST 260   Network Design   3 SHC
This course is a study of the processes and techniques required to identify the most attractive design solution of a telecommunications network—combining creativity, rigorous discipline, analysis, and synthesis—and while emphasizing the solution in terms of cost and performance. Prerequisite: IST 256 and IST 257. Corequisite IST 241. (3/0)

IST 272   Relational Database   3 SHC
This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized. Prerequisite: CPT 186(3/0)

IST 278   Database Programming   3 SHC
This course is a study of advanced database techniques. Topics will cover procedures, triggers, query optimization and user security. Prerequisite: CPT 237 or CPT 286. (3/0)

IST 281   Presentation Graphics   3 SHC
This course covers state-of-the-art presentation graphics software packages. (3/0)

AMERICAN SIGN LANGUAGE (ITP)

ITP 102   American Sign Language I   4 SHC
This course is designed to expose students to visual readiness and basic vocabulary grammar features and non-manual behaviors all focusing on receptive language skill development. (3/3)

ITP 103   American Sign Language II   4 SHC
This course is a continuation of American Sign Language I, designed to expose students to additional vocabulary, grammar features and non-manual behaviors all focusing on conversational skills. (3/3)

MATHEMATICS (MAT)

Students should see the Math Placement Guide located on the Mathematic Department's Web page before enrolling in mathematics courses. It is recommended that students enroll in the sequence of mathematics courses required for their programs of study based upon the mathematics courses they completed in high school, their math placement scores and their academic advisors' recommendations.

MAT 011   Developmental Mathematics
**   Basics Workshop   1 SHC**
This course provides support for mastery of MAT 031 competencies (e.g. may include but is not limited to laboratory work, computerized instruction, and/or projects). Students enrolled in MAT 011 must be enrolled in MAT 031 during the same semester. (1/0)

MAT 012   Developmental Mathematics
**   Workshop   1 SHC**
This course provides support for mastery of MAT 032 competencies (e.g. may include but is not limited to laboratory work, computerized instruction, and/or projects). Students enrolled in MAT 012 must be enrolled in MAT 032 during the same semester. (1/0)

MAT 013   Developmental Math Jumpstart   1 SHC
This course provides a review, in a compressed time frame, of the measurement and geometry, basic algebra concepts and data analysis skills studied in MAT 031. This course is to be taken in place of MAT 032 by qualified students. (1/0)

MAT 031   Developmental Mathematics Basics   3 SHC
Developmental Mathematics Basics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, and percents. Application skills are emphasized. Students enrolled in MAT 031 must be enrolled in MAT 011 during the same semester. (3/0)

MAT 032   Developmental Mathematics   3 SHC
Developmental Mathematics includes a review of arithmetic skills, and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized. Students enrolled in MAT 032 must be enrolled in MAT 012 during the same semester. (3/0)

MAT 100   Introductory College Math
**   (Non-Degree Credit)   5 SHC**
This course includes the following topics: mathematical methods, techniques, ways of thinking and problem solving, all in an algebraic context. Prerequisite: MAT 032 and corequisite MAT 012. (5/0)

MAT 101   Beginning Algebra   3 SHC
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. Prerequisite: equivalent placement scores. (3/0)

MAT 102   Intermediate Algebra   3 SHC
This course includes the following topics: properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions; graphs; solutions of linear inequalities; and linear and quadratic equations. Prerequisite: MAT 100 or MAT 101or equivalent placement scores. (3/0)

MAT 104   Mathematical Foundations   3 SHC
This course includes the study of numeration, measurement (US customary and SI), basic algebra, geometry, statistics and trigonomety. Applications of science and technology are integrated in a problem-based learning environment. Technology, communications, teamwork and other workplace readiness skills are emphasized. Prerequisite: MAT 032 and MAT 012 or equivalent placement scores. (3/0)

MAT 106   Fundamentals of Mathematics   3 SHC
This course is a study of basic numeration, calculator usage, measurement, basic algebra and geometry, right triangle trigonometry and basic statistics. Emphasis will be on problem solving, with elements of teamwork, communications, industry technology and workplace readiness being presented in an integrated format. Students must be concurrently enrolled in ENG 106 and IMT 106. Prerequisite: MAT 032 and MAT 012 or equivalent placement scores. (3/0)

*MAT 110   College Algebra   3 SHC
This course includes the following topics: polynomials, 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 or equivalent. (3/0)

*MAT 111 College Trigonometry 3 SHC
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 (3/0)

MAT 112 Precalculus 5 SHC
This course includes the following topics: algebraic, exponential, logarithmic, and trigonometric functions and their graphs; analytic geometry, and applications of trigonometry. Prerequisite: MAT 102 or equivalent. (5/0)

*MAT 120 Probability and Statistics 3 SHC
This course includes the following topics: introductory probability and statistics including organization of data, sample space concepts, random variables, counting problems, binomial and normal distribution, central limit theorem, confidence intervals and test hypotheses for large and small samples, types I and II errors, linear regression and correlation. Prerequisite: MAT 100 or MAT 101 or equivalent placement scores. (3/0)

*MAT 122 Finite College Mathematics 3 SHC
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 102 or equivalent. (3/0)

MAT 123 Contemporary College Mathematics 3 SHC
This course provides an appreciation and understanding of the mathematics underlying several topics in contemporary society. Topics may include voting methods, apportionment problems, Euler and Hamilton circuits, population growth and fractals. Prerequisite: MAT 100 or MAT 101 or equivalent placement scores. (3/0)

*MAT 130 Elementary Calculus 3 SHC
This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic and exponential functions; and interpretation and application of these processes. Prerequisite: MAT 110 or equivalent. (3/0)

*MAT 140 Analytical Geometry and Calculus I 4 SHC
This course includes the following topics: derivative 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 111 or equivalent. (4/0)

*MAT 141 Analytical Geometry and Calculus II 4 SHC
This course includes the following topics: continuation of calculus of one variable to include analytic geometry; techniques of integration; volumes by integration and other applications; infinite series including Taylor series; and improper integrals. Prerequisite: MAT 140 (4/0)

MAT 155 Contemporary Mathematics 3 SHC
This course includes techniques and applications of the following topics: elementary number theory, algebra, geometry, measurement, graph sketching and interpretations and descriptive statistics. Prerequisite: MAT 100 or MAT 101 or equivalent placement scores. (3/0)

MAT 160 Math for Business and Finance 3 SHC
This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes and graphs. Prerequisite: MAT 032 and MAT 012 or equivalent placement scores. (3/0)

MAT 170 Algebra, Geometry and Trigonometry I 3 SHC
This course includes the following topics: algebra, geometry, trigonometry and advanced applications. Prerequisite: MAT 032 and MAT 12 or equivalent placement scores. (3/0)

MAT 171 Algebra, Geometry and Trigonometry II 3 SHC
This course includes the following topics: algebra, geometry, trigonometry and advanced applications. Prerequisites: MAT 170 or equivalent. (3/0)

MAT 181 Integrated Mathematics I 3 SHC
This problem-based course focuses on basic laws of algebra, linear and quadratic equations, introduction to trigonometry, and concepts of functions and graphs. Concepts and skills in mathematics are integrated with electrical topics in a problem-based learning environment. Science, communications, and technology are integrated with mathematics throughout the course. Prerequisite: MAT 104 or equivalent. (3/0)

