2008-2009 Catalog

One College...
Many Choices

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

Abbeville County Center
(864) 446-8324
8 a.m. - 9:30 p.m. (M - Th)/8 a.m. - noon (F)

Edgefield County Center
(803) 637-5388
8 a.m. - 9:30 p.m. (M - Th)/8 a.m. - noon (F)

Laurens County Higher Education Center
(864) 938-1505
8 a.m. - 9 p.m. (M - Th)/8 a.m. - noon (F)

McCormick County Center
(864) 465-3191
7:45 a.m. - 9 p.m. (M - Th)/8 a.m. - noon (F)

Newberry County Center
(803) 276-9000
8 a.m. - 9 p.m. (M - Th)/9 a.m. - noon (F)

Saluda County Center
(864) 445-3144
8:30 a.m. - 9 p.m. (M - Th)/9 a.m. - noon (F)

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

2008 - 2009 CATALOG

VOLUME XXXIII

This catalog is effective Fall 2008

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, 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, (312) 704-5300 (**www.jrcert.org**); 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., the Surgical Technology program is accredited by the Accreditation Review Committee for Surgical Technology, 6 W. Dry Creek Circle, Suite 210, Littleton, CO 80120, (303) 694-9262; the Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education program (**www.caahep.org**) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs: 1361 Park Street, Clearwater, FL 33756, (727) 210-2350. 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); The Respiratory Care program is accredited by the Committee on Accreditation for Respiratory Care, 1248 Harrwood Road, Bedford, Texas 76021, (817) 283-2835 (**www.coarc.com**) and the National Board for Respiratory Care (NBRC), 8310 Nieman Road, Lenexa, KS 66214, (913) 599-4200, FAX: (913) 541-0156 **nbrc-info@nbrc.org**; The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814, (301) 657-3000 (**www.ashp.org**); Associate in Business, the Funeral Service Education program at Piedmont Technical College, is accredited by the American Board of Funeral Service Education (ABFSE), 3432 Ashland Avenue, Suite U, St. Joseph, MO 64506, (816) 223-3747 (**www.abfse.org**). 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.The Associate in Public Service, Early Care and Education is accredited by the National Association for the Education of Young Children, 1313 L. Street N.W., Suite 500, Washington, D.C., 20005-4101, (202) 232-8777 (**www.naeyc.org**). Copies of accreditation documents are in the Office of the Executive Vice President, Chief Educational Officer.

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ACADEMIC CALENDAR
2008 - 2009

2008 Fall Semester

Full Term		Split Terms
Inservice	Aug. 18-20	Inservice
Administrative Day	Aug. 21-22	Administrative Day
Classes Begin	Aug. 25	Classes Begin Term A
	Aug. 29-30	Weekend College Begins
	Aug. 27	End Add Period Term A
End Add Period	Aug. 29	
Labor Day	*Sept. 1	Labor Day
	Sept. 2	Term O Begins
	Sept. 8	End Add Period Term O
Fall Kick-off	Sept. 16	Fall Kick-off
	Sept. 30	Term L Begins
	Oct. 6	End Drop Period Term L
	Oct. 15	End Term A
	Oct. 15	Last Day to Register w/o Late Fee Term B
	Oct. 16	Classes Begin Term B
	Oct. 20	End Add Period Term B
Election Day (No Classes)	Nov. 4	Election Day (No Classes)
Thanksgiving Break	*Nov. 26-29	Thanksgiving Break
End Full Term	Dec. 12	End Term B/Term O
	Dec. 13	End Weekend College
Final Grades Due	Dec. 16	Final Grades Due
Administrative Days	Dec. 15-19	Administrative Days
Inservice	Dec. 17-18	Inservice
College Closes	Dec. 19	College Closes
Semester Break	*Dec. 22-31	Semester Break

2009 Spring Semester

Full Term		Split Terms
New Year's Day	*Jan. 1	New Year's Day
Semester Break	Jan. 2	Semester Break
Administrative/Inservice	Jan. 5-16	Administrative/Inservice
Martin Luther King, Jr. Day	*Jan. 19	Martin Luther King, Jr. Day
Classes Begin	Jan. 20	Classes Begin Term A
	Jan. 22	End Add Period Term A
	Jan. 23-24	Weekend College Begins
End Add Period	Jan. 26	
	Jan. 27	Classes Begin Term O
	Feb. 2	End Add Period Term O
	Feb. 24	Classes Begin Term L
	Mar. 2	End Drop Period Term L
	Mar. 11	End Term A
	Mar. 11	Last Day to Register w/o Late Fee Term B
	Mar. 12	Classes Begin Term B
	Mar. 16	End Add Period Term B
Good Friday	*Apr. 10	Good Friday
	Apr. 11	Weekend College Spr Break
Spring Break	Apr. 13-17	Spring Break
	May 8-9	Weekend College Ends
End Full Term	May 11	End Terms B, O & L
Final Grades Due	May 13	Final Grades Due
Graduation	May 21	Graduation

2009 Summer Term

Full Term		Split Terms
Memorial Day	*May 25	Memorial Day
Classes Begin	May 26	Classes Begin Term A
	May 27	End Add Period Term A
	May 30	Weekend College Begins
End Add Period	June 1	
	June 26	End Term A
	June 26	Last Day to Register w/o Late Fee Term B
Term Break	June 29-July 4	Term Break
	July 6	Classes Begin Term B
	July 7	End Add Period Term B
Full Term Ends	Aug. 7	Term B Ends
	Aug. 8	Weekend College Ends
Administrative Day	Aug. 10-14	Administrative Day
Final Grades Due	Aug. 11	Final Grades Due
Graduation	Aug. 13	Graduation

*College Closed

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

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

PRESIDENT'S MESSAGE

Welcome to Piedmont Technical College!

Since opening its doors in 1966, PTC has maintained a long-standing history as a successful public, comprehensive, two-year institution. We are located in Greenwood, South Carolina and have centers in Abbeville, Edgefield, Laurens, McCormick, Newberry and Saluda counties, as well as a virtual campus accessible anywhere. We meet the needs of today's students by constantly introducing new programs and updating facilities and equipment.

Our faculty members are experts in their fields of study. Our dedicated staff strives to ensure that you have a satisfying and memorable learning experience. Both are here to contribute to your success.

We have a comprehensive selection of student services to guide you in your pathway to success. We pride ourselves on friendly and knowledgeable counselors and advisors who believe that all students should have access to excellent higher education.

Whether you plan to pursue a technical career, transfer to a four-year college, advance your current profession, complete a degree, diploma, or certificate, or just enrich your life, Piedmont Technical College can assist you with a variety of programs. You will also have an opportunity to participate in campus clubs, organizations, social events, and service activities designed to help strengthen your leadership skills.

Again, I welcome you to Piedmont Technical College – ***One College… Many Choices***.

Ray Brooks

Dr. L. Rayburn Brooks, Ed.D.
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 Technical College, was established to serve Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry, Saluda and surrounding counties.

Classes met for the first time at Piedmont Technical College 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 its 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 Technical College 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 Technical College 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 was built adjacent to the Industrial Technology Building and housed laboratories furnished with state-of-the-art equipment as well as classrooms. The Continuing Education addition housed 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 provided 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 Technical College 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 Technical College 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 the 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 Technical College's Greenwood campus, at any of the county centers, at Lander University and area high schools and via SCETV through the Piedmont Technical College 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 featured 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 unique partnerships with county and state government, together with the generosity of businesses, industries and private citizens, Piedmont Technical College has established itself as an institution that is responsive both to immediate and futuristic needs. With an eye toward the projected needs of employers and employees in its seven-county support area, the college has as its goal continuous improvement in the provision of educational programs and services. As a recognized leader in two-year education, PTC constantly searches for effective ways to more fully serve the citizens of its support area.

The 1970s master plan projected a total, full-credit enrollment of 3,000 by the year 2000. That goal was surpassed in 1994. In the late 1990s, 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. In recent years, fall enrollment exceeded 5,000, and spring enrollments remain at all-time highs.

In August 2006, the college celebrated its 40th anniversary. Although much progress has been made, the institution recognized the need for change. For fall semester, students were presented with new opportunities: massage therapy and pottery. The pottery program was housed in PTC's new Center for Creative Economies at the Edgefield County Center to highlight the tradition of pottery that began 200 years

ago in that community. The horticulture program included a new 2 + 2 articulation agreement with Clemson University.

The 2007 year continued to bring historical milestones to PTC. In the spring, more than 400 students received certificates, diplomas and degrees to mark the largest graduating class in college history. In July, longtime president, Dr. Lex D. Walters, announced he would retire at the end of the year. Honoring his 39 years of service to the technical college system, Dr. Walters was the commencement speaker at summer graduation.

The college prepared itself to continue educational growth and kicked off the fall semester by introducing two new programs, Veterinary Technology and Gunsmithing. A new lab facility was built for the Veterinary Technician certificate program at the Newberry County Center. The gunsmithing lab was set up on the Greenwood campus and is the only program of its kind in the state.

As the search for a new president was in progress, the college continued to forge ahead on new opportunities and in December, it announced a new educational venture for high school students. In collaboration with Greenwood District 50, Piedmont Technical College Middle College was established and set to launch in fall 2008. It would offer five programs for early entry with the credits received transferrable towards the chosen field of study at PTC. In late 2007, the library added a new computer lab to form the Information Commons and opened up a whole new world of information for students.

January 2008, the PTC Foundation received the largest grant ever, 1.5 million dollars, from the United States Department of Commerce's Economic Development Administration (EDA). The award will be matched with funding from Saluda County to construct a new county center. On the heels of such good news, a new leader was named for the college and Dr. Walters, who had remained on staff, set a date to begin his retirement. Dr. L. Rayburn Brooks, a current sitting president in the Georgia technical college system, would take the reins beginning in March.

Dr. Brooks joined PTC just as the college signed an agreement under the direction of the South Carolina Technical College System to provide a Bridge Program to the University of South Carolina. This program would give students the opportunity to attend PTC and bridge a seamless transfer to USC. The bridge idea would soon open up the door for other colleges to develop similar agreements and create even more transfer opportunities for students.

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 can also pay fees and buy books at the centers. Based on enrollment and budget, the college offers 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 Technical College, 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 Technical College'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 75-acre Lex Walters Campus is located on Emerald Road on the outskirts of Greenwood, South Carolina. A modern, functionally-designed complex of buildings embraces 390,336 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 is recognized as the community-based, lifelong learning institution effectively serving its diverse population by providing quality and affordable educational programs and services.

INSTITUTIONAL PURPOSE

To provide residents within the service region the opportunity to acquire learning experiences for the development of relevant employment skills, while creating a desire for lifelong learning experiences through collegiate credit and non-credit programs.

STRATEGIC THEMES FOR THE FUTURE

- Strengthen the skills of individuals to further enhance their economic development.
- Establish collaborative responsive partnerships with industry, community and other educational entities for designing programs/ services that empower learning and skill development.
- Expand instructional technology to diversify the educational market place to the global region.
- Be the college of choice for all individuals in the service region.

INSTITUTIONAL MISSION

Piedmont Technical College, a member of the South Carolina Technical College and Comprehensive Education System, is a public comprehensive two-year post-secondary institution. Piedmont Technical College 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 Technical College has an open admissions policy and annually enrolls approximately 4,500 to 5,500 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 the 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 Technical College 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 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, industry and facilities for the Special Schools program to train potential employees for new and expanding manufacturing companies; and Student Development programs which 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 areas; 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 is 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. Serve as the college of choice for residents and employers.
2. Offer relevant, quality educational programs and services that promote economic development.
3. Provide access to educational opportunity and training.
4. Facilitate student success through a process of continuous improvement.

CORE VALUES AND BELIEFS OF PIEDMONT TECHNICAL COLLEGE

The basic philosophy of Piedmont Technical College is rooted within a core set of values and beliefs that drive and motivate the college to ensure that the mission, goals and vision of the college are accomplished.

Through Communities

The college is responsible for cultivating educational and socio-economic opportunities, primarily within the seven-county service regions, while expanding its role in the global community.

Through the Process of LifeLong Learning

The college embraces the concept of lifelong learning to meet the fundamental and diverse needs of all communities.

Through Excellence

The college is committed to a process of effective instructional delivery, support services, management practices and resource allocation as measured by student and graduate achievement.

With Diverse Opportunities for Access

The college provides educational opportunities for all.

Through Innovative Practices

The college ensures the continuous development of quality learning opportunities, support services, management and instructional practices.

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.

GENERAL COMPETENCIES

The "General Competencies" for graduates of all college curricula are to:

1. Communicate effectively.
2. Apply mathematical skills appropriate to an occupation.
3. Employ effective processes for resolving problems and making decisions.
4. Apply knowledge of technology on a level compatible with job demands.

VISITORS

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

Visitors and guests must check in 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 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 Technical College Education Network (PEN) provides students with fully interactive education on the Lex Walters Campus-Greenwood, and at all county centers. Students enrolling in PEN classes at the county centers may select from 120 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 Electronic College and the S.C. Tech Online Consortium. All distance learning courses adhere to the SREC "Principles of Good Practice." Several associates degree programs are available by Internet. A one-hour course CPT 117, Introduction to Online Learning, is recommended for students prior to taking an online course. 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

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 Technical College'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 provide streaming video as a part of Internet support. For details, see the Web site at: **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**.