MAT 182 Integrated Mathematics II 3 SHC
This problem-based course reinforces the basic laws of algebra, linear and quadratic equations, trigonometry, functions and graphs. Mathematical concepts and skills are integrated with mechanical topics in a problem-based learning environment. Science, communications and technology are integrated with mathematics throughout the course. Prerequisite: MAT 181 (3/0)

MAT 183 Integrated Mathematics III 3 SHC
This problem-based course extends the study of algebra, trigonometry, functions, vectors, and basic calculus concepts. Mathematical concepts are integrated with topics in material properties of matter in a problem-based learning environment. Science, communications, and technology are integrated with mathematics throughout the course. Prerequisite: MAT 182 (3/0)

MAT 188 Technical Math III 2 SHC
This course reviews fractions and decimals as well as linear, square and cubic measurements. Estimating, budgeting and charting (PERT and GANTT) are also covered. (2/0)

MAT 189 Technical Math IV 2 SHC
This course focuses on math techniques associated with area conversions, yardage calculations and pricing and budgeting. Budget planning, ledger entries, preparing estimates and presentations and retail math are also covered. (2/0)

MAT 220 Advanced Statistics 3 SHC
This course includes the following topics: estimation of parameters; formulation and testing of hypotheses; multiple and nonlinear regression; contingency tables; analysis of variance; special distributions; and introduction to non-parametric statistics. Prerequisite: MAT 120 (3/0)

*MAT 240 Analytical Geometry and Calculus III 4 SHC
This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's Theorems. Prerequisite: MAT 141 (4/0)

*MAT 242   Differential Equations   4 SHC
This course includes the following topics: solution of linear and elementary nonlinear differential equations by standard methods with sufficient Linear Algebra to solve systems; applications; series; Laplace transform; and numerical methods. Prerequisite: MAT 240 (4/0)

MEDICAL (MED)

MED 101   The Medical Assisting Profession   1 SHC
This course introduces the student to the profession of medical assisting, including the professional organization, professionalism, certification and the legal, ethical concepts related to the profession. Prerequisites: Admission to program; Corequisites: MED 112, MED 131, BIO 210, AHS 102. (1/0)

MED 102   Introduction to the Medical Assisting Profession   2 SHC
This course introduces the student to the profession of medical assisting, the legal and ethical concepts related to medical assisting and the medical terminology of the medical office. (2/0)

MED 107   Medical Office Management   4 SHC
This course provides a study of the principles and practices of banking and accounting procedures, billing methods and office management. (4/0)

MED 108   Common Diseases of the Medical Office   3 SHC
This course provides a study of the most frequently encountered diseases of the patients seen in the medical office, their pathology and treatment. (3/0)

MED 112   Medical Assisting Pharmacology   2 SHC
Basic pharmacologic terminology, mathematics and principles of medication administration are covered. Specific drugs according to specific body systems are presented. Prerequisite: Program admission. Corequisites: MED 101, MED 131, BIO 210, AHS 102. (1/3)

MED 114   Medical Assisting Clinical Procedures   4 SHC
This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures. Prerequisites: MED 101, MED 112, MED 131, BIO 210; Corequisites: MED 122, MED 134, BIO 211, ENG 101. (3/3)

MED 115   Medical Office Lab Procedures I   3 SHC
This course provides a study of laboratory techniques commonly used in physicians' offices and other facilities. (3/3)

MED 117   Clinical Practice   5 SHC
This course provides practical application of administrative and clinical skills in medical facility environments. Prerequisites: MED 114, MED 122, MED 134, BIO 211; Corequisites: MED 133, PSY 201. (0/15)

MED 118   Pharmacology for the Medical Assistant   4 SHC
This course provides a study of medical office pharmacology and drug calculations along with medication preparation and administration. (3/3)

MED 122   Medical Assisting Lab Procedures I   2 SHC
This course covers the beginning techniques of laboratory procedures commonly performed in a physician's office and other clinical agencies. Prerequisites: MED 101, MED 112, MED 131, BIO 210; Corequisites: MED 114, MED 134, BIO 211, ENG 101. (1/3)

MED 131   Administrative Skills of the Medical Office I   2 SHC
This course introduces the student to the environment of the medical office, the use of computers, patient scheduling, medical records management and written communications. Prerequisite: Admission to program; Corequisites: MED 101, MED 112, BIO 210, CPT 101, AHS 102. (1/3)

MED 132   Administrative Skills of the Medical Office II   4 SHC
This course covers managing the finances of the medical office including daily financial practices, medical insurance and coding, billing and collections, and accounting practices. (3/0)

MED 133   Administrative Skills of the Medical Office III   2 SHC
This course introduces the student to transcription of histories, reports and correspondence related to the medical office. Prerequisites: MED 114, MED 122, MED 134, BIO 211; Corequisites: MED 117, PSY 201. (1/3)

MED 134   Medical Assisting Financial Management   2 SHC
This course covers daily financial practices, insurance and coding, billing and collections and accounting practices of the medical office environment. Prerequisites: MED 101, MED 112, MED 131, BIO 210; Corequisites: MED 114, MED 122, BIO 211, ENG 101. (1/3)

MECHANICAL ENGINEERING TECHNOLOGY (MET)

MET 212   Kinematics   3 SHC
This course covers mathematical and drafting solutions of problems involving linkage motion and velocities and acceleration of points on common mechanical devices. Prerequisites: MAT 182 and EGT 151 (3/0)

MET 213   Dynamics   3 SHC
This course includes the motion of rigid bodies and the forces that produce or change their motion. Rectilinear and curvilinear motion of bodies is covered as well as the concepts of work, power, energy, impulse, momentum and impact in relation to machine and mechanisms. Prerequisites: MAT 182, PHY 182 (3/0)

MET 214   Fluid Mechanics   3 SHC
This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles. Prerequisites: MAT 183, PHY 201. Corequisite: EGR 194 (3/0)

MET 222   Thermodynamics   4 SHC
This course includes the study of the thermodynamic principles of heat, work, non-flow and steady flow processes and cycles. The use of thermodynamic tables and charts is stressed. Prerequisites: MAT 183 and EGR 194 (3/3)

MET 224   Hydraulics and Pneumatics   3 SHC
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. Prerequisite: MAT 182 (2/3)

MET 231　　Machine Design　　　　　　4 SHC
This course covers the design and applications of machine elements such as shafts, couplings, springs, brakes, clutches, gears and bearings. It also covers the applications of principles of DC/AC, statics, strength of materials, engineering drawing and dynamics to the design of simple machines. Prerequisites: EGR 194 and EGT 151 (3/3)

MET 240　　Mechanical Senior Project　　　1 SHC
This course includes investigations and/or advanced study in an area of specialization approved by the instructor. (0/3)

MANAGEMENT (MGT)

MGT 101　　Principles of Management　　　3 SHC
This course is a study of management theories, emphasizing the management functions of planning, decision-making, organizing, leading and controlling. (3/0)

MGT 120　　Small Business Management　　　3 SHC
This course is a study of small business management and organization, forms of ownership and the process of starting a new business. (3/0)

MGT 150　　Fundamentals of Supervision　　3 SHC
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized. (3/0)

MGT 160　　Managerial Motivation　　　　3 SHC
This course is a study of human motivation theories and principles, including various motivational techniques appropriate for use in the business environment. (3/0)