Many other associate's degrees and certificates are available totally online. A complete listing is available on the Web at **www.ptc.edu/dl**.

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
- Kitchen in Buildings V and B
- Upper and lower levels - Building A
- 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 cell (864) 941-7673 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.

FACILITIES MANAGEMENT

Any students who need assistance with facilities management are encouraged to call the college maintenance staff, (864) 941-8727 or (864) 941-8335. 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 (864) 941-8674 or campus public safety at (864) 941-8000.

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 (864) 941-8322 during office hours for assistance and information regarding financial matters or visit our Web site at **www.ptc.edu/Business_Office**.

CAMPUS SHOP

For your convenience, the college contracts its bookstore operations with Barnes & Noble. This operation is called the Campus Shop. Any students who need assistance are encouraged to call the Campus Shop staff by dialing (864) 941-8683. Barnes & Noble provides books, academic supplies, clothing, nursing uniforms, graduation invitations, rings and miscellaneous supplies for purchase. To assist you in making your textbook and course material purchases, you may go online to the Campus Shop Web page **www.ptc.edu/Campus_Shop**. 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. 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 policies. Barnes & Noble maintains a good 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 new, unmarked condition. Your cash register receipt will be required. For your convenience, we accept Mastercard, Visa, American Express, Discover and Barnes & Noble Gift Cards 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 assists in 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 (864) 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 campus police 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 building F, room 109-F or by telephone at (864) 941-8000 and (864) 941-8568. The public may call the Crime Prevention Hotline at (864) 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 (864) 941-8000, please call the main switchboard at (864) 941-8324, or the evening director at (864) 941-8674 (cell (864) 941-7673) 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 Library 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.

Smoking Policy

A smoking policy is in effect at all college locations. There are designated areas for smoking throughout the campus identified with signs. These designated areas and perimeter areas 50 feet or more from the buildings are areas where smoking is permitted. Smoking in any other area could result in a citation in the amount of $25.

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	$30
b.	Parking in "Yellow Zone"	$25

c.	Parking in "No Parking Space"	$25
d.	Parking in Faculty Area	$25
e.	Parking in Visitor's Space	$30
f.	Blocking Other Vehicles	$30 and/or Tow Away
g.	Speeding on Campus	$30
h.	Reckless Driving on Campus	$100*
i.	Parking on Landscape	$40 and/or Tow Away
j.	One-Way Traffic	$25
k.	Improper Parking	$25
l.	Handicap Area Violation	$100
m.	Other	As designated appropriate

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

Noise Violations	$35
Litter Violations	$25
Emergency Communication Violations	$35
Disruptive Behavior (Profane Language)	$35
Graffiti on Campus Property	$50 and subject to restitution for damage and repairs
Tobacco Use Violation	$25

*Reckless Driving: Any person who drives any vehicle in such a manner as to indicate either a willful or wanton disregard for the safety of persons or property is guilty of reckless driving.

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, 2006 through Dec. 31, 2006
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, 2006 - Dec. 31, 2006
Liquor Law Violations	1
Drug Abuse Violations	None
Weapons Possession	1

*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.

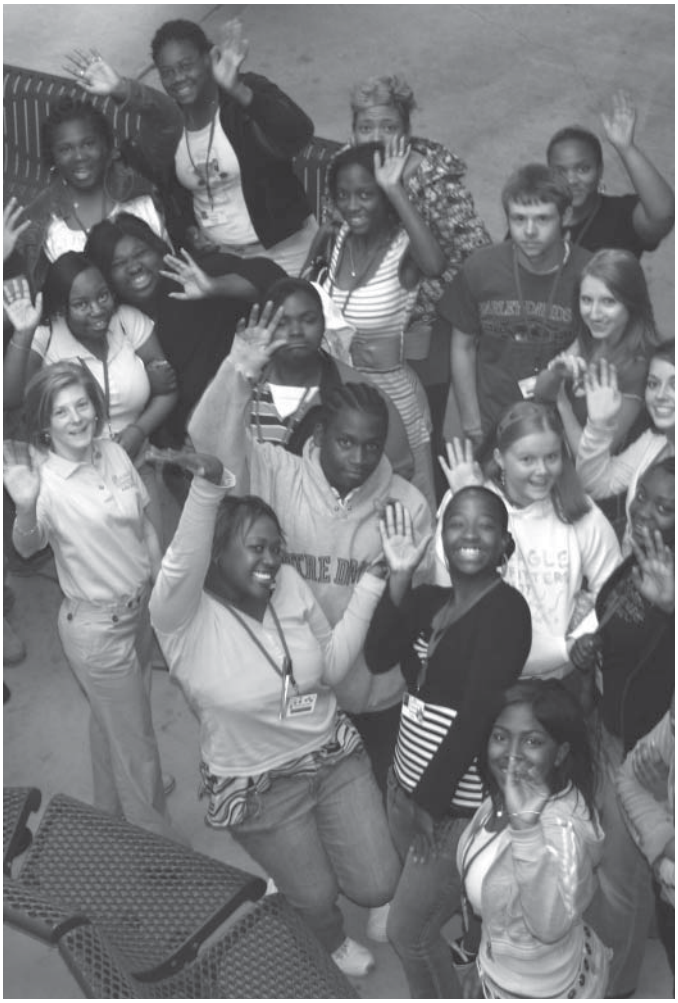


Photo and Videotape Policy

Piedmont Technical College and the Office of College Communications take photographs (still and video) of students throughout the year. These photographs often include students in classrooms, study areas, attending special events, etc. PTC reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at PTC do so with the understanding that these photographs might include their likeness and might be used in college publications, both printed and electronic, for recruiting and advertising purposes.

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 Technical College 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.

International Students

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

- Submit certified translations of high school transcripts.
- 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 acceptable 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 (Exceptions are made for online international students).

The estimated cost for international students for one year is $21,636. No financial assistance is available for international students attending Piedmont Technical College.

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 Admissions Office 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. There are deadlines, please inquire.
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 Admissions Office at the Lex Walters Campus-Greenwood or by calling any county center. Details about placement testing and policies for exemption follow.
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 location 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.
7. **View Orientation**
   View "Planet Piedmont Technical College," the college's online orientation program or visit the Admissions Office 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 "PTC Pathway" student intranet allows you to go online to access your academic records, financial statements and certain student services. Your PIN 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, students may be required to complete additional steps to enroll. Additional information about such enrollment requirements may be obtained from the Admissions Office at the Lex Walters Campus-Greenwood, any county center or the college Web site.

First-Time College Students do not have any special requirements, but should complete all of the nine steps listed 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 Admissions Office 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 to complete new applications. 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 location near you or refer to the Meet Your Advisor Guide on the college Web site to determine the name of your new academic advisor.

Transient Students are those 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 Technical College 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 advisors at their home institutions. This approval is valid only for one semester. The form must be submitted to the Admissions Office 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, you are considered a transfer student. To ensure that the enrollment process progresses in a timely manner the college strongly recommends 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 degrees, diplomas or certificates 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.

Early Admission Program – High School Students This program allows students to get a jump start 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 school administrator.

Provisional college credit is awarded for all course work completed satisfactorily. 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 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 counselors or school administrators 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, both for 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 colleges of their choice to ensure transfer of their college courses.

Provisional credit will be awarded for all course work completed satisfactorily. 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 and if enrollend in six credits, Lottery Tuition Assistance will be applied. Tuition for dual enrollment courses taken at the high school will be free if the student is enrolled in at least six credits (two courses) and eligible for Lottery Tuition Assistance.

Senior Citizens who are residents of South Carolina and have reached the age of 60 may attend credit classes 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.

Funeral Service Students must complete all FSE and BIO courses with a grade of "C" or better. Students can repeat FSE and BIO courses only one time to achieve a grade of "C" or better.

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.

Special Program Requirements:

Nursing and Health Science Students must attend a mandatory **Nursing and Health Science Information Session**.

Meet in the Admissions Office 15 minutes prior to the meeting time. These sessions are also available at the county centers and provide all the information necessary to apply for admission to a nursing or health science program. Contact a location near you for session dates and times.

All applicants for Nursing and Health Science programs are automatically enrolled in the General Health Science Certificate program. A student must meet program admission requirements prior to submission of a Program-Ready application. These applications are accepted during specified times. Students are encouraged to complete all courses in the General Health Science Certificate while waiting for entry into a clinical program. Courses in this certificate program must be completed with a grade of C or better.

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

OPTION 1:
Completion of Program-Ready course work with a grade of at least "C". The following are the program-ready course requirements by major:
Associate Degree Nursing (ADN), Radiology (RAD), Respiratory (RES), Practical Nursing (LPN):

ENG 101, MAT 102 or 120, PSY 201 and BIO 210
(Nursing students must have CNA certification prior to final acceptance.)

Medical Assisting (MED), Surgical Technology (SUR):
ENG 101, MAT 100 or exemption (algebra), PSY 201 and BIO 210

Pharmacy Technician (PHM):
ENG 101, MAT 102, AHS 102 and PHM 202

Veterinary Technology (VET):
ENG 101, MAT 102, PSY 201 and BIO 102

Patient Care Technology (PCT), Medical Coding & Billing (MCB), Basic EMT (EMT), Massage Therapy (MAS) and Phlebotomy Technology (PHB):
RDG 100, ENG 100 and MAT 100 (algebra) or exemption of these courses

Completion of Program-Ready course work with a grade point average (GPA) of at least a 2.5 for the following major:

Cardiovascular Technology
ENG 101, MAT 102, PSY 201, AHS, 102 and BIO 210

OPTION 2:
SAT or ACT scores within four years of the date of submission of the Program-Ready application of:
SAT – Composite 960, Verbal 480 (Reading score), Math 480
ACT – Composite 20, Verbal 20 (Either Reading or English score), Math 23
and completion or exemption of BIO 106. Completion of BIO 210 would also meet this requirement.

OPTION 3:
Bachelor's degree (B.A. or B.S.) from a regionally accredited college or university with a cumulative GPA of 2.5 or higher. Official college transcripts must be on file.
and completion or exemption of BIO 106. Completion of BIO 210 would also meet this requirement.

In addition, each applicant must maintain a 2.0 GPA to enroll in any Health Science program and a 2.5 GPA to enroll in any Nursing program.

Students may repeat Program-Ready courses and BIO 106 & 211 only one time to achieve a grade of "C" or better. THIS REQUIREMENT APPLIES TO TRANSFER STUDENTS ALSO. College transcripts of all transfer students will be carefully reviewed for prior attempts. Appeals to the appropriate dean will be considered for extenuating circumstances. PLEASE NOTE: Financial aid assistance may only pay for two course attempts.

Admission to any Nursing or Health Science program will be limited to two attempts per program and three attempts at any Nursing or Health Science program combined. Admission to Nursing will be limited to two attempts.

Courses are time-sensitive. Anatomy and physiology and computer course credit that is older than five years will not be applied toward program-ready status. After any other courses become ten years old, they must be reviewed by department heads in order to receive exemption credit that will apply toward program-ready status.

A Merit Program is available for Nursing and Health Science students with exceptionally strong academic preparation. Nursing and Health Science Information Sessions provide additional information.

Criminal Record Checks and Drug Screening for Nursing, Health Science, Early Care and Education, Human Services, EMT, Criminal Justice and Veterinary Technology Students

Criminal Record Checks

As required by the clinical and field placement agencies, students in specific programs are required to have a criminal background check. These are conducted by an outside agency at the student's expense. Current fees for these tests are: Criminal Background check - $35.

Pending criminal charges or conviction of any of the following crimes will make the student ineligible for enrollment or participation in clinical/field placement courses:

- Crimes of violence (murder, manslaughter, criminal sexual assault, crimes involving the use of deadly force, simple assault, assault and battery of a high and aggravated nature, assault and battery with intent to kill, criminal domestic violence).
- Crimes occurring within seven years of the application date involving the distribution or use of illegal drugs.
- Crimes occurring within seven years of the application date that involve moral turpitude, breach of trust and identity theft.

Drug Screening

The drug screen will be done on an unannounced basis after classes begin but before clinical/field placement assignments. Prescription medications may be validated by submission of a pharmacy printout of prescribed medications. Current fee for drug screen is $30.

The 10 panel urine drug screen will test for:

Cocaine	Marijuana
Opiates/Morphine	Amphetamines
Methamphetamines	Phencyclidine (PCP)
Benzodiazepines (inhalants)	Barbituates
Methadone	MDMA (Ecstasy)

A test that is positive for any of the identified drug categories or failure to provide the required urine sample will result in immediate dismissal from any curriculum that requires a clinical/field placement component. For Nursing and Health Science students, dismissal because of a positive non-validated drug screen will count as an attempt. The student may seek readmission to the program after one year to repeat the course or progress to another clinical course after they have received a satisfactory negative test result from the authorized college contractor for urinalysis testing. Anyone who is found to have a second positive drug screen will not be admitted to any other Health Science or Nursing program, and will forgo the right to appeal for a third attempt.