MGT 201　　Human Resource Management　　3 SHC
This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration. (3/0)

MGT 230　　Managing Information Resources　　3 SHC
This course is a study of the development, use and management of information resources, and systems in business and industry. (3/0)

MGT 250　　Situational Supervision　　　　3 SHC
This course is a study of techniques used by supervisors to adjust their management styles to different situations and employees. (3/0)

MARKETING (MKT)

MKT 101　　Marketing　　　　　　　　3 SHC
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. The functions of marketing and their social and economic implications will be studied. (3/0)

MKT 110　　Retailing　　　　　　　　3 SHC
This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management. (3/0)

MKT 120　　Sales Principles　　　　　　3 SHC
This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills. It will emphasize various factors in selling, including ethics, motivation, persuasion, use of appeals and personality. (3/0)

MKT 210　　Merchandising　　　　　　3 SHC
This course is a study of merchandising techniques. It includes a study of the essential concepts, practices and procedures for buying merchandise, including calculations and interpretations of figures related to the buying factors that produce profit. (3/0)

MKT 240　　Advertising　　　　　　　3 SHC
This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions and regulatory aspects of advertising. (3/0)

MICROBIOLOGY (MLT)

MLT 105　　Medical Microbiology　　　　4 SHC
This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques. (3/3)

MASONRY (MSY)

MSY 101　　Masonry Fundamentals　　　　5 SHC
This course is an introduction to masonry skills and tools. (2/9)

MACHINE TOOL TECHNOLOGY (MTT)

MTT 101　　Introduction to Machine Tool　　2 SHC
This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills and drill presses. (1/3)

MTT 105　　Machine Tool Math Applications　3 SHC
This course is a study of shop math relevant to the machine tool trade. (3/0)

MTT 120　　Machine Tool Print Reading　　3 SHC
This course is designed to develop the basic skills and terminology required for visualization and interpretation of common blueprints used in the machine tool trades. (3/0)

MTT 121　　Machine Tool Theory I　　　　3 SHC
This course covers the principles involved in the production of precision metal parts. (3/0)

MTT 122　　Machine Tool Practice I　　　4 SHC
This course covers practical experiences using the principles in Machine Tool Theory I. (1/9)

MTT 123　　Machine Tool Theory II　　　3 SHC
This course covers the principles involved in machining parts using machine tools including lathes, mills, drill presses, jig bores and the attachments for each. (3/0)

MTT 124　　Machine Tool Practice II　　　4 SHC
This course covers the practical application of the principles taught in Machine Tool Theory II. (1/9)

**MTT 130   Fundamentals of Geometric
                    Dimensions and Tolerances   2 SHC**
This course will cover the basic uses and interpretation of geometric dimensions and tolerances as specified for machine trade blueprints. (2/0)

MTT 141   Metals and Heat Treatment   3 SHC
This course is a study of the properties, characteristics and heat treatment procedures of metals. (3/0)

MTT 143   Precision Measurements   2 SHC
This course is a study of precision measuring instruments. (2/0)

MTT 161   Machine Tool Maintenance Theory   2 SHC
This course covers maintenance requirements necessary for the upkeep and operation of a machine shop. (2/0)

MTT 162   Machine Tool Maintenance Practice   4 SHC
This course covers a variety of maintenance tasks necessary for the upkeep and operation of a machine shop. (2/6)

MTT 175   Innovations in Machining Technology   3 SHC
This course covers changes in machining technologies, major advancements in the machine tool field or specialty training items. (3/0)

MTT 221   Tool and Diemaking Theory I   3 SHC
This course covers the theory of a blanking and piercing die. (3/0)

MTT 222   Tool and Diemaking Practice I   4 SHC
This course covers the manufacture of a simple cutting die or tools. (1/9)

MTT 223   Tool and Diemaking Theory II   3 SHC
This course covers the theory applied to the construction of a compound and/or progressive die. (3/0)

MTT 224   Tool and Diemaking Practice II   4 SHC
This course covers the construction of a compound and/or progressive die or tools. (1/9)

**MTT 243   Advanced Dimensional
                    Metrology for Machinists   3 SHC**
This course is a study of higher levels of measurement, measuring instruments and measuring techniques. The course consists of a theoretical and practical study incorporating the metric system, geometric dimensioning/tolerancing, sine bars/plates for compound angles and more. (3/0)

MTT 251   CNC Operations   3 SHC
This course is a study of CNC machine controls, setting tools and machine limits and capabilities. (2/3)

MTT 253   CNC Programming and Operations   3 SHC
This course is a study of planning, programming and selecting tooling, determining speeds and feeds, setting up, operating and testing of CNC programs on CNC machines. (2/3)

**MTT 270   Operation and Programming of
                    Coordinate Measuring Machines   3 SHC**
This course is a study of the operation, application and programming of coordinate measuring machines (CMM). (3/0)

MUSIC (MUS)

*MUS 105   Music Appreciation   3 SHC
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. (3/0)

NURSING (NUR)

NUR 101   Fundamentals of Nursing   6 SHC
This course facilitates the development of beginning technical competency in the application of the nursing process to assist in meeting the needs of selected patients of varying ages. Emphasis will be on the physiological, psychological, sociocultural and spiritual variables of the patient. Prerequisite: Admission to program. (3.5/7.5)

NUR 105   Pharmacology for Nurses   1 SHC
This course is an introduction to the basic concepts of pharmacology related to drug administration. Concepts of mathematical calculation, drug classifications and drug administrations will be applied in guided laboratory and related clinical settings. Corequisites: NUR 101 and BIO 210. (0/3)

**NUR 106   Pharmacologic Basics In
                    Nursing Practice   2 SHC**
This introductory course outlines the basic concepts of pharmaceutics, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications. Prerequisites: NUR 101, NUR 105 (1/3)

NUR 111   Common Health Problems   6 SHC
This course facilitates utilization of the nursing process to assist in meeting the needs of patients with common health problems. The focus of this course is on adult persons who are experiencing an invasion of their normal line of defense by stressors. Application of the nursing process with a focus on secondary interventions will be implemented in the clinical setting with selected patients. Prerequisites: NUR 101, BIO 210, NUR 105 (3/9)

NUR 201   Transition Nursing   3 SHC
This course facilitates the transition of the licensed practical nurse graduate to the role of the associate degree nursing student. Prerequisites: Hold S.C. Practical Nursing license (1/6)

NUR 210   Complex Health Problems   5 SHC
This course expands application of the nursing process in meeting the needs of patients with complex health problems. The course focuses on the integrated holistic person who is invaded by multiple complex stressors that can affect all five patient variables. Student will implement primary and secondary intervention in selected clinical settings. Prerequisites: NUR 211, NUR 212, NUR 214, and NUR 232 (4/3)

NUR 211   Care of Childbearing Family   4 SHC
This course facilitates the application of the nursing process to assist in meeting the needs of the childbearing family. Focus is on normal and abnormal aspects. By studying selected stressors, the student will identify how the family may be affected by these stressors. The student will use the nursing process to provide primary and secondary interventions, patient teaching and discharge planning. Prerequisites: NUR 111, NUR 106, and BIO 211 (2/6)

NUR 212   Nursing Care of Children   4 SHC
This course facilitates the application of the nursing process to assist in meeting the needs of children with acute and chronic health problems. Focus is on growth and development and anticipatory guidance. By studying selected stressors, the student will identify how they will affect the five client variables. Application of the nursing process, with a focus on primary and secondary intervention, will be implemented at selected clinical settings. Prerequisites: NUR 111, NUR 106 and BIO 211(2/6)

NUR 214   Mental Health Nursing   4 SHC
This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme. Students will study stressors and identify nursing interventions related to mental disorders. Clinical practice uses nursing to assist the client in strengthening lines of defense. Prerequisites: NUR 111, NUR 106, and BIO 211 (2/6)

NUR 215   Management of Patient Care   5 SHC
This course facilitates nursing care of small groups using the nursing process and concepts of management. Leadership and management theories will be explored. Students will apply these theories in the clinical setting. Prerequisites: NUR 211, NUR 212, NUR 214, and NUR 232 (2/9)

NUR 217   Trends and Issues in Nursing   2 SHC
This course is an exploration of health care trends and issues. Focus will be on selected case studies of professional, legal and ethical issues and their impact on nursing practice. Prerequisites: NUR 101 (2/0)

NUR 232   Gerontological Nursing   3 SHC
This course facilitates the development of competence to meet the needs of older adults. Prerequisites: NUR 106, NUR 111 and BIO 211 (1.5/4.5)

OFFICE SYSTEMS TECHNOLOGY (OST)

OST 105   Keyboarding   3 SHC
This course focuses on the mastery of keyboarding and formatting principles. A minimum speed is required to exit this course. (3/0)

OST 110   Document Formatting   3 SHC
This course emphasizes speed, accuracy and document formatting skills using keyboarding competencies. Prerequisite: OST 105 (3/0)

OST 120   Introduction to Machine Transcription   3 SHC
This is an introductory machine transcription course designed to provide experience in transcribing documents from dictation equipment. Prerequisite: OST 110 (3/0)

OST 122   Medical Machine Transcription I   3 SHC
This course provides experience in transcribing medical documents from dictation equipment. Prerequisite: OST 120, AHS 102. (3/0)

OST 123   Legal Machine Transcription   3 SHC
This course focuses on the development of speed and accuracy in transcribing legal documents from dictation equipment. Prerequisite: OST 120 (3/0)

OST 134   Office Communications   3 SHC
This course develops proficiency in proofreading and other specialized applications of communications in the office environment. (3/0)

OST 161   Information Management   3 SHC
This course emphasizes information management and various types of information systems, technology and procedures. (3/0)

OST 165   Information Processing Software   3 SHC
This course includes applications of information processing software. Emphasis is placed on producing acceptable document formatting and processing. Prerequisite: OST 105 recommended. (3/0)

OST 167   Information Processing Applications   3 SHC
This course emphasizes applications and features of information processing software. Prerequisite: OST 165 (3/0)

OST 210   Document Production   3 SHC
This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production. Prerequisite: OST 110. (3/0)

OST 212   Medical Document Production   3 SHC
This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production. Prerequisites: AHS 102 and OST 110 (3/0)

OST 221   Advanced Machine Transcription   3 SHC
This course emphasizes accuracy and speed in transcribing business applications from dictation equipment. Prerequisite: OST 120 (3/0)

**OST 251   Administrative Systems and
                 Procedures   3 SHC**
This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks. (3/0)

OST 261   Office Spreadsheet Applications   3 SHC
This course introduces the concepts of spreadsheets for information management in an office environment. (3/0)

OST 267   Integrated Information Processing   3 SHC
This course covers the application of integrated computer software. (3/0)

OST 270   SCWE in Office Systems   3 SHC
This course integrates office skills within an approved work site related to office systems technology. Prerequisites: OST 165, OST 120 and OST 251 (1/10)

PHILOSOPHY (PHI)

*PHI 101   Introduction to Philosophy   3 SHC
This course includes a topical survey of the three main branches of philosophy -- Epistemology, Metaphysics and Ethics -- and the contemporary questions related to these fields. (3/0)

*PHI 105   Introduction to Logic   3 SHC
This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions and inductions. (3/0)

*PHI 110   Ethics   3 SHC
This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. (3/0)

*PHI 115   Contemporary Moral Issues   3 SHC
This course examines moral issues in contemporary society, including basic principles and application of ethics. (3/0)

PHARMACY (PHM)

PHM 101   Introduction to Pharmacy   4 SHC
This course provides a study of and introduction to pharmacy and the role in providing patient care services. (3/0)

PHM 109   Applied Pharmacy Practice   2 SHC
This course is a study of the principles used in manipulation of data and materials in preparing and dispensing of drugs. (2/0)

PHM 111   Applied Pharmacy Practice Laboratory 0 SHC
This course is a study of laboratory-based, hands-on application of principles used in manipulation of data and materials in the preparing and dispensing of drugs. (0/6)

PHM 113   Pharmacy Technician Math   3 SHC
This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations. (3/0)

PHM 114   Therapeutic Agents I   3 SHC
This course provides an introductory study of therapeutic drug categories. (3/0)

PHM 118   Community Pharmacy Seminar   3 SHC
This course is a study of the pharmacy issues related to the community pharmacy practice. (3/0)

PHM 124   Therapeutic Agents II   3 SHC
This course includes a study of therapeutic drug categories. (3/0)

PHM 152   Pharmacy Technician Practicum I   2 SHC
This course provides a practical introduction to the pharmacy environment. (0/6)

PHM 164   Pharmacy Technician Practicum II   4 SHC
This course provides practical application of pharmacy skills in pharmacy environments. (0/12)

PHM 173   Pharmacy Technician Practicum III   3 SHC
This course includes practical experience in a working pharmacy environment. (0/9)

PHYSICAL SCIENCE (PHS)

PHS 101   Physical Science I   4 SHC
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. Prerequisite: High school algebra II, MAT 102 or appropriate algebra placement score (3/3)

PHS 102   Physical Science II   4 SHC
This is a continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology and physics. Prerequisite: High school algebra II, MAT 102 or equivalent (3/3)

PHYSICS (PHY)

**PHY 100   Introductory Physics
          (Non-Degree Credit)   3 SHC**
This is a course in general physics including introductory principles of physics for higher level physics study. (2/3)

PHY 181   Integrated Physics I   3 SHC
This problem-based course covers electrical theory and concepts that support engineering technology principles. It will include concepts such as thermal, fluids and optics. Mathematics, communications, and technology are integrated throughout the course. Prerequisites: MAT 100, MAT 101, MAT 104 or equivalent (2/3)

PHY 182   Integrated Physics II   3 SHC
This problem-based course covers mechanical theory and concepts that support engineering technology principles. It will include concepts such as thermal, fluids, and optics. Mathematics, communications, and technology are integrated throughout the course. Prerequisite: PHY 181 (2/3)

PHY 183   Integrated Physics III   3 SHC
This problem-based course covers material properties of matter and concepts that support engineering technology principles. It will include concepts such as thermal, fluids, and optics. Mathematics, communications, and technology are integrated throughout the course. Prerequisite: PHY 182 (2/3)

*PHY 201   Physics I   4 SHC
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics. Corequisite: MAT 110 or equivalent (3/3)

*PHY 202   Physics II   4 SHC
This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics. Prerequisite: PHY 201 (3/3)