If a student tests positive and believes the results to be in error, they may request laboratory analysis or a re-test. Laboratory analysis or re-test will be at the expense of the student.

The results of the criminal background check and the drug screen will be available for review by designated personnel in each clinical/field placement agency. The agency has the right to refuse admission for clinical/field placement based on student background checks and drug screens.

PLACEMENT TESTS

Piedmont Technical College's assessment program helps new students entering the college succeed in meeting 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 Technical College. 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 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 960 with a minimum of 480 critical reading and 480 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 Technical College

All new students are encouraged to participate in an Orientation to College, "Planet Piedmont Technical College," which can be viewed on the college's Web site. This program 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 Development Services

The mission of the Student Development Division is to design and implement support systems that will foster the growth and development of the whole student and enable the college to become a more effective learning community. In collaboration with faculty, staff and administration, the division is responsible for providing valuable programs and services to complement the educational process and assist all students in reaching their goals.

In keeping with the college's commitment to excellence, the Student Development Division strives to offer quality services to all students. With this goal in mind, the division routinely assesses students' experiences as well as their impressions of the college through surveys and questionnaires. This information is used to improve services on a continuing basis.

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

- Career Planning
- Counseling Services
- Financial Aid
- Student Activities
- Student Disability Services
- Student Employment Services
- Student Life
- Student Organizations
- Student Success Center
- Student Support Services
- TRIO Programs

This information is also available on the college Web site.

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/Calendar.**

READMISSION OF SUSPENDED STUDENTS

It is the college's belief that any individual who meets admission criteria be allowed to attend the college and pursue an educational program.

From time to time, however, a student may be suspended from the college for disciplinary reasons because he or she cannot abide by the rules and regulations set forth in the Student Code for the South Carolina Technical College System. When a student's behavior is such that it interrupts the educational process for other students or has the potential to harm any student, staff or faculty member, then the sanction of suspension may be imposed for a specified length of time, depending on the severity of the behavior. Students are clearly advised in writing that at the end of their stated suspension period, he or she must meet with the Vice President for Student Development prior to being reinstated in the college.

Financial Information

TUITION AND FEES

To assist you in your financial planning, the following is provided to give estimated tuition for the 2008-2009 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 Technical College 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 or Saluda.

TUITION

	Minimum	Maximum
In-County Rate		
Per Credit Hour	$124	$137
Full-Time	$1,488	$1,644
Out-of-County Rate		
Per Credit Hour	$141	
Full-Time	$1,692	
Out-of-State Rate		
Per Credit Hour	$191	
Full-Time	$2,292	
International Rate		
Per Credit Hour	$269	
Full-Time	$3,228	

SPECIAL FEES

Registration 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, Nursing, Funeral Services 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**, all student services offices and county centers as soon as established. When registering for each semester, please inquire about the college fee schedule.

PAYMENT OF TUITION AND FEES

Full payment of tuition and 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 $50 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. Fees can be paid online through PTC Pathway.

Once you are registered for classes, you are responsible for the tuition charged. Please notify the Student Records Office if you are not able to attend; otherwise, you could owe the college for those classes.

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. Students have 30 days from written notification to dispute any outstanding balances.

RETURNED CHECKS

Returned checks will be assessed a $30 service charge. Registration will be canceled 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 credit card. **Maximum penalty by state statute will be imposed at all times.**

REFUNDS

Students or appropriate parties may receive refunds of tuition upon withdrawal or reduction of course loads for the portion of the reduction that is below 12 credit hours. **To receive refunds, students must submit Change of Class Schedule forms (Drop/Add Period) or the Withdrawal from Class form (after Drop/Add period).** The date the form is submitted to college personnel is the date on which the refund is based. Students are considered to be enrolled unless a Change of Class Schedule form is submitted noting which classes are being dropped. Refunds will be made as follows for the traditional term:

7th calendar day of the term (Change of Class Schedule form)	100%
14th calendar day of the term	60%
21st calendar day of the term (Withdrawal from Class form)	40%

Refunding for short-term sessions is prorated. Please see PTC Pathway, the college Web site at **www.ptc.edu** or the Business Office for refund schedules for specific parts of terms. Refunds for student-initiated withdrawals will be processed as they occur and mailed on Friday of the following week.

Refer to page 21 of the Change of Class Schedule/Student Information section for additional information.

This refund policy applies to all students. Students receiving financial assistance should consult the Financial Aid Office before withdrawing to determine the impact of withdrawals on current term financial aid awards and eligibility in receiving future financial aid.

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 (in S.C., 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.** Some types of aid have application deadlines. 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 Technical College'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

After registering, if you are unable to attend, you must notify the Student Records Office within the Drop/Add period. Otherwise, you could be held responsible for the tuition costs.

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 unless you are a high school student or a student with a bachelor's degree. The FAFSA requirement has been waived for these students; however, a Lottery Certification form will be required. In addition, a Piedmont Technical College State/Federal Certification form will be required. The LTA award may vary and is dependent upon funding sources. Students who receive LTA are required to maintain academic standards required by law. There is an application deadline.

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. Second-year students can earn or retain the LIFE Scholarship by meeting all required criteria. One criteria to retain the LIFE scholarship is to earn a cumulative LIFE GPA of at least a 3.0. The LIFE GPA includes the GPA for all college courses earned at any college attended, including dual enrollment. The Financial Aid Office will provide students with their LIFE GPA upon request. The Piedmont Technical College LIFE Certification form will be used to determine LIFE Scholarship recipients. The LIFE program criteria and funding is dependent upon pending legislation. Please direct all questions regarding the LIFE program to the Financial Aid Office.

Federal Pell Grant – Grants can range from $400 to $4,310 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 $1,000 per year to students who maintain 2.0 GPAs.

Federal Work-Study Program – Students work for $6.60 per hour in a variety of jobs. The number of hours worked can vary from five 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.

Federal Academic Competitiveness Grant - ACG – The Federal Academic Competitiveness Grant is a new federal grant program which was signed into law in February 2006. The grants are to encourage students to take challenging courses in high school and to pursue college majors in high demand in the global economy. The student must meet federally established criteria to receive a grant. The amount of the Federal Academic Competitiveness Grant in combination with Federal Pell Grant and other financial aid cannot exceed demonstrated financial need.

S.C. Needs-Based Grant – This is a state grant provided to assist South Carolina resident students in meeting college costs. This grant ranges from $100 to $1,650 per year (fall and spring semesters only). In addition to the FAFSA, the PTC SC Needs Based/Federal Certification form 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 few scholarships are also 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 Technical College'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 Technical College 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 restrict 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:

- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Stafford Student Loan
- Federal Work-Study Program (FWS)
- South Carolina Needs-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 48 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 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 reevaluation 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. Courses in which the student received a passing grade may not be covered by financial assistance when repeated.

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 another 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 restrict 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 histories will affect 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 20) should be aware that financial aid requirements regarding prior attendance and cumulative eligibility must be considered from the **first** date of enrollment. Federal regulations restrict 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 that 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

All Piedmont Technical College students must maintain a 2.0 semester/term and cumulative grade point average (GPA) to be considered in satisfactory academic standing. It is the policy of Piedmont Technical College to require that grade point standards be maintained for continued enrollment. The grade point standards for the federal pell grant are as follows:

1 - 12 credit hours earned	minimum 1.50 GPA
13 - 24 credit hours earned	minimum 1.75 GPA
25+ credit hours earned	minimum 2.00 GPA

All other federal and state programs require a 2.0 GPA.

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 he/she enrolls 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 of Satisfactory Academic Progress will be placed on suspension. A letter will be sent notifying the student of ineligibility for federal or state funds, along with an appeal form. Awards will be canceled upon being placed on suspension.

Returning students who did not meet the Standards of Satisfactory Academic Progress in their previous enrollment with Piedmont Technical College 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 must submit an appeal form to the Financial Aid Office by the deadline. Only non-campus-based aid may 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 canceled for all students placed on suspension. Because of limited funding in these programs, once aid is canceled, 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 of 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/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 by the published deadline. Appeals received after that date will be held until the end of the 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 may not be reinstated. The student may request to meet with the Director of Financial Aid to request review of the stipulations set.

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. At the beginning of the first term of enrollment for the current award year, financial aid recipients' program length of eligibility is reviewed. If the student has reached or is approaching the 150 percent maximum, a Program Assessment form must be completed by the recipients' program advisors. The form is maintained in the student's file and reviewed prior to the beginning of subsequent terms of enrollment. Financial Aid may not 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).

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.

Academic Information

GRADING POLICY

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 PTC Pathway 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—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.
NR	Grade not reported by instructor—(Not eligible for current term academic honors).
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 the 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 Technical College. 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 following example. 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

Final Grade

Students must check their final grades at the end of each term on PTC Pathway.

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.

ACCEPTANCE OF CREDIT AND AWARDING OF ADVANCED STANDING

Piedmont Technical College 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 Technical College.
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 Technical College.
4. Transfer credit will not be included in the computation of the student's grade point average at Piedmont Technical College.
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.
9. Transfer credit will be awarded for course work completed within ten years; however, credit will not be awarded for any Anatomy and Physiology courses or Computer courses that are more than five years old.
10. Credit completed at PTC that is more than ten years old will be reviewed by the appropriate Department Head.

Articulated Credit

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 credit is as follows:

1. While still enrolled in high school, the student may receive credit in articulated courses.
2. The high school instructor assesses whether the student has mastered the competencies required for the course, with a grade of "B" or better.
3. If the student qualifies for exemption credit, the instructor adds the student's name to the recommended list and sends the list to the college.
4. The high school student must apply for the articulated credit at the college within two years of high school graduation.
5. The technical college instructor completes an exemption credit form, checking the box labeled "EA" for each student who is to receive articulated credit and sends the forms to the Student Records Office at the college. (If transcript is hand delivered, it must be in a sealed envelope from the granting institution.)
6. Exemption credit (number of credit hours) is then posted to the enrolling student's academic transcript. This process allows students to earn technical college credit in classes already completed at the high school level, without duplication of course content and without the cost of college tuition to the student.

CLEP

Piedmont Technical College 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 Technical College. 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
- French
- German
- Macroeconomics
- Math: Calculus AB and BC
- Microeconomics
- Music Listening and Literature
- Physics B
- Physics C: Electricity and Magnetism
- Physics C: Mechanics
- Political Science (American & Comprehensive)
- Psychology
- Spanish

Armed Forces Training

It is the policy of Piedmont Technical College 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 Technical College curriculum for which the student is applying.

Exemption Credit and Nontraditional Learning

Students may try to exempt many Piedmont Technical College 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 $60. 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 credits 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 drop/add period. The participation of auditors in class discussions or examinations is optional with the instructor. Students are expected to pay $55 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 GPAs of 4.0. 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.

*Eligibility for academic honors is determined at the end of each term and letters will be mailed by the third week of the following term.

HONOR SOCIETIES

Phi Theta Kappa (PTK) is the international organization of two-year college scholars designed to recognize and honor scholastic achievement. Students qualify for membership by meeting the following criteria:

- Must have accumulated at least 12 credit hours
- Must maintain a 3.5 *cumulative* GPA
- Must be working towards an associate's degree

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 (3.0 GPAs) or higher.

Lambda Chi Nu was created for Associate Degree Nursing students or graduates who have earned grade point averages of at least 3.5. 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.

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

Kappa Beta Delta is an international honor society for business students who hold an academic ranking in the upper 20 percent of their class, with a minimum grade point average of 3.0.

ACADEMIC PROBATION

All Piedmont Technical College students must maintain a 2.0 semester/term and cumulative grade point average (GPA) to be considered in satisfactory academic standing. It is the policy of Piedmont Technical College to require that grade point standards be maintained for continued enrollment. The grade point standards are as follows:

1 - 12 credit hours earned	minimum 1.50 GPA
13 - 24 credit hours earned	minimum 1.75 GPA
25+ credit hours earned	minimum 2.00 GPA

Academic Warning

A student whose cumulative grade point average (GPA) falls below the minimum scale described above will receive an academic warning. A letter will be issued to each student with recommendations for academic improvement including tutoring, counseling with the Student Success Center staff, reduced academic load, etc.

Academic Probation

A student who is placed on academic warning who does not earn the minimum cumulative GPA at the end of the next term of enrollment will be placed on academic probation (AP). The student will be required to meet with an AP Counselor or Registrar to complete an AP Contract Agreement form. The AP Counselor will calculate the required grades necessary to progress towards satisfactory standing in the next semester. By signing the AP Contract, the student is agreeing to earn the grades required in the current term. Students will not be able to register until the AP Contract is completed.

Academic Suspension

A student on academic probation who does not meet the terms of the AP Contract at the end of the next term of enrollment will be placed on academic suspension and the student will be suspended from attending classes for a minimum of one term. When the student re-enters the college, the student remains on academic probation; therefore a new AP Contract will be required for the incoming term. Failure to achieve an acceptable GPA 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. If there are extenuating circumstances, a special committee comprised of the division dean, AP Counselor and faculty advisor will be called to decide on whether to uphold the suspension, allow continuance with a reduced load, or allow full continuance.

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 Financial Aid 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 drop/add 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 drop/add period is completed on the Withdrawal from Class form. The form can be obtained from the Student Records Office, county center or from the college Web site: **www.ptc.edu/registration/Forms.htm**. The student must have the instructor sign the form awarding the grade (W or WF) and the last date of attendance in the class. A grade of "W" should be awarded through midterm (see academic calendar on page 3). After midterm, instructors must use their discretion to award the "W" (student in good standing) or the "WF" (student not in good standing). The "WF" is calculated into the GPA as a punitive grade. After all signatures are obtained, the form must be submitted, routed or faxed [(864) 941-8566] 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. The Student Information Change form can also be found on the college Web site: **www.ptc.edu/registration/Forms.htm**.

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 Vice President for Educational Affairs, 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 Technical College.
4. The student must have an overall grade point average of 2.0 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 hours or more in certificate, diploma or degree programs are eligible to march in graduation. These students are required to pay the $25 graduation fee. Students completing a certificate with less than 30 hours are not required to pay a graduation fee.

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 hours or more in certificate, diploma or degree programs with cumulative technology GPAs within the scale listed 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 Technical College'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

Requests for Transcripts

Transcripts will be furnished to other colleges, agencies or to the student only upon receipt of a written request from the student. Unsigned requests will not be processed. Transcript request forms can be obtained in the Student Records Office, county center offices or on the college Web site: **www.ptc.edu/registration/Forms.htm.** The student may also mail or fax the transcript request form. (The Student Records Fax number is (864) 941-8566). Transcripts will not be issued if the student has any debt to the college.

Processing Time: The Student Records Office requires three to five working days to prepare a transcript for mailing or pick-up. More time may be necessary during peak periods such as graduation, registration and final exams.

The transcript fees: $3 - issued directly to student; $5 - mailed; $10 - faxed. This fee must be paid at the time the transcript request is submitted.

Security of Student Records

The privacy and confidentiality of all current and former student records shall be preserved at Piedmont Technical College. 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 the 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)

   *Students may request extended security be placed on their record by contacting Student Records.
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

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, Student Success Center 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 postsecondary 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 Technical College's transfer information follow. For more information regarding transfer, students may access on the Internet the Commission's home page at **www.che.sc.gov** or Piedmont Technical College's home page at **www.ptc.edu/transfer.**

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. Students wishing to transfer to senior institutions after completing their degrees at Piedmont Technical College 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 Technical College'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 Educational Partnerships

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. USC Bridge Program

The USC Bridge Program is designed to enhance the transfer of students from Piedmont Technical College to the University of South Carolina – Columbia. Students in this program enroll in a special fall section of COL 103 that will provide information about USC and that will host visits from USC staff from admissions, financial aid and student success programs. Each spring, students in this program will be invited to the USC campus for a Bridge Day and for other special events. Students will be advised by both Piedmont Technical College and USC advisors and will receive earlier consideration for admission and for special housing for transfer students.

B. College of Charleston Collaboration

The College of Charleston Collaboration is designed to enhance the transfer of students from Piedmont Technical College to the College of Charleston. Students in this program will be part of a special learning community and will be advised jointly by Piedmont Technical College and College of Charleston staff. They will also be invited to a special open house at the College of Charleston. In addition, the application fee to the College of Charleston will be waived.

C. Joint Admissions and Parallel Advisement Programs

The Joint Admissions Program allows students to jointly enrolled at Piedmont Technical College and 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 degree at Piedmont Technical College. Students wishing to enroll in one of these programs should inform their academic advisors upon admission to Piedmont Technical College or contact Piedmont Technical College's transfer coordinator.

D. Specific Program Transfer Opportunities

Piedmont Technical College offers program transfer opportunities with many institutions in the state. These opportunities are briefly described 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 Technical College. Students who are considering transferring to a senior baccaulaureate-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 pages 28 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 Technical College campus.

Engineering Technology/Industrial Technology/General Technology

Graduates of any of the college's Engineering Technology programs may transfer smoothly into USC Upstate's Bachelor of Science degree in Engineering Technology Management.

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 Upstate's Mary Black School of Nursing and Medical University of South Carolina (MUSC).

Additional Transfer Opportunities

Franklin University

Piedmont Technical College is a member of a Community College Alliance program with Franklin University. The Alliance offers sixteen bachelor of science degree completion programs online in Accounting, Applied Management, Business Administration, Business Forensics, Computer Science, eMarketing, Financial Management, Forensic Accounting, Healthcare Management, Human Resources Management, Information Technology, Management, Management Information Sciences, Marketing, Public Safety Management and Web Development. This program accepts Piedmont Technical College's entire associate's degree and then allows students to take core courses at Piedmont Technical College, 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.

University of Phoenix

Students transferring to the University of Phoenix should consult with the Transfer Coordinator for more information.

E. Articulated Programs with Greenville Technical College

One Plus One (1+1) sequential programs with Greenville Technical College are available in the Biotechnology, Medical Laboratory Technology, Physical Therapy Assistant, Dental Hygiene, Health Information Management and Occupational Therapy Assistant programs during fall, spring and summer terms. Phase I includes all general education and related course requirements. These courses are taken at Piedmont Technical College. Upon successful completion of the Phase I curriculum, 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.

F. Piedmont Education and Business Alliance

The Piedmont Education and Business Alliance (PEBA), a business-education partnership, is comprised of the 10 school districts in Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda counties, area business partners and Piedmont Technical College. South Carolina's Tech Prep initiative is administered through a 16-partnership alliance structure (South Carolina Education and Business Alliance) and is aligned with the 16 technical colleges in South Carolina. PEBA is a collaborative effort to implement federal and state Tech Prep/School-To-Work/Education and Economic Development Act (EEDA) laws and regulations and to support and facilitate articulation between secondary and postsecondary educational institutions. In partnership with the State Department of Education, Office of Career and Technology, the alliance serves as a resource for K-postsecondary students and educators by providing information, support and professional development opportunities designed to help prepare students to be productive citizens in the 21st century. Contextual teaching and learning training and career development facilitation training for educators provide support and direction to the school districts in strengthening the career development process for all students.

G. Secondary Articulation Agreements

Articulation agreements with the ten school districts in the Piedmont Technical College service area allow the transfer of credits for students completing certain programs of study in high school upon entrance to Piedmont Technical College in the same program of study with certain conditions. The school district superintendents and the Piedmont Technical College president have signed formal articulation agreements within the 16 career clusters identified by the Education and Economic Development Act of 2005.

Credits are issued based on the development and implementation of common course objectives for specified common courses. These correlation charts ensure accurate and accessible academic transfer of credits between the high school and the technical college in a specified program without additional cost in time or money to the student. The intent of these articulation agreements is to expand access to higher education for students through a uniform policy for the transfer of credit from high school to Piedmont Technical College under three conditions:

- High school students must be taught and master the goals, objectives and competencies listed on the curriculum correlation chart;
- High school students must earn a grade of "B" or better;
- The high school instructor must recommend in writing students who have successfully completed course(s).

Students meeting these conditions will be considered to have fulfilled the technical college requirements and receive appropriate college credit at PTC.

Through articulation, students may enter the technical college with pre-earned credit hours and complete their program of study at the technical college sooner. This opportunity is designed for students who are focused on their career and serious about their goal to complete the technical college program. For more information on these agreements, contact Peggy Prescott, Coordinating Director of Secondary Initiatives.

State Policies and Procedures on Articulation

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 28) 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 (GPAs) 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 link 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 #5 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 its 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 a major in General Business, with concentration in one of the following: Accounting, General Business, Business Management, Office Management; Associate in Business with a major in Administrative Office Technology, with concentration in one of the following: Accounting, Legal, Medical, Medical Coding, Spanish; Associate in Computer Technology with a major in Computer Technology, with concentrations in Programming, Internet, Network Administration; Associate in Public Service with a major in Human Services, with concentration in Instructional Assistant; Associate in Public Service, with major in Early Care and Education, with concentration in Infant/Toddler; Associate in Public Service with a major in Criminal Justice; Associate in Health Science with a major in Radiologic Technology, Nursing, Cardiovascular Technology, Veterinary Technology or Respiratory Care; Associate in Engineering Technology with a major in Electronic Engineering Technology, Engineering Graphics Technology, General Engineering 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, Associate in Agriculture, Major in Horticulture Technology.

Diplomas are awarded to students for successful completion of all requirements in the following curricula: Machine Tool, Medical Assisting, Pharmacy Technician, 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, Industrial Technology and Agriculture.

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 Technical College 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 Technical College 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 **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 to enhance student learning and achievement of lifelong learning goals. The center strives to assist both students and faculty in the development of the general competencies recommended for all graduates. The center provides continuous learning support for students throughout their college experience.

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 of the assessment, counselors and advisors advise and register students for courses that enable them to achieve their personal and professional educational goals.

The Assessment Center offers make-up and proctored testing services to assist instructors and students.

Developmental and Transitional Courses

A broad range of developmental and transitional 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 transitional 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.

Open Computer-Assisted Instruction Lab

In addition to structured transitional courses and tutoring, an open computer-assisted instruction (CAI) lab is provided to students who wish to reinforce a specific skill area.

The TLC provides approximately 60 computers with transition skill enhancement software and additional programs recommended by faculty in support of academic program areas. Additionally, each computer has Internet connection and printing capabilities. Computers may also be used for composing, editing and printing assignments.

A highly qualified staff provides continuous learning support for students.

Tutoring

Free tutoring services are offered to students for most academic courses. Tutoring is provided by community members and peer tutors. Students desiring tutoring may schedule sessions with the tutor coordinator.

Tutoring is available to students enrolled in courses at the county centers. Interested students should contact the county center coordinator for assistance in establishing a tutoring session.

LIBRARY AND LEARNING RESOURCES

At all locations of Piedmont Technical College, traditional library services are blended with academic computing resources to provide centralized support centers where students can read, study, conduct research, and complete assignments. Whether working in the library and computer lab that make up the Information Commons (Lex Walters Campus), at a Learning Resource Center (County Centers) or online, students will discover quality information, access to technology, and people who want to help them succeed.

Facilities

The bright and spacious Information Commons on the Lex Walters Campus offers comfortable, well-equipped spaces for students to work individually or in groups. Wireless Internet access and equipment such as desktop and laptop computers, PDAs, laser printer, TV/DVD/VHS unit, coin-operated photocopier, and fax machine help students access and use information. The six County Centers also offer Learning Resource Centers (Laurens and Newberry) and Learning Resource Rooms (Abbeville, Edgefield, McCormick and Saluda) that are suitable for study, research and computing.

Resources

Together, the Information Commons and Learning Resource Centers house over 26,000 books, 4,000 audiovisual items, and more than 250 magazine, journal, and newspaper titles. Information about these physical items may be accessed by the web-based library catalog; and thanks to a daily courier system, the resources may be quickly moved from one location to another to serve the needs of students and faculty. Via the Internet, students have 24/7 access to 46,000 full-text electronic books and almost sixty databases of articles and reports pulled from thousands of respected sources.

Computers in each facility provide broadband access to the Internet, Microsoft Office applications, and other software that supports college courses and programs.

Services

Employees in the Information Commons and in the Learning Resource Centers are always happy to help students. To borrow library materials, students must present their college identification cards which are made on site. Piedmont Technical College has also formed agreements with certain other area libraries so that students may enjoy borrowing privileges throughout the seven-county area.

Other services performed by staff members include teaching research skills, hosting workshops and special events, assisting students in finding materials and using equipment, placing reserves on checked-out items, submitting Interlibrary Loan requests to other libraries for materials, and sending materials to other PTC locations. For the added benefit of both traditional and distance learning students, some services are also offered in an online format via the library's Web site – **http://www.ptc.edu/library.**

Academic Programs

GENERAL EDUCATION COURSES

Each associate's degree program consists of a basic core of general education courses containing a minimum of 15 credit semester hours required for degree completion. While programs may use different courses to meet general education core requirements, each core includes at least one course from each of the following areas: the humanities/fine arts, the social/behavioral sciences, and the natural sciences/mathematics. Within this core, the institution provides components designed to reinforce competencies in reading, writing, oral communications, fundamental mathematical skills, professionalism and lifelong learning. (See Educational Mission, page 7.)

Each diploma program consists of a basic core of general education courses containing at least eight semester hours. These courses are specified by the program.

Note: Some courses require prerequisites. Check for course prerequisites in the Course Description section of this catalog.