*PHY 221   University Physics I   4 SHC
This is the first of a sequence of courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory and wave motion. Prerequisite: MAT 140. Corequisite: MAT 141 (3/3)

*PHY 222   University Physics II   4 SHC
This course is a continuation of calculus based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism. It includes electrostatics, dielectrics, electric circuits, magnetic fields and induction phenomena. Prerequisite: PHY 221 (3/3)

*PHY 223   University Physics III   4 SHC
This course is a continuation of the calculus based treatment of the following topics: particle and wave aspects of matter and radiation, statistical mechanics, solid state and nuclear physics. Prerequisite: PHY 222. (3/3)

PRACTICAL NURSING (PNR)

PNR 110   Fundamentals of Nursing   5 SHC
This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to physiological and psychosocial needs of the individual. Legal and ethical roles of the practical nurse are emphasized. Prerequisite: Admission into PN program. (3/6)

PNR 123   Medical/Surgical Nursing I   4 SHC
This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, pharmacological, nutritional, and health and safety needs of the adult patient. Clinical experiences include selected commonly occurring health problems having predictable outcomes. Prerequisites: PNR 110, AHS 106 and AHS 107 (2/6)

PNR 130   Medical/Surgical Nursing II   5 SHC
This course is a continuation of the study of nursing process. Concepts include the physiological, psychosocial, nutritional, and health and safety needs of the adult patient. Clinical experiences include selected commonly occurring health problems having predictable outcomes. Prerequisites: PNR 123, PNR 170, PNR 182 and BIO 210. (3/6)

PNR 138   Medical/Surgical Nursing II   7 SHC
This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial and health and safety needs of the adult patient. Pharmacology and nutrition are integrated. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisites: PNR 128, PNR 170 and BIO 210 (5/6)

PNR 148   Medical/Surgical Nursing III   7 SHC
This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial and health and safety needs of the adult patient. Pharmacology and nutrition are integrated. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisites: PNR 130, PNR 170, PNR 182 and BIO 211 (4/9)

PNR 155   Maternal/Infant/Child Nursing   7 SHC
This course is a study utilizing the nursing process and integrating pediatrics to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn and child with commonly occurring illnesses. Prerequisites: PNR 138, PNR 170 and BIO 210 (5/6)

PNR 165   Nursing Care of the Family   6 SHC
This course focuses on nursing care of the family during childbearing and childrearing. Clinical sites may include both acute and community settings. Prerequisites: PNR 130, PNR 123, PNR 170, PNR 182 and BIO 210. (4/6)

PNR 170   Nursing of the Older Adult   2 SHC
This course is a study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional and health and safety needs of the older patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisites: PNR 110, AHS 106 and AHS 107 (2/0)

PNR 182   Special Topics in Practical Nursing   2 SHC
This course covers special topics in practical nursing. Prerequisites: PNR 110, AHS 107 and AHS 106 (2/0)

POLITICAL SCIENCE (PSC)

*PSC 201   American Government   3 SHC
This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate. (3/0)

PSC 205   Politics and Government   3 SHC
This course is a study of the concepts and problems involved in man's relationships with governments and political change. This course emphasizes comparative institutions of government, analysis of political behavior and political ideology. (3/0)

*PSC 215   State and Local Government   3 SHC
This course is a study of state, county and municipal government systems, including interrelationships among these systems and within the federal government. (3/0)

PSYCHOLOGY (PSY)

PSY 100   Basic Human Relations
**   (Non-Degree Credit)   2 SHC**
This course is a study of personality factors as they relate to social adjustment. Personality development, interpersonal relationships and the application of psychological principles in everyday life are emphasized. (2/0)

PSY 103   Human Relations   3 SHC
This course is a study of human relations, including the dynamics of behavior, interrelationships and personality as applied to everyday life. (3/0)

PSY 105   Personal/Interpersonal Psychology   3 SHC
This course emphasizes the principles of psychology in the study of self and interpersonal adjustment and behavior in contemporary society. (3/0)

PSY 110   Applied Psychology   3 SHC
This course includes practical application of psychological principles, with special consideration given to improving relationships between individuals and organizations, and in particular the skills and knowledge needed for funeral directors to effectively serve bereaved individuals. (3/0)

*PSY 201   General Psychology   3 SHC
This course includes the following topics: an introduction to the basic theories and concepts in the science of behavior, scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality and abnormal behavior. (3/0)

PSY 203   Human Growth and Development   3 SHC
This course is a chronological study of the physical, cognitive and emotional factors affecting human growth, development and potential. (3/0)

*PSY 208   Human Sexuality   3 SHC
This course is a study of biological, psychological and sociological perspectives of human sexuality. Historical, cross-cultural and ethical issues are considered in the course. (3/0)

PSY 210   Educational Psychology   3 SHC
This course is the study of the teaching-learning process with emphasis on theory, transfer, problem solving, habit formation, individual difference and other factors that facilitate learning. Prerequisite: PSY 201 (3/0)

*PSY 212   Abnormal Psychology   3 SHC
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures, analysis of human behavior problems and identification of the personal and social skills needed to deal with these problems. Prerequisite: PSY 201 (3/0)

PSY 215   Psychology of the Mentally Retarded   3 SHC
This course is a survey of the nature and causes of mental retardation, including the attitudes and relationships of the community to the retarded. (3/0)

PSY 218   Behavior Modification   3 SHC
This course is an introduction to the terminology, methods and recording procedures used in behavior modification. This course includes the application of these procedures and techniques in specific areas of human services. (3/0)

PSY 230   Interviewing Techniques   3 SHC
This course develops skills necessary for interviewers and interviewees in various organizational settings. (3/0)

PSY 231   Counseling Techniques   3 SHC
This course is a study of a variety of counseling techniques necessary to assist qualified therapists in applied social science settings. Prerequisite: PSY 230 (3/0)

PSY 235   Group Dynamics   3 SHC
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 processes in specialized settings. (3/0)

QUALITY ASSURANCE TECHNOLOGY (QAT)

QAT 101   Introduction to Quality Assurance   3 SHC
This course covers the fundamentals of quality control, the evolution of the total quality system and the modern philosophy of quality. Process variability, fundamentals of probability and the basic concepts of control charts are included. (3/0)

QAT 102   Quality Concepts and Techniques   3 SHC
This course covers the basic theory and concepts of quality. The total quality system, basic statistics, variable control charts and the commitment to quality are emphasized. (3/0)

QAT 105   Total Quality Systems   3 SHC
This course is a study of the total quality control concept for manufacturing and service industries, including the statistical technology of quality management, process tolerances and control limits and variable and attribute control charts. This course is primarily for students taking one QAT course as an elective. (3/0)

QAT 106   Introduction to Manufacturing   3 SHC
This course is a study of key elements of manufacturing processes, such as quality, materials management, personnel issues, and industrial economics. (3/0)

QAT 110   Manufacturing Methods   3 SHC
This course introduces students to the theory and practices of fundamental production manufacturing methods. (3/0)

QAT 115   Total Quality Management   4 SHC
This course covers the total quality concept as an essential management responsibility, including activities and factors in controlling quality throughout the product life. (4/0)

QAT 125   Statistical Process Control   2 SHC
This course is a study of the basic concepts and techniques of statistical process control for manufacturing industries, including process control, operator and inspector quality control, basic statistics through deviation, control limits, tolerances and control charts. (2/0)

QAT 202   Metrology and Calibration   3 SHC
This course covers the measuring instruments used in a typical industrial metrology laboratory. Techniques of making measurements, accuracy and precision, and calibration control systems are stressed. (2/3)

QAT 215   Applied Quality Concepts   4 SHC
This course covers quality control by problem prevention through the application of the concepts of probability and variation, and the use of statistical process control techniques. Topics include control charts, sampling, metrology auditing, certification, traceability, quality costs, human factors and continuous quality improvement. (4/0)

RADIOLOGIC TECHNOLOGY (RAD)

RAD 101   Introduction to Radiography   2 SHC
This course provides an introduction to Radiologic Technology with emphasis on orientation to the radiology department, ethics and basic radiation protection. Prerequisite: Admission to the program. (2/0)

RAD 102   Patient Care Procedures   2 SHC
This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient. (1/3)

RAD 110   Radiographic Imaging I   3 SHC
This course provides detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production. Prerequisite: RAD 101 (2/3)

RAD 115   Radiographic Imaging II   3 SHC
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging. Prerequisite: RAD 110 (3/0)

RAD 121   Radiographic Physics   4 SHC
This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of X-ray equipment. Prerequisites: RAD 110, RAD 201 (4/0)

RAD 130   Radiographic Procedures I   3 SHC
This course provides an introduction to radiographic procedures. Positions of the chest, abdomen and extremities will be included. (2/3)

RAD 136   Radiographic Procedures II   3 SHC
This course provides instruction in radiographic procedures for visualization of the structures of the body. Prerequisite: RAD 130 (2/3)

RAD 152   Applied Radiography I   2 SHC
This course introduces the student to the clinical environment of the hospital by providing basic instruction in the use of radiographic equipment and routine radiographic procedures. Corequisite: RAD 130 (0/6)

RAD 165   Applied Radiography II   5 SHC
This course provides an environment that allows the student to continue to receive instruction in the use of radiographic equipment and performance of radiographic procedures in the clinical environment of the hospital. Prerequisite: RAD 152 (0/15)

RAD 175   Applied Radiography III   5 SHC
This course provides the student with the clinical education needed for building competence in performing radiologic procedures in the clinical environment. Prerequisite: RAD 165 (0/22.5)

RAD 201   Radiation Biology   2 SHC
This course provides instruction in the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel and the population at large to a minimum. Prerequisite: BIO 211 (2/0)

RAD 205   Radiographic Pathology   2 SHC
This course provides a survey of disease processes significant to the radiographer including etiology, diagnosis, prognosis and treatment. Prerequisite: BIO 211 (2/0)

RAD 225   Selected Radiologic Topics   2 SHC
This course includes instruction in necessary areas as specified by the advisory committee. Prerequisite: RAD 115 (2/0)

RAD 230   Radiographic Procedures III   3 SHC
This course provides instruction in special radiographic procedures. Prerequisite: RAD 175 (2/3)

RAD 235   Radiography Seminar I   1 SHC
This course provides instruction in selected areas of radiography that are unique or new to the field. Prerequisite: RAD 256 (1/0)

RAD 236   Radiography Seminar II   2 SHC
This course provides instruction in selected areas of radiography that require additional study or application. Prerequisites: RAD 268, RAD 282, RAD 225, RAD 235 (2/0)

RAD 256   Advanced Radiography I   6 SHC
This course provides an environment for the student to function more independently during routine procedures in a working radiology department and to become more involved in advanced radiographic procedures. Prerequisite: RAD 175 (0/18)

RAD 268   Advanced Radiography II   8 SHC
This course provides an environment that allows the student to improve competence in routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere. Prerequisite: RAD 256 (0/24)

RAD 276   Advanced Radiography III   6 SHC
This course allows the student to gain the self-confidence and competence necessary in routine and advanced radiographic procedures in the clinical environment. Prerequisite: RAD 268 (0/18)

RAD 282   Imaging Practicum   2 SHC
This clinical course provides an opportunity for the Radiography student to explore career opportunities in radiology and advanced imaging modalities. Prerequisite: RAD 256 (0/6)

READING (RDG)

**RDG 010-099   Developmental Reading
                 (Non-Degree Credit)   1 to 9 SHC**
Developmental Reading 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. An additional hour of computer-assisted instruction may be required.   (1 - 9/1 - 9)

**RDG 100   Critical Reading
             (Non-Degree Credit)   3 SHC**
This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. (3/0)

RELIGION (REL)

REL 101   Introduction to Religion   3 SHC
This course provides a study of religion and the nature of religious belief and practice. (3/0)

RESPIRATORY CARE (RES)

RES 101   Introduction to Respiratory Care   3 SHC
This course includes introductory topics pertinent to entering the respiratory care profession, i.e. medical terminology, ethical issues and legal issues. Prerequisite: Admission to the program. (3/0)

RES 111   Pathophysiology   2 SHC
This course is a study of the general principles and analyses of normal and diseased states. Prerequisites: RES 123 and BIO 210 (2/0)

RES 121   Respiratory Skills I   4 SHC
This course includes a study of basic respiratory therapy procedures and their administration. Corequisite: RES 101 (3/3)

RES 123   Cardiopulmonary Physiology   3 SHC
This course covers cardiopulmonary physiology and related systems. Corequisite: RES 101 (3/0)

RES 131   Respiratory Skills II   4 SHC
This course is a study of selected respiratory care procedures and applications. Prerequiste: RES 121 (3/3)

RES 141   Respiratory Skills III   3 SHC
This course covers mechanical ventilation systems, pediatrics and associated monitors. Prerequisite: RES 131 (2/3)

RES 142   Basic Pediatric Care   2 SHC
This course includes an introduction to basic pediatric and neonatal respiratory care. Prerequisite: RES 123 (2/0)

RES 151   Clinical Applications I   5 SHC
This course covers the fundamental respiratory care procedures in the hospital setting. Prerequisites: RES 121, RES 123, BIO 210 (0/15)

RES 152   Clinical Applications II   3 SHC
This course includes practice of respiratory care procedures in the hospital setting. Prerequisite: RES 151 (0/9)

RES 204   Neonatal/Pediatric Care   3 SHC
This course focuses on cardiopulmonary physiology, pathology and management of the newborn and pediatric patient. Prerequisites: RES 111, RES 131, RES 142 (2/3)

RES 232   Respiratory Therapeutics   2 SHC
This course is a study of specialty areas in respiratory care including rehabilitation. Prerequisites: RES 111, RES 123, RES 255 (2/0)

RES 236   Cardiopulmonary Diagnostics   3 SHC
This course focuses on the purpose, use and evaluation of equipment/procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary disease. Prerequisites: RES 111, RES 141, RES 152 (3/0)

RES 244   Advanced Respiratory Skills I   4 SHC
This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient. Prerequisites: RES 123, RES 141, RES 255 (3/3)

RES 246   Respiratory Pharmacology   2 SHC
This course includes a study of pharmacologic agents used in cardiopulmonary care. Prerequisites: RES 101, RES 123, BIO 211 (2/0)

RES 249   Comprehensive Applications   2 SHC
This course includes the integration of didactic and clinical training in respiratory care technology. Prerequisites: RES 236, RES 244, RES 274 (1/3)

RES 255   Clinical Practice   5 SHC
This course includes clinical training with emphasis on intensive care. Prerequisite: RES 152 (0/15)