HUMANITIES/FINE ARTS

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
HSS	205*	Technology and Society
MUS	105	Music Appreciation
PHI	101	Introduction to Philosophy
PHI	105	Introduction to Logic
PHI	110	Ethics
REL	103	Comparative Religion
SPA	101	Elementary Spanish I
SPA	102	Elementary Spanish II
SPA	105*	Conversational Spanish
THE	101	Introduction to Theatre

SOCIAL/BEHAVIORAL SCIENCES

ECO	101	Basic Economics*
ECO	210	Macroeconomics
ECO	211	Microeconomics
HIS	101	Western Civilization to 1689
HIS	102	Western Civilization Post 1689
HIS	115	African-American History
HIS	201	American History: Discovery to 1877
HIS	202	American History: 1877 to Present
PSC	201	American Government
PSC	215	State and Local Government
PSY	103	Human Relations*
PSY	105	Personal/Interpersonal Psychology*
PSY	201	General Psychology
PSY	203	Human Growth & Development
SOC	101	Introduction to Sociology

*Not intended for university transfer, but may be accepted at some institutions for transfer.

NATURAL SCIENCE/MATHEMATICS

AST	101	Astronomy I
AST	102	Astronomy II
BIO	101	Biological Science I
BIO	102	Biological Science I
BIO	110	General Anatomy and Physiology*
BIO	112	Basic Anatomy and Physiology*
BIO	115	Basic Microbiology*
BIO	210	Anatomy and Physiology I
BIO	211	Anatomy and Physiology II
BIO	225	Microbiology*
BIO	230	General Pathology*
CHM	105	General Organic and Biochemistry*
CHM	110	College Chemistry I
CHM	111	College Chemistry II
MAT	101	Beginning Algebra*
MAT	102	Intermediate Algebra*
MAT	110	College Algebra
MAT	111	College Trigonometry
MAT	120	Probability and Statistics
MAT	122	Finite College Mathematics
MAT	123	Contemporary College Mathematics
MAT	130	Elementary Calculus
MAT	140	Analytical Geometry and Calculus I
MAT	141	Analytical Geometry and Calculus II
MAT	155	Contemporary Mathematics*
MAT	170	Algebra, Geometry and Trigonometry I*

ORAL COMMUNICATIONS

SPC	205	Public Speaking

WRITTEN COMMUNICATIONS

ENG	101	English Composition I
ENG	102	English Composition II
ENG	165	Business Communications

Candidates for certificate and diploma programs may substitute transfer-level English or math courses for those required by their programs with departmental approval.

ARTS and SCIENCE CURRICULA

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

Piedmont Technical College'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 catalogs from their prospective four-year colleges 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 Technical College 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
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**			
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	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

****See next page for explanation.**

Humanities/Fine Arts**			Credits
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
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
REL	103	Comparative Religion	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
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**			
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 III	3.0
FRE	101	Elementary French I	4.0
FRE	102	Elementary French 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	215	State and Local Government	3.0
PSY	201	General Psychology	3.0
PSY	203	Human Growth & Development	3.0
PSY	212	Abnormal Psychology	3.0
REL	103	Comparative Religion	3.0
SOC	101	Introduction to Sociology	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
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 asterisks (**) in the course section of the catalog. 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		
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	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
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
REL	103	Comparative Religion	3.0
SPA	101	Elementary Spanish I	4.0
SPA	102	Elementary Spanish II	4.0
THE	101	Introduction to Theatre	3.0

****See next page for explanation.**

Lab Science**			Credits
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
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
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 marked with asterisks (**) in the course section of the catalog. 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		Humanities/Fine Arts	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
		Humanities/Fine Arts Requirement	3.0
		Humanities/Fine Arts Requirement	3.0
		Social Science Requirement	3.0
		Transfer Math/Science Requirement	3.0
Second Semester			
ENG	102	English Composition II*	3.0
Elective		SPC 205 Public Speaking or COL 103	
		College Skills - recommended	3.0
		Humanities/Fine Arts Requirement	3.0
		Social Science Requirement	3.0
		Transfer Math/Science Requirement	3.0
		Total Credit Hours	**30.0**

*Required course

Evening Program – 4 Semesters

First Semester			**Credits**
ENG	101	English Composition I*	3.0
		Humanities/Fine Arts Requirement	3.0
		Social Science Requirement	3.0
Second Semester			
ENG	102	English Composition II*	3.0
		Social Science Requirement	3.0
		Transfer Math/Science Requirement	3.0
Third Semester			
		Humanities/Fine Arts Requirement	3.0
		Humanities/Fine Arts Requirement	3.0
Elective		SPC 205 Public Speaking or COL 103	
		College Skills - recommended	3.0
Fourth Semester			
		Social Science Requirement	3.0
		Transfer Math/Science Requirement	3.0
		Total Credit Hours	**30.0**

*Required course

See pages 32 - 35 for course listings.

COMPUTER TECHNOLOGY CURRICULA

Exciting opportunities are offered in a wide range of occupational areas through an associate's degree or certificates in the Computer Technology curricula. There are three concentrations: Programming, Network and Internet. Graduates of Computer Technology will be prepared for a career in the information technology world.

Associate in Computer Technology
Major in Computer Technology Programming Concentration

Students majoring in Computer Technology will be prepared for a career in Information Technology. The course study includes computer maintenance, local and wide area networks, as well as popular programming languages.

The major in Computer Technology Programming concentration includes elective courses in Visual Basic, C++, JAVA, and database platforms. Students will also gain knowledge in the use of computer operating systems, applications, and network maintenance.

The Network concentration concentrates on 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.

The Internet concentration prepares students to become Web site designers and application developers. Students learn to use state-of-the-art technology in computer graphics and Web site design.

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

Day Program – 6 Semesters

First Semester			**Credits**
CPT	101	Introduction to Computers	3.0
CPT	114	Computers and Programming	3.0
CPT	209	Computer Systems Management	3.0
CPT	257	Operating Systems	3.0
IST	220	Data Communications	3.0
Second Semester			
CPT	186	Visual Basic.NET I	3.0
CPT	264	Systems and Procedures	3.0
IST	226	Internet Programming	3.0
IST	272	Relational Database	3.0
Summer Term			
CPT	282	Information Systems Security	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
Elective		Behavioral Science	3.0
Third Semester			
CPT	232	C++ Programming	3.0
CPT	286	Visual Basic.NET II	3.0
ENG	102	English Composition II	3.0
IST	256	LAN Desktop Technologies	3.0
Fourth Semester			
CPT	207	Complex Computer Applications	3.0
CPT	233	C++ Programming II	3.0
CPT	236	Introduction to Java Programming	3.0
CPT	242	Advanced Database	3.0

Summer Term

CPT	237	Advanced JAVA Programming	3.0
CPT	247	UNIX Operating Systems	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	101	Introduction to Computers	3.0
CPT	114	Computers and Programming	3.0
IST	220	Data Communications	3.0

Second Semester

CPT	186	Visual Basic.NET I	3.0
IST	226	Internet Programming	3.0
IST	272	Relational Database	3.0

Summer Term

CPT	209	Computer Systems Management	3.0
CPT	257	Operating Systems	3.0
CPT	282	Information Systems Security	3.0

Third Semester

CPT	232	C++ Programming	3.0
CPT	286	Visual Basic.NET II	3.0
IST	256	LAN Desktop Technologies	3.0

Fourth Semester

CPT	233	C++ Programming II	3.0
CPT	242	Advanced Database	3.0
CPT	264	Systems and Procedures	3.0

Summer Term

ENG	101	English Composition I	3.0
Elective		Behavioral Science	3.0
Elective		Humanities/Fine Arts	3.0

Fifth Semester

CPT	207	Complex Computer Applications	3.0
CPT	236	Introduction to Java Programming	3.0
ENG	102	English Composition II	3.0

Sixth Semester

CPT	237	Advanced JAVA Programming	3.0
MAT	120	Probability and Statistics	3.0

Summer Term

CPT	247	UNIX Operating Systems	3.0
CPT	276	CPT Internship	3.0

Total Credit Hours **75.0**

Internet Concentration

Day Program – 6 Semesters

First Semester **Credits**

CPT	101	Introduction to Computers	3.0
CPT	114	Computers and Programming	3.0
CPT	209	Computer Systems Management	3.0
CPT	257	Operating Systems	3.0
IST	220	Data Communications	3.0

Second Semester

CPT	186	Visual Basic.NET I	3.0
CPT	264	Systems and Procedures	3.0
IST	226	Internet Programming	3.0
IST	272	Relational Database	3.0

Summer Term

CPT	282	Information Systems Security	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
Elective		Behavioral Science	3.0

Third Semester

ARV	110	Computer Graphics I	3.0
CPT	286	Visual Basic.NET II	3.0
ENG	102	English Composition II	3.0
IST	237	Intermediate Web Site Design	3.0

Fourth Semester

BUS	210	Introduction to E-Commerce in Business	3.0
CPT	236	Introduction to JAVA Programming	3.0
CPT	242	Advanced Database	3.0
IST	238	Advanced Tools for Web Site Design	3.0

Summer Term

CPT	240	Internet Programming with Database	3.0
CPT	247	UNIX Operating Systems	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			Credits
CPT	101	Introduction to Computers	3.0
CPT	114	Computers and Programming	3.0
IST	220	Data Communications	3.0
Second Semester			
CPT	186	Visual Basic.NET I	3.0
IST	226	Internet Programming	3.0
IST	272	Relational Database	3.0
Summer Term			
CPT	209	Computer Systems Management	3.0
CPT	257	Operating Systems	3.0
CPT	282	Information Systems Security	3.0
Third Semester			
ARV	110	Computer Graphics I	3.0
CPT	286	Visual Basic.NET II	3.0
IST	237	Intermediate Web Site Design	3.0
Fourth Semester			
BUS	210	Introduction to E-Commerce in Business	3.0
CPT	242	Advanced Database	3.0
CPT	264	Systems and Procedures	3.0
Summer Term			
ENG	101	English Composition I	3.0
Elective		Behavioral Science	3.0
Elective		Humanities/Fine Arts	3.0
Fifth Semester			
CPT	236	Introduction to JAVA Programming	3.0
ENG	102	English Composition II	3.0
IST	238	Advanced Tools for Web Site Design	3.0
Sixth Semester			
CPT	240	Internet Programming with Database	3.0
MAT	120	Probability and Statistics	3.0
Summer Term			
CPT	247	UNIX Operating Systems	3.0
CPT	276	CPT Internship	3.0
		Total Credit Hours	**75.0**

Network Concentration

Day Program – 6 Semesters

First Semester			Credits
CPT	101	Introduction to Computers	3.0
CPT	114	Computers and Programming	3.0
CPT	209	Computer Systems Management	3.0
CPT	257	Operating Systems	3.0
IST	220	Data Communications	3.0
Second Semester			
CPT	186	Visual Basic.NET I	3.0
CPT	264	Systems and Procedures	3.0
IST	226	Internet Programming	3.0
IST	272	Relational Database	3.0
Summer Term			
CPT	282	Information Systems Security	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
Elective		Behavioral Science	3.0
Third Semester			
IST	201	Cisco Internetworking Concepts	3.0
IST	202	Cisco Router Configurations	3.0
IST	256	LAN Desktop Technologies	3.0
IST	257	LAN Network Server Technology	3.0
Fourth Semester			
CPT	242	Advanced Database	3.0
CPT	267	Technical Support Concepts	3.0
IST	241	Network Architecture I	3.0
IST	270	Client/Server Systems	3.0
Summer Term			
CPT	247	UNIX Operating System	3.0
CPT	276	CPT Internship	3.0
ENG	102	English Composition II	3.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**75.0**

Evening Program – 9 Semesters

First Semester			
CPT	101	Introduction to Computers	3.0
CPT	114	Computers and Programming	3.0
IST	220	Data Communications	3.0
Second Semester			
CPT	186	Visual Basic.NET I	3.0
IST	226	Internet Programming	3.0
IST	272	Relational Database	3.0
Summer Term			
CPT	209	Computer Systems Management	3.0
CPT	257	Operating Systems	3.0
CPT	282	Information Systems Security	3.0
Third Semester			
IST	256	LAN Desktop Technologies	3.0
IST	257	LAN Network Server Technology	3.0
MAT	120	Probability and Statistics	3.0

Fourth Semester

CPT	242	Advanced Database	3.0
CPT	264	Systems and Procedures	3.0
IST	241	Network Architecture I	3.0

Summer Term

ENG	101	English Composition I	3.0
Electives		Behavioral Science	3.0
Elective		Humanities/Fine Arts	3.0

Fifth Semester

ENG	102	English Composition II	3.0
IST	201	Cisco Internetworking Concepts	3.0
IST	202	Cisco Router Configuration	3.0

Sixth Semester

CPT	267	Technical Support Concepts	3.0
IST	270	Client/Server Systems	3.0

Summer Term

CPT	247	UNIX Operating System	3.0
CPT	276	CPT Internship	3.0

Total Credit Hours **75.0**

Advanced Web Development Certificate

The Advanced Web Development Certificate allows students to explore Web technology including design and database tools. Students acquire hands-on experience in Web site design using several programming languages and learn core Internet concepts. In this balanced program, students also study the challenges of online business operations and the underlying issues that determine how e-commerce opportunities can be successfully implemented.

Day or Evening Program – 3 Semesters

First Semester			**Credits**
ARV	110	Computer Graphics I	3.0
CPT	101	Introduction to Computers	3.0
IST	226	Internet Programming	3.0
IST	237	Intermediate Web Site Design	3.0

Second Semester

BUS	210	Introduction to E-Commerce in Business	3.0
CPT	114	Computers and Programming	3.0
IST	238	Advanced Tools for Web Site Design	3.0

Summer Term

CPT	240	Internet Programming with Database	3.0
CPT	247	UNIX Operating Systems	3.0

Total Credit Hours **27.0**

PC Technician Certificate

This program is designed to provide students with the knowledge and ability to install, maintain and troubleshoot computers, networks and network equipment. The program takes a hands-on approach using real-world examples. The PC Technician Certificate will prepare the student for an entry-level job in computer maintenance and network support.

Students will also learn the objectives for several national certifications including A+, Network+ and Microsoft. Students may also further their education by enrolling in the Associate in Computer Technology – Network Concentration.

Day Program or Evening – 3 Semesters

First Semester			**Credits**
CPT	101	Introduction to Computers	3.0
IST	220	Data Communications	3.0
IST	256	LAN Desktop Technologies	3.0
IST	257	LAN Server Technologies	3.0

Second Semester

CPT	267	Technical Support Concepts	3.0
IST	241	Network Architecture	3.0
IST	270	Client/Server Systems	3.0
IST	272	Relational Database	3.0

Summer Term

CPT	209	Computer Systems Management	3.0
CPT	247	UNIX Operating Systems	3.0
CPT	257	Operating Systems	3.0
CPT	282	Information Systems Security	3.0

Total Credit Hours **36.0**

Cisco Computer Networking Certificate

In a world economy that runs on information, employers face a shortage of information workers. In the Cisco Computer Networking Academy Program, students learn the information they need to prepare them for the Information Technology (IT) job market. 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 workplace. 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+ exam. Employers instantly recognize these certifications as credentials with real meaning.

Day or Evening Program – 2 Semesters

First Semester			**Credits**
CPT	101	Introduction to Computers	3.0
IST	201	Cisco Internetworking Concepts	3.0
IST	202	Cisco Router Configuration	3.0

Second Semester

IST	203	Advanced Cisco Router Configuration	3.0
IST	204	Cisco Troubleshooting	3.0
IST	220	Data Communications	3.0

Total Credit Hours **18.0**

BUSINESS TECHNOLOGIES CURRICULA

The Business Technologies Department incorporates three separate curricula: Business, Administrative Office Technology and Commercial Art. All of these disciplines are fast-paced and technology-dependent. This consolidation broadens the educational opportunities for students in each area. Advertising and Marketing classes traditionally offered in the business department can now be enhanced by interaction with the design class in Commercial Art; students taking word processing classes taught in the AOT department can benefit from Desktop Publishing classes in the ARV department as well. Courses in the Entrepreneurship Certificate offered in the BUS department can better prepare students in any department who plan to open their own businesses. This new concept eliminates duplication of resources, better utilizes computer labs and consolidates software applications. Technology is constantly changing; job descriptions are constantly changing. The Business Technologies Department equips its graduates with the necessary skills to meet the challenges that confront them in the business world and provides highly trained employees to meet ever-changing standards of employers.

Associate in Business
Major in General Business

Mission: The mission of the Business Technologies 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 concentrations 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 concentrations) 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.

Graduating seniors are required to take a capstone course. The capstone course for the Accounting concentration is ACC 240; the capstone course for the Management, Office Management and Business Transfer concentrations is MGT 240. There will be a variety of assessments administered in these courses, including the WorkKeys basic skills assessment.

Day Program – 5 Semesters

First Semester			**Credits**
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
MAT	122	Finite College Mathematics	3.0
Elective			3.0
Second Semester			
ACC	101	Accounting Principles I	3.0
ENG	102	English Composition II	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		Humanities/Fine Arts	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
CPT	274	Advanced Microcomputer Spreadsheets	3.0
ECO	211	Microeconomics	3.0
Business Elective			3.0
		Total Credit Hours	**66.0**

***One BUS elective must be either ACC 240 or MGT 240.**

Evening Program – 6 Semesters

First Semester			**Credits**
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
MAT	122	Finite College Mathematics	3.0
Second Semester			
ACC	101	Accounting Principles I	3.0
ENG	102	English Composition II	3.0
MAT	120	Probability and Statistics	3.0
Elective		Humanities/Fine Arts	3.0
Summer Term			
ACC	102	Accounting Principles II	3.0
Elective			3.0
Business 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
CPT	274	Advanced Microcomputer Spreadsheets	3.0
ECO	211	Microeconomics	3.0

Summer Term

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

Total Credit Hours **66.0**

***One BUS elective must be either ACC 240 or MGT 240.**

Accounting Concentration

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	101	English Composition I	3.0
MAT	122	Finite College Mathematics	3.0

Second Semester

ACC	102	Accounting Principles II	3.0
ENG	102	English Composition II	3.0
MAT	120	Probability and Statistics	3.0
MKT	101	Marketing	3.0
Elective		Humanities/Fine Arts	3.0

Summer Term

ACC	124	Individual Tax Procedures	3.0
ECO	211	Microeconomics	3.0

Third Semester

ACC	150	Payroll Accounting	3.0
ACC	201	Intermediate Accounting I	3.0
BAF	260	Financial Management	3.0
CPT	274	Advanced Microcomputer Spreadsheets	3.0
ECO	210	Macroeconomics	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
MGT	101	Principles of Management	3.0

Total Credit Hours **66.0**

Evening Program – 6 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	101	English Composition I	3.0
MAT	122	Finite College Mathematics	3.0

Second Semester

ACC	102	Accounting Principles II	3.0
ENG	102	English Composition II	3.0
MAT	120	Probability and Statistics	3.0
Elective		Humanities/Fine Arts	3.0

Summer Term

ECO	211	Microeconomics	3.0
MKT	101	Marketing	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
CPT	274	Advanced Microcomputer Spreadsheets	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 **66.0**

Management Concentration

Day Program – 5 Semesters

First Semester **Credits**

BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
MAT	122	Finite College Mathematics	3.0
MGT	101	Principles of Management	3.0

Second Semester

ACC	101	Accounting Principles I	3.0
ECO	211	Microeconomics	3.0
ENG	102	English Composition II	3.0
MAT	120	Probability and Statistics	3.0
MKT	101	Marketing	3.0

Summer Term

ACC	102	Accounting Principles II	3.0
CPT	274	Advanced Microcomputer Spreadsheets	3.0

Third Semester

BAF	260	Financial Management	3.0
BUS	210	Introduction to E-Commerce in Business	3.0
ECO	210	Macroeconomics	3.0
MGT	150	Fundamentals of Supervision	3.0
Elective		Humanities/Fine Arts	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
MGT	240	Management Decision Making	3.0

Total Credit Hours **66.0**

Evening Program – 6 Semesters

First Semester			**Credits**
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
MAT	122	Finite College Mathematics	3.0

Second Semester

ACC	101	Accounting Principles I	3.0
ENG	102	English Composition II	3.0
MAT	120	Probability and Statistics	3.0
Elective		Humanities/Fine Arts	3.0

Summer Term

ACC	102	Accounting Principles II	3.0
BAF	250	Investments	3.0
CPT	274	Advanced Microcomputer Spreadsheets	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
MGT	240	Management Decision Making	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 **66.0**

Office Management Concentration

Day Program – 5 Semesters

First Semester			**Credits**
AOT	105	Keyboarding	3.0
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
MAT	122	Finite College Mathematics	3.0
MGT	150	Fundamentals of Supervision	3.0

Second Semester

ACC	101	Accounting Principles I	3.0
AOT	165	Information Processing Software	3.0
ENG	102	English Composition II	3.0
MGT	150	Fundamentals of Supervision	3.0
MKT	101	Marketing	3.0

Summer Term

ACC	102	Accounting Principles II	3.0
IST	281	Presentation Graphics	3.0

Third Semester

ACC	150	Payroll Accounting	3.0
CPT	274	Advanced Microcomputer Spreadsheets	3.0
ECO	210	Macroeconomics	3.0
MAT	120	Probability and Statistics	3.0
Elective		Humanities/Fine Arts	3.0

Fourth Semester

ACC	124	Individual Tax Procedures	3.0
BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0
MGT	120	Small Business Management	3.0
MGT	240	Management Decision Making	3.0

Total Credit Hours **66.0**

Evening Program – 6 Semesters

First Semester			**Credits**
AOT	105	Keyboarding	3.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
MAT	122	Finite College Mathematics	3.0

Second Semester

ACC	101	Accounting Principles I	3.0
ENG	102	English Composition II	3.0
MGT	120	Small Business Management	3.0
MGT	150	Fundamentals of Supervision	3.0

Summer Term

ACC	102	Accounting Principles II	3.0
IST	281	Presentation Graphics	3.0
MKT	101	Marketing	3.0

Third Semester

ACC	150	Payroll Accounting	3.0
AOT	165	Information Processing Software	3.0
BUS	101	Introduction to Business	3.0
ECO	210	Macroeconomics	3.0

Fourth Semester

ACC	124	Individual Tax Procedures	3.0
BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0
MAT	120	Probability and Statistics	3.0

Summer Term

CPT	274	Advanced Microcomputer Spreadsheets	3.0
MGT	240	Management Decision Making	3.0
Elective		Humanities/Fine Arts	3.0

Total Credit Hours 66.0

Business Transfer Concentration

Day Program – 5 Semesters

First Semester **Credits**

BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	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
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
Elective		Humanities/Fine Arts	3.0

Third Semester

BAF	260	Financial Management	3.0
CPT	274	Advanced Microcomputer Spreadsheets	3.0
ECO	210	Macroeconomics	3.0
SPC	205	Public Speaking	3.0

Fourth Semester

ACC	230	Cost Accounting	3.0
BUS	121	Business Law I	3.0
MGT	120	Small Business Management	3.0
MGT	240	Management Decision Making	3.0
MKT	101	Marketing	3.0

Total Credit Hours 66.0

Evening Program – 6 Semesters

First Semester **Credits**

BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	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
ENG	102	English Composition II	3.0
MAT	122	Finite College Mathematics	3.0
MGT	101	Principles of Management	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

CPT	274	Advanced Microcomputer Spreadsheets	3.0
ECO	210	Macroeconomics	3.0
SPC	205	Public Speaking	3.0
Elective		Humanities/Fine Arts	3.0

Fourth Semester

BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0
MGT	240	Management Decision Making	3.0
MKT	101	Marketing	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 66.0

Entrepreneurship Certificate

The Entrepreneurship certificate is designed to give students the basic business concepts necessary to start and operate their own small business. It is useful for industrial technology students, for example, who have gained technical skills, but may be lacking the business understanding to make their new venture successful. Current entrepreneurs may also benefit from this class as they will gain practical knowledge useful in growing and managing their existing business. The certificate introduces students to various core business aspects found in all businesses.

Day Program – 2 Semesters

First Semester **Credits**

ACC	110	Accounting for Entrepreneurs	3.0
CPT	101	Introduction to Computers	3.0
MGT	120	Small Business Mangement	3.0
MKT	101	Marketing	3.0

Second Semester

BUS	121	Business Law	3.0
MKT	135	Customer Service Techniques	3.0
Business Elective			3.0
Business Elective			3.0

Total Credit Hours 24.0

Approved Business Electives for the Entrepreneurship Certificate:

ACC	124	Individual Tax Procedures
ACC	150	Payroll Accounting
BAF	260	Financial Management
BUS	210	Introduction to E-Commerce in Business
ECO	211	Microeconomics
MGT	150	Fundamentals of Supervision
MGT	201	Human Resource Management
MKT	110	Retailing
MKT	240	Advertising

Accounting Certificate

Day Program – 5 Semesters

First Semester			**Credits**
ACC	101	Accounting Principles I	3.0
CPT	101	Introduction to Computers	3.0
Second Semester			
ACC	102	Accounting Principles II	3.0
ACC	124	Individual Tax Procedures	3.0
Summer Term			
BAF	260	Financial Management	3.0
MAT	122	Finite College Mathematics	3.0
Third Semester			
ACC	150	Payroll Accounting	3.0
ACC	201	Intermediate Accounting I	3.0
Fourth 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
CPT	101	Introduction to Computers	3.0
MAT	122	Finite College Mathematics	3.0
Second Semester			
ACC	102	Accounting Principles II	3.0
ACC	124	Individual Tax Procedures	3.0
Summer Term			
ACC	230	Cost Accounting I	3.0
BAF	260	Financial Management	3.0
Third Semester			
ACC	150	Payroll Accounting	3.0
ACC	201	Intermediate Accounting I	3.0
Fourth Semester			
ACC	202	Intermediate Accounting II	3.0
ACC	240	Computerized Accounting	3.0
		Total Credit Hours	**33.0**

Associate in Business
Major in Administrative Office Technology

By developing skills in typing, word processing, spreadsheet applications and transcription, the Administrative Office Technology graduate can provide a service necessary to the efficient operation of every business, industry and agency. Actual 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 a concentration in the field of work in which they are most interested. The student may choose legal, accounting, medical, medical coding or Spanish concentration.