RES 274   Advanced Clinical Practice   4 SHC
This course includes clinical practice in advanced patient care procedures. Prerequisite: RES 255. (0/12)

RES 275   Advanced Clinical Practice   5 SHC
This course includes clinical practice in advanced patient care procedures. Prerequisite: RES 274 (0/15)

SOCIOLOGY (SOC)

*SOC 101   Introduction to Sociology   3 SHC
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. (3/0)

*SOC 102   Marriage and the Family   3 SHC
This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change. (3/0)

*SOC 205   Social Problems   3 SHC
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 (3/0)

*SOC 206   Social Psychology   3 SHC
This course examines the behaviors of individuals in interaction in terms of the personality system (attitudes, needs, traits, feelings, learning and perception), the social system (relations between/among persons) and the cultural system (agreed-upon ideas about the social and non-social world). Prerequisite: PSY 201 or SOC 101 (3/0)

*SOC 210   Juvenile Delinquency   3 SHC
This course presents the nature, extent and causes of juvenile delinquency, including strategies used in the prevention, intervention and control of deviant behavior. Prerequisite: SOC 101 (3/0)

*SOC 220   Sociology of the Family   3 SHC
This course includes an application of theory and research related to family behaviors, roles and values with emphasis on understanding family problems. (3/0)

SOC 230   Introduction to Gerontology   3 SHC
This course is a study of the aging processes, including the physiological, psychological, sociological and economic factors. (3/0)

*SOC 235   Thanatology   3 SHC
This course is a study of dying, death and bereavement from a cross-cultural perspective with emphasis on the many legal and ethical issues in this field. (3/0)

SOC 240   Service Learning   3 SHC
This course combines personal experience and theoretical learning to help students arrive at a personal understanding of volunteerism, community service-learning and citizenship. (3/0)

SPANISH (SPA)

*SPA 101   Elementary Spanish I   4 SHC
This course is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to the Spanish culture. (4/0)

*SPA 102   Elementary Spanish II   4 SHC
This course continues development of the basic language skills and the study of the Spanish culture. Prerequisite: SPA 101 (4/0)

SPA 105   Conversational Spanish   3 SHC
This course is a study of basic terminology in Spanish. Basic listening and speaking skills will be emphasized as well as relevant cultural aspects which may affect intercultural communications. (3/0)

SPEECH COMMUNICATIONS (SPC)

*SPC 205   Public Speaking   3 SHC
This course is an introduction to principles of public speaking with application of speaking skills. Prerequisites: ENG 101, ENG 165, ENG 181 or ENG 106 (3/0)

SURGICAL TECHNOLOGY (SUR)

SUR 101   Introduction to Surgical Technology   5 SHC
This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control and wound healing. Prerequisite: Admission to the program. (4/3)

SUR 102   Applied Surgical Technology   5 SHC
This course covers the principles and application of aseptic technique, the perioperative role and medical/legal aspects. Corequisites: SUR 101, SUR 103, BIO 210 (3/6)

SUR 103   Surgical Procedures I   4 SHC
This course is a study of a system-to-system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment and team responsibility. Patient safety, medical/legal aspects and drugs used in surgery are emphasized. Corequisites: SUR 101, SUR 102, BIO 210 (4/0)

SUR 104   Surgical Procedures II   4 SHC
This course is a study of the various specialties of surgical procedures. Prerequisites: SUR 101, SUR 102, SUR 103, BIO 210. Corequisites: BIO 211 and SUR 110 (4/0)

SUR 110   Introduction to Surgical Practicum   5 SHC
This course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical applications. Prerequisites: SUR 101, SUR 102, SUR 103, BIO 210, AHS 106. Corequisites: BIO 211 and SUR 104 (0/15)

SUR 114   Surgical Specialty Practicum   7 SHC
This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals. Prerequisites: SUR 104, SUR 110, BIO 211 (2/15)

SUR 120   Surgical Seminar   2 SHC
This course includes the comprehensive correlation of theory and practice in the perioperative role. Prerequisites: SUR 104, SUR 110, BIO 211 (2/0)

SUR 130   Biomedical Science for the
**   Surgical Technologist   1 SHC**
This course includes basic principles of electricity, physics, and robotics as they relate to safe patient care practices in the operating room. (1/0)

THEATRE (THE)

***THE 101   Introduction to Theatre   3 SHC**
This course includes the appreciation and analysis of theatrical literature, history and production. (3/0)

WELDING (WLD)

WLD 102   Introduction to Welding   2 SHC
This course covers the principles of welding, cutting and basic procedures for safety in using welding equipment. (1/3)

WLD 103   Print Reading I   1 SHC
This is a basic course that 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. (1/0)

WLD 105   Print Reading II   1 SHC
This course includes print reading, including welding symbols and their applications to pipe fabrication. Basic sketching of piping symbols, single line and double line pipe drawings, material estimating, template layout and use of templates in pipe layouts are included. Prerequisite: WLD 103 (0/3)

WLD 106   Gas and Arc Welding   4 SHC
This course covers the basic principles and practices of oxyacetylene welding, cutting and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures. (2/6)

WLD 108   Gas Metal Arc Welding I   4 SHC
This course covers equipment setup and the fundamental techniques for welding ferrous and non-ferrous metals. (2/6)

WLD 113   Arc Welding II   4 SHC
This course is a study of arc welding of ferrous and/or nonferrous metals. Emphasis is placed on the out of position welding of fillet welds. (2/6)

WLD 115   Arc Welding III   4 SHC
This course covers the techniques used in preparation for structural plate testing according to appropriate standards. Emphasis is placed on the shielded metal arc welding of beveled plate in the horizontal and vertical positions. (3/3)

WLD 117   Specialized Arc Welding   4 SHC
This course covers arc welding processes for industrial purposes. Emphasis in this course is placed on out of position welding of beveled plate in the 45 degree and overhead positions. (2/6)

WLD 132   Inert Gas Welding Ferrous   4 SHC
This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals. This is a basic course in tungsten inert gas arc welding. Emphasis is placed on the welding of fillet welds in the flat, vertical and overhead positions. (3/3)

WLD 136   Advanced Inert Gas Welding   2 SHC
This course covers the techniques for all positions of welding ferrous and nonferrous metals. This course is a continuation of WLD 132. Emphasis is placed on the inert gas welding of beveled plate in all positions. (1/3)

WLD 142   Maintenance Welding   3 SHC
This course covers gas and arc welding processes used in maintenance shops. This course covers the basic principles and practices of oxyacetylene welding, cutting and electric arc welding. Emphasis is placed on cutting, braze welding and fusion welding as well as electric arc welding in the flat position. (2/3)

WLD 154   Pipefitting and Welding   4 SHC
This is a basic course in fitting and welding pipe joints, either ferrous or nonferrous, using standard processes. Emphasis is placed on the fitting and welding of pipe in the 2G, 5G and 6G positions using the shielded metal arc welding process. (3/3)

WLD 208   Advanced Pipe Welding   3 SHC
This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and nonferrous metals. Emphasis is placed on the tungsten inert gas welding of pipe in the 2G, 5G and 6G positions. (2/3)

WLD 212   Destructive Testing   2 SHC
This course covers the destructive testing methods used in the evaluation of welds. Emphasis is placed on the guided bent test, tensile test and nick break test of plate and pipe in all positions. (0/6)

Continuing Education and Economic Development

Continuing education and economic development programs at Piedmont Technical College serve the needs of the residents of the college's seven-county service area, as well as those of government, business and industry. We offer a wide variety of programs that supplement or complement formal academic courses and degree programs. Our schedule includes short courses, workshops, seminars and conferences to upgrade your skills, enhance your professional development or further your personal interests.