Day Program – 5 Semesters

First Semester			**Credits**
AOT	105	Keyboarding	3.0
AOT	134	Office Communications	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
ECO	101	Basic Economics	3.0
ENG	101	English Composition I	3.0
PSY	103	Human Relations	3.0
Summer Term			
AOT	165	Information Processing Software	3.0
IST	281	Presentation Graphics	3.0
Elective			3.0 or 4.0
Third Semester			
AOT	120	Introduction to Machine Transcription	3.0
AOT	251	Administrative Systems and Procedures	3.0
CPT	274	Advanced Microcomputer Spreadsheets	3.0
SPC	205	Public Speaking	3.0
Elective		Humanities/Fine Arts	3.0
Fourth Semester			
AOT	161	Records Management	3.0
AOT	270	SCWE in Administrative Professional	
CPT	272	Advanced Microcomputer Data Base	3.0
		Technology	3.0
Elective			3.0 or 5.0
		Total Credit Hours	**63.0 or 65.0**

Accounting Concentration

Day Program – 5 Semesters

First Semester			**Credits**
AOT	105	Keyboarding	3.0
AOT	134	Office Communications	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
ECO	101	Basic Economics	3.0
ENG	101	English Composition I	3.0
PSY	103	Human Relations	3.0
Summer Term			
ACC	102	Accounting Principles II	3.0
AOT	165	Information Processing Software	3.0
IST	281	Presentation Graphics	3.0
Third Semester			
AOT	120	Introduction to Machine Transcription	3.0
AOT	251	Administrative Systems & Procedures	3.0
CPT	274	Advanced Microcomputer Spreadsheets	3.0
SPC	205	Public Speaking	3.0
Elective		Humanities/Fine Arts	3.0
Fourth Semester			
ACC	240	Computerized Accounting	3.0
AOT	161	Records Management	3.0
AOT	270	SCWE in Administrative Professional Technology	3.0
CPT	272	Advanced Microcomputer Data Base	3.0
		Total Credit Hours	**63.0**

Legal Concentration

Day Program – 5 Semesters

First Semester			**Credits**
AOT	105	Keyboarding	3.0
AOT	134	Office Communications	3.0
CPT	101	Introduction to Computers	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
Second Semester			
BUS	121	Business Law I	3.0
ECO	101	Basic Economics	3.0
ENG	101	English Composition I	3.0
PSY	103	Human Relations	3.0
Summer Term			
AOT	165	Information Processing Software	3.0
IST	281	Presentation Graphics	3.0
Elective		Humanities/Fine Arts	3.0
Third Semester			
ACC	101	Accounting Principles I	3.0
AOT	120	Introduction to Machine Transcription	3.0
AOT	251	Administrative Systems & Procedures	3.0
CPT	274	Advanced Microcomputer Spreadsheets	3.0
CRJ	120	Constitutional Law	3.0
Fourth Semester			
AOT	161	Records Management	3.0
AOT	270	SCWE in Administrative Professional Technology	3.0
CPT	272	Advanced Microcomputer Data Base	3.0
SPC	205	Public Speaking	3.0
		Total Credit Hours	**63.0**

Medical Concentration

Day Program – 5 Semesters

First Semester			**Credits**
AOT	105	Keyboarding	3.0
AOT	134	Office Communications	3.0
CPT	101	Introduction to Computers	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
Second Semester			
AHS	102	Medical Terminology	3.0
ECO	101	Basic Economics	3.0
ENG	101	English Composition I	3.0
PSY	103	Human Relations	3.0
Summer Term			
AOT	165	Information Processing Software	3.0
IST	281	Presentation Graphics	3.0
Elective		Humanities/Fine Arts	3.0
Third Semester			
ACC	101	Accounting Principles I	3.0
AOT	120	Introduction to Machine Transcription	3.0
AOT	251	Administrative Systems & Procedures	3.0
CPT	274	Advanced Microcomputer Spreadsheets	3.0
SPC	205	Public Speaking	3.0
Fourth Semester			
AOT	161	Records Management	3.0
AOT	212	Medical Document Production	3.0
AOT	270	SCWE in Administrative Professional Technology	3.0
CPT	272	Advanced Microcomputer Data Base	3.0
		Total Credit Hours	**63.0**

Spanish Concentration

Day Program – 5 Semesters

First Semester			**Credits**
AOT	105	Keyboarding	3.0
AOT	134	Office Communications	3.0
CPT	101	Introduction to Computers	3.0
ENG	165	Professional Communications	3.0
SPA	101	Elementary Spanish I	4.0
Second Semester			
AOT	165	Information Processing Software	3.0
ECO	101	Basic Economics	3.0
ENG	101	English Composition I	3.0
MAT	155	Contemporary Mathematics	3.0
SPA	102	Elementary Spanish II	4.0
Summer Term			
CPT	274	Advanced Microcomputer Spreadsheets	3.0
IST	281	Presentation Graphics	3.0
Elective		Humanities/Fine Arts	3.0
Third Semester			
ACC	101	Accounting Principles I	3.0
AOT	120	Introduction to Machine Transcription	3.0
AOT	251	Administrative Systems & Procedures	3.0
SPC	205	Public Speaking	3.0
Fourth Semester			
AOT	161	Records Management	3.0
AOT	270	SCWE in Administrative Professional Technology	3.0
CPT	272	Advanced Microcomputer Data Base	3.0
PSY	103	Human Relations	3.0
		Total Credit Hours	**65.0**

Medical Coding Concentration

Day Program – 5 Semesters

First Semester			**Credits**
AOT	105	Keyboarding	3.0
AOT	134	Office Communications	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
AHS	102	Medical Terminology	3.0
ECO	101	Basic Economics	3.0
ENG	101	English Composition I	3.0
PSY	103	Human Relations	3.0
Summer Term			
AOT	165	Information Processing Software	3.0
IST	281	Presentation Graphics	3.0
Elective		Humanities/Fine Arts	3.0
Third Semester			
AOT	120	Introduction to Machine Transcription	3.0
AOT	251	Administrative Systems & Procedures	3.0
CPT	274	Advanced Microcomputer Spreadsheets	3.0
SPC	205	Public Speaking	3.0
Fourth Semester			
AHS	118	Medical Coding and Insurance	5.0
AOT	161	Records Management	3.0
AOT	270	SCWE in Administrative Professional Technology	3.0
CPT	272	Advanced Microcomputer Data Base	3.0
		Total Credit Hours	**65.0**

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 position.

Day Program – 3 Semesters

First Semester			**Credits**
AOT	105	Keyboarding	3.0
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
MGT	101	Principles of Management	3.0
Second Semester			
ACC	101	Accounting Principles I	3.0
AOT	161	Records Management	3.0
CPT	274	Advanced Microcomputer Spreadsheets	3.0
Summer Term			
AOT	165	Information Processing Software	3.0
CPT	272	Advanced Microcomputer Data Base	3.0
IST	281	Presentation Graphics	3.0
		Total Credit Hours	**30.0**

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**
AOT	105	Keyboarding	3.0
ARV	110	Computer Graphics I	3.0
BUS	210	Introduction to E-Commerce in Business	3.0
CPT	101	Introduction to Computers	3.0
CPT	114	Computers and Programming	3.0

Second Semester

AOT	165	Information Processing Software	3.0
CPT	272	Advanced Microcomputer Data Base	3.0
CPT	274	Advanced Microcomputer Spreadsheets	3.0
IST	281	Presentation Graphics	3.0
MKT	240	Advertising	3.0
		Total Credit Hours	**30.0**

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 82 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
AOT	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**
ARV	110	Computer Graphics I	3.0
ARV	120	Drawing	3.0
ARV	121	Design	3.0
CGC	106	Typography I	3.0
AOT	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**

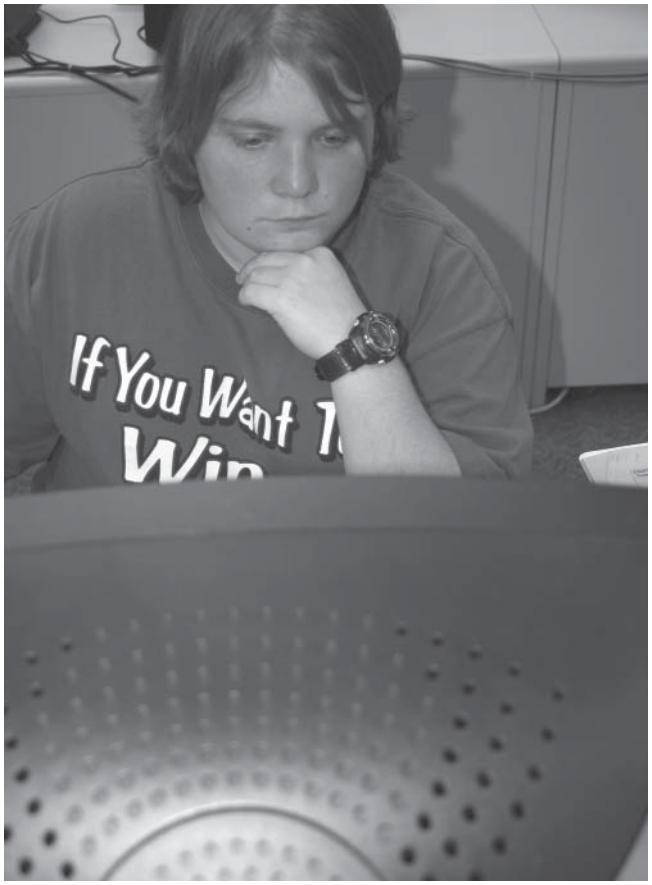


Illustration Certificate

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**
ARV	110	Computer Graphics I	3.0
ARV	120	Drawing	3.0
ARV	121	Design	3.0
CGC	106	Typography I	3.0
AOT	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 as well as enhance and manipulate photographs digitally using the latest in software applications. Beginning, intermediate and advanced photography classes are offered, in addition to core courses.

Day or Evening Program – 3 Semesters

First Semester			**Credits**
AOT	105	Keyboarding	3.0
ARV	110	Computer Graphics I	3.0
ARV	114	Photography I	3.0
ARV	121	Design	3.0
CGC	106	Typography	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. MAT 101 or equivalent placement score required.

Day or Evening Program - 3 Semesters

First Semester			**Credits**
ARV	105	Overview of Interior Design	2.0
ARV	106	Theory of Color	1.0
ARV	143	Space Planning, Furniture Layouts and Accessories	2.0
ARV	172	Fundamentals of Blueprint Reading	1.0
ARV	190	Trends in Interior Design	1.0
		Approved Elective	3.0
Second Semester			
ARV	140	American & European Furniture	2.0
ARV	142	Kitchen and Bath Design	1.0
ARV	160	Visual Concepts	1.0
ARV	165	Visual Presentation	1.0
ARV	173	Building Construction	1.0
ARV	180	Floors, Windows and Walls	3.0
ARV	181	Interior Lighting	1.0
Summer Term			
ARV	141	Textiles (Fiber to Fabric)	1.0
ARV	150	Studio I	1.0
ARV	151	Studio II	2.0
ARV	182	Exterior Living Design	1.0
ARV	201	Client Relations	1.0
ARV	274	Interior Design Practicum	2.0
CPT	101	Introduction to Computers **or** ART 101 Art History and Appreciation	3.0
		Total Credit Hours	**31.0**

Associate In Business
Major In Funeral Service

The Funeral Service Education program at Piedmont Technical College, is accredited by the American Board of Funeral Service Education (ABFSE), 3432 Ashland Avenue, Suite U, St. Joseph, MO 64506, (816) 223-3747 (www.abfse.org). Candidates for the associate's degree or the certificate in Funeral Service Education must meet the requirements for graduation of the college. In addition, students enrolled in the Funeral Service Education program leading to the associate's degree or the certificate must progress in meeting the requirements of their program according to the following policy:

1. Students must complete all Funeral Service Education classes, and BIO 230, with grades of "C" or better.
2. Students may repeat a specific Funeral Service Education course or BIO 230 one time to achieve a grade of "C" or better. Students who need to repeat a Funeral Service Education course or BIO 230 are required to submit an appeal to the Funeral Service Education department.
3. Students must have acceptable health status that allows required performance within the practicum or clinical environment. Students must inform the Funeral Service Education program of any pre-existing conditions that could interfere with completion of the embalming practicum class.
4. All students must take the National Board Exam before graduating.
5. All potential students will have to meet with a Funeral Service Education faculty member prior to entering into the Funeral Service Education program.
6. All potential students must submit a "Statement of Intent" before enrolling in their first Funeral Service Education course. A statement of intent is a written report describing why the student wants to be a funeral service professional.
7. Students are expected to dress business casual for class and business attire for guest speakers and field trips. The Funeral Service Education department requires students to wear shirts that can be purchased through this department along with khaki/ dress pants.
8. Understanding all students cannot attend full-time and graduate in two years, the Funeral Service Education department will allow students up to three years to complete the program before they must begin repeating classes.
9. Students must complete their general education requirements before consideration into the Funeral Service Education program.
10. If the student plans on working in South Carolina, they are allowed to complete their two-year aprenticeship concurrently while attending Piedmont Technical College.
11. Students must obtain a Student Permit from the South Carolina State Board of Funeral Service prior to enrolling into the Funeral Service Education program. Failure to obtain the Student Permit will limit your ability to complete certain classes within the program.