With a variety of scheduling options, our affordable day and night classes can easily fit into your personal schedule. Both day and evening classes are available on the Lex Walters Campus-Greenwood and at our six county centers. Convenient scheduling and locations make it easier for you to stay one step ahead of the rapid changes occurring in today's work place.

Program Areas

The **Center for Performance Excellence** provides training and organizational development services to facilitate continuous improvement in businesses and industries. For additional information on customized services, call (864) 941-8403.

The **Center for Community, Health and Computer Education** offers residents of our communities a wide range of flexible, affordable educational services. Contact us at (864) 941-8602 for courses that include topics for personal interest, professional development, health care and computers.

The **Center for Business and Industrial Services** develops customized programs for employers in our seven-county service area. Services include skills assessments for hiring and promoting, job task analyses and assistance with the facilitation of the South Carolina Enterprise Zone Retraining Act. For more information, call (864) 941-8481.

The **Industrial Maintenance Center** includes more than 20 hands-on labs that provide all the necessary equipment in a state-of-the-art facility for training maintenance technicians. In conjunction with the lab, the college partners with PRIMEDIA Workplace Learning to offer "PRIMEed," a Web-based industrial skills training program to teach practical skills, not just theory. For details on industrial maintenance training, call (864) 941-8687.

The **One-Stop Workforce Center** offers free services to students and other residents of the community seeking work. The center at Piedmont Technical College is a satellite office of the Employment Security Commission Workforce Center in Greenwood, S.C. Individuals can check the job listings, type and fax resumes, access the Internet and explore the career library in a self-service environment. People who are unemployed or under-employed may register at the One-Stop for WIA (Workforce Investment Act) program for additional services. Additional information is available by calling (864) 941-8395.

Conference Center

Full conference facilities and support for business and industry meetings available in the James C. Self Conference Center. Our fully-equipped and attractive facilities provide a comfortable setting and a full range of services to meet your specific needs, including customized workshops and seminars. Call our Conference Center staff at (864) 941-8408 for complete details.

Continuing Education Units (CEU's)

Continuing Education Units are recorded for noncredit courses. One CEU is defined as "ten contact hours of participation in an organized continuing education, adult or extension experience under responsible sponsorship, capable direction and qualified instruction." A transcript of CEU's earned can be obtained upon request from the registrar. In addition, certificates of course completion are available on request from the Continuing Education and Economic Development office.

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and Public Service Programs - 941-8509**
Room 145-H, Jennings G. McAbee Health Science Building

*Campus Shop - 941-8683
Room 106-F, Francis B. Nicholson General Education Building

*Canteen - 941-8547
Lower Level, Bennett G. Campbell Student Center

*College Communications - 941-8541
Room 216-A, John S. Coleman Administration Building

*Continuing Education - 941-8400
Paul M. DeLoache Continuing Education Building

County Centers
    Abbeville County Center - (864) 446-8324
    283 Highway 28 Bypass, Abbeville, SC 29620

    Edgefield County Center - (803) 637-5388
    506 Main Street, Edgefield, SC 29824

    Laurens County Higher Education Center - (864) 938-1505
    663 Medical Ridge Road, Clinton, SC 29325

    McCormick County Center - (864) 465-3191
    407 East Augusta Street, McCormick, SC 29835

    Newberry County Center - (803) 276-9000
    540 Wilson Road, Newberry, SC 29108

    Saluda County Center - (864) 445-3144
    702 Batesburg Highway, Saluda, SC 29138

*Developmental Studies - 941-8433
Lower Level, Marion P. Carnell Library/Learning
  Resources Center

*Educational Talent Search - 941-8383
Room 114-F, Francis B. Nicholson General Education Building

*Employment Services - 941-8377
Room 115-A, John S. Coleman Administration Building

*Engineering/Industrial Technology Programs - 941-8486
Room 102-E, John W. Drummond Engineering and
  Industrial Technologies Center

*Enrollment Center - 941-8369
Room 149-A, John S. Coleman Administration Building

*Financial Aid Office - 941-8367
Room 156-A, John S. Coleman Administration Building

*General Education/Transitional Studies Division - 941-8447
Room 138-K, Marion P. Carnell Library/Learning
  Resources Center

*Library - 941-8441
Upper Level, Marion P. Carnell Library/Learning
  Resources Center

*Nursing Programs - 941-8724
Room 114-H, Jennings G. McAbee Health Science Building

*One Stop/WIA - 941-8395
Room 137-A, John S. Coleman Administration Building

*Personnel/Human Resources Office - 941-8327
Room 231-A, John S. Coleman Administration Building

*Public Safety - 941-8000
Room 109-F, Francis B. Nicholson General Education Building

*Single Parent/Women's Programs - 941-8380
Room 110-A, John S. Coleman Administration Building

*Student Records - 941-8361
Room 139-A, John S. Coleman Administration Building

*Student Success Center - 941-8614
Room 101-A, John S. Coleman Administration Building

*Students with Disabilities Office - 941-8378
Room 106-A, John S. Coleman Administration Building

*Tutoring Center - 941-8435
Room 105-G, P. Henderson Barnette Business Technologies
  Building

*Upward Bound - 941-8608
Room 114-F, Francis B. Nicholson General Education Building

*Veterans Affairs - 941-8367 or 941-8550
Room 156-A, John S. Coleman Administration Building

Coin-operated Copy Machine
Marion P. Carnell Library/Learning Resources Center

Courtesy Telephones
John S. Coleman Administration Building
James C. Self Conference Center
Paul M. DeLoache Continuing Education Building
P. Henderson Barnette Business Technologies Building
Leland C. Stoddard Multi-Purpose Building
John W. Drummond Engineering and Industrial Technologies
  Center
Marion P. Carnell Library/Learning Resources Center

*Lex Walters Campus-Greenwood (all numbers are area code 864)

PIEDMONT
Technical College

Lex Walters Campus
Greenwood, South Carolina

North Emerald Road

South Emerald Road

A John S. Coleman Administration Building
B Paul M. DeLoache Continuing Education Building
C James C. Self Conference Center
D Bennett G. Campbell Student Center
E John W. Drummond Engineering and Industrial Technologies Center
F Francis B. Nicholson General Education Building
G P. Henderson Barnette Business Technologies Building
GH Horticulture Complex
H Jennings G. McAbee Health Sciences Building
K Marion P. Carnell Library/Learning Resources Center
L Maintenance Training Building
M Benjamin J. Sanders, Jr. Automotive Building
N Leland C. Stoddard Multi-Purpose Building
P Picnic Shelter Building
R Robert A. Liner Construction Technology Building
S Dorris S. Hall Nursing/Science Building
V Henry Blohm Community Education Center
W Literacy Facilities

Our County Centers

Abbeville County Center
283 Highway 83 By Pass
Abbeville, South Carolina 29620
(864) 446-8324

Edgefield County Center
506 Main Street
Edgefield, South Carolina 29824
(803) 637-5388

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