***Please see PTC Web site for the most current information.**

General Aims and Objectives of Funeral Service

Aims:

Piedmont Technical College and the Funeral Service Education program have as its central aim recognition of the importance of funeral service education personnel as:

1. members of a human service profession;
2. members of the community in which they serve;
3. participants in the relationship between bereaved families and those engaged in the funeral service profession;
4. professionals knowledgeable of and compliant with federal, state, provincial/territorial and local regulatory guidelines (in the geographic area where they practice) as well as
5. professionals sensitive to the responsibility for public health, safety and welfare in caring for human remains.

Objectives:

- to enlarge the background and knowledge of students about the funeral service profession.
- to educate students in every phase of funeral service and help enable them to develop the proficiency and skills necessary for the profession, as defined in the Preamble above.
- to educate students concerning the responsibilities of the funeral service profession to the community at large.
- to emphasize high standards of ethical conduct.
- to provide a curriculum at the post-secondary level of instruction.
- to encourage student and faculty research in the field of funeral service.

Health Requirements. Students enrolled in Funeral Service Education courses are required to provide evidence of annual tuberculosis screenings and evidence of vaccination against tetanus within the last 10 years. Students shall have on file prior to entry into the practicum courses or clinical work, one or more of the following: Hepatitis B virus (HBV) immunization record or antibody titer showing a positive antigen response to HBV. Students are not eligible to participate in the practicum or clinical works until this information is completed and on file.

Transportation to practicum sites. Each student is responsible for transportation to and from any practicum or clinical sites.

Attendance requirements. The Funeral Service Education program adheres to the college's attendance policy. In addition, students are expected to attend all practicum activities. Make-up time for missed practicum experiences will be determined at the discretion of the faculty and availability of practicum facilities. Faculty may require withdrawal of any student who has missed sufficient practice to prevent completion of the practicum objectives.

Day/Evening Program – 5 Semesters

First Semester			Credits
ACC	101	Accounting Principles I	3.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
MGT	120	Small Business Management	3.0

Second Semester			
HIS	101	Western Civilization to 1689	3.0
MAT	155	Contemporary Mathematics	3.0
SPC	205	Public Speaking	3.0
Elective		Humanities/Fine Arts	3.0

Summer Term			
FSE	101	Introduction to Funeral Service	2.0
FSE	112	Anatomy & Physiology for Funeral Service	3.0
FSE	115	Funeral Services Directing	3.0
FSE	130	Business and Mortuary Law	2.0
FSE	170	Embalming Chemistry	4.0

Third Semester

BIO	230	General Pathology	4.0
FSE	113	Microbiology for Funeral Service	3.0
FSE	131	Funeral Service Ethics, Regulations and Statutes	2.0
FSE	140	Restorative Arts	4.0
FSE	165	Sociology of Funeral Service	2.0

Fourth Semester

FSE	110	Funeral Service Management and Merchandising	3.0
FSE	120	Funeral Counseling	4.0
FSE	150	Embalming I	4.0
FSE	155	Embalming Practicum I	1.0
FSE	250	Funeral Service Projects	2.0
		Total Credit Hours	**67.0**

Funeral Service Education Certificate

This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

This certificate is designed for persons wanting to obtain a South Carolina Funeral Directors' License only. A major requirement for the South Carolina Funeral Directors' License states the following: The student must already possess a bachelor's degree, or have successfully completed sixty (60) semester hours at a regionally accredited college or university, including a minimum of twenty-four (24) semester hours divided among at least four (4) of the following areas: (1) Psychological Sciences; (2) Business; (3) English; (4) Natural/Biological Science; (5) Religion. *See the South Carolina State Board of Funeral Service Statutes and Regulations for complete details of the requirements.*

With all requirements met, the student should be knowledgeable in basic funeral service skills and eligible to sit for the South Carolina Funeral Directors' Exam.

Evening Program – 4 Semesters

First Semester			**Credits**
ACC	101	Accounting Principles I	3.0
ENG	101	English Composition I	3.0
MGT	120	Small Business Management	3.0

Second Semester

FSE	101	Introduction to Funeral Service	2.0
FSE	130	Business and Mortuary Law	2.0
HIS	101	Western Civilization to 1689	3.0

Summer Term

FSE	110	Funeral Services Management and Merchandising	3.0
FSE	131	Funeral Service Ethics, Regulations and Statutes	2.0
FSE	165	Sociology of Funeral Service	2.0

Third Semester

FSE	115	Funeral Services Directing	3.0
FSE	120	Funeral Counseling	4.0
FSE	250	Funeral Service Projects	2.0
		Total Credit Hours	**32.0**

Professional Clay Certificate

The Professional Clay and Advanced Professional Clay certificates are designed to prepare individuals for employment as professional potters or in pottery-related fields. Instruction includes technical knowledge, design skills and marketing and business essentials. Course work will include development of basic and advanced throwing skills with emphasis on form and design.

Day Program – 3 Semesters

First Semester			**Credits**
PCC	110	Introduction to Pottery	7.0
PCC	111	Functional Pottery I	7.0
PCC	112	History of Pottery	1.0
PCC	117	Clay Design	2.0

Second Semester

PCC	210	Functional Pottery II	7.0
PCC	212	Decorative Pottery	7.0
Elective		Professional Clay	2.0

Summer Term

PCC	132	Glaze Theory and Testing	2.0
PCC	213	Craft Enterprise	2.0
PCC	215	Craft Marketing	2.0
		Total Credit Hours	**39.0**

Advanced Professional Clay Certificate

The Professional Clay and Advanced Professional Clay certificates are designed to prepare individuals for employment as professional potters or in pottery-related fields. Instruction includes technical knowledge, design skills and marketing and business essentials. Course work will include development of basic and advanced throwing skills with emphasis on form and design.

Day Program – 2 Semesters

First Semester			**Credits**
PCC	113	Contemporary Pottery	1.0
PCC	116	Pottery Tool Making	2.0
PCC	130	Pottery Production	7.0
PCC	230	Advanced Glaze Testing	2.0

Second Semester

ART	103	Professional Design	2.0
PCC	241	Kiln Design and Construction	2.0
Elective		Professional Clay	2.0
		Total Credit Hours	**18.0**

NURSING AND HEALTH SCIENCE/BIOLOGICAL AND CHEMICAL 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 and simulation lab scenarios.

Students are responsible for their own transportation.

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 a Health Science program 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.

Criminal Record Checks and Drug Screening for Nursing/Health Science Students

Criminal Record Check

As required by the clinical and field placement agencies students in specific programs are required to have a criminal background check. These are conducted by an outside agency at the student's expense. Current fees for these tests are: Criminal Background check - $35.

Pending criminal charges or conviction of any of the following crimes will make the student ineligible for enrollment or participation in clinical/field placement courses:

- Crimes of violence (murder, manslaughter, criminal sexual assault, crimes involving the use of deadly force, simple assault, assault and battery of a high and aggravated nature, assault and battery with intent to kill, criminal domestic violence).
- Crimes occurring within seven years of the application date involving the distribution or use of illegal drugs.
- Crimes occurring within seven years of the application date that involve moral turpitude, breach of trust and identity theft.

Drug Screening

The drug screen will be done on an unannounced basis after classes begin but before clinical/field placement assignments. Prescription medications may be validated by submission of a pharmacy printout of prescribed medications.

The 10 panel urine drug screen will test for:

Cocaine	Marijuana
Opiates/Morphine	Amphetamines
Methamphetamines	Phencyclidine (PCP)
Benzodiazepines (inhalants)	Barbituates
Methadone	MDMA (Ecstasy)

Failure to provide the required urine sample or a test that is positive for any of the identified drug categories will result in immediate dismissal from any curriculum that requires a clinical/field placement component. For Nursing and Health Science students, dismissal because of a positive non-validated drug screen will count as an attempt. The student may seek readmission to the program after one year to repeat the course or progress to another clinical course after they have received a satisfactory negative test result from the authorized college contractor for urinalysis testing. Anyone who is found to have a second positive drug screen will not be admitted to any other Health Science or Nursing program, and will forgo the right to appeal for a third attempt.

If a student tests positive and believes the results to be in error, they may request laboratory analysis or a re-test. Laboratory analysis or re-test will be at the expense of the student.

The results of the criminal background check and the drug screen will be available for review by designated personnel in each clinical/field placement agency. The agency has the right to refuse admission for clinical/field placement based on student background checks and drug screens. Current fee for drug screen is $30.

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 articulated 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 106, 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 advisors to discuss repeating the course.
3. Students may not repeat BIO 106, 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 Dean of Nursing Education or Dean of Health Science.
4. Students must maintain current CPR certification and yearly hospital orientation inservices.
5. Students must 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. Students must maintain acceptable health status that allows required performance within the clinical environment.

7. Admission to any Health Science program is limited to two attempts per program and three attempts in any Nursing and Health Science programs combined.
8. Admission to the new Nursing curriculum effective fall 2007 is limited to two attempts only. Students may have a third attempt in an Allied/Health Science program.

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. Students entering the Nursing program are required to enroll and successfully pass AHS 117 - The Care of Patients - before being admitted to the Nursing curriculum.

Day Program – 2 Semesters

First Semester			**Credits**
AHS	102	Medical Terminology	3.0
BIO	106	Introduction to Human Structure and Function	4.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
Second Semester			
**AHS	117	The Care of Patients **or** ***AHS 205** Ethics and Law for Allied Health Professions	4.0
BIO	210	Anatomy and Physiology I or BIO 102 Biological Science II*	4.0
PSY	201	General Psychology	3.0
Elective****			3.0
		Total Credit Hours	**26/27.0**

*Depending on program requirements
** ADN and PN students must take **AHS 117 – The Care of Patients – 4.0**
Health Science students must take **AHS 205 - Ethics & Law for Allied Health Professionals - 3.0

****Recommended Electives**

COL	103	College Skills	3.0
ENG	102	English Composition II	3.0
MAT	102	Intermediate Algebra	3.0
MAT	120	Probability and Statistics	3.0
SPC	205	Public Speaking	3.0

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 and 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 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).

Health Requirements. Students enrolled in clinical nursing courses are required to provide evidence of annual tuberculosis screening, documentation of positive varicella, rubella, rubeola titers and evidence of vaccination against tetanus within the last 10 years. Students shall have on file prior to entry into clinical courses one or more of the following: Hepatitis B virus (HBV) immunization record or antibody titer showing a positive antigen response to HBV. A current health form and prescription document must be on file at all times while in the clinical nursing courses. Students are not eligible to participate in practice activities at clinical sites until this information is completed and on file.

Transportation to clinical practice sites. Each student should have and maintain a valid driver's license and is responsible for transportation to and from hospitals and other clinical practice sites.

Readmission. A student who has been suspended or has withdrawn from the Nursing program and subsequently readmitted will be subject to the current Nursing program's academic standards and policies and available space in courses.

Attendance requirements. The Nursing program adheres to the college's attendance policy. In addition, students are expected to attend all clinical nursing activities. Make-up time for missed clinical nursing experiences will be determined at the discretion of the faculty and availability of clinical facilities. Faculty may require withdrawal of any student who has missed sufficient practice to prevent completion of clinical objectives.

Application for licensure in professional nursing. Prior to completion of the Nursing program, students are expected to apply for the professional nursing licensing examination, which is administered by the Board of Nursing for South Carolina or its counterpart in the jurisdiction where the student will seek initial employment after graduation (approximate cost is $300). Students in the Nursing program are also bound to conduct themselves according to the professional standards set forth by the American Nurses Association Code for Nurses. Conviction of a crime other than a minor traffic violation could result in ineligibility for professional licensure. Under these circumstances, early notification to the Board of Nursing is recommended to clarify mechanisms related to eligibility determination.

Day Program – 5 Semesters

First Semester			**Credits**
BIO	210	Anatomy and Physiology I	4.0
MAT	102	Intermediate Algebra **or** MAT 120 Probability and Statistics	3.0
NUR	106	Pharmacologic Basics in Nursing Practice	2.0
NUR	134	Beginning Nursing Skills	5.0

Second Semester

BIO	211	Anatomy and Physiology II	4.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
NUR	150	Chronic Health Problems	6.0

Third Semester

NUR	158	Health Promotion for Families I	4.0
NUR	159	Nursing Care Management II	6.0
PSY	201	General Psychology	3.0

Fourth Semester

ENG	102	English Composition II	3.0
NUR	208	Health Promotion for Families II	4.0
NUR	214	Mental Health Nursing	4.0
NUR	216	Nursing Seminar	1.0

Fifth Semester

NUR	219	Nursing Management and Leadership	4.0
NUR	265	Nursing Concepts and Clinical Practice II	6.0
Elective		Humanities/Fine Arts	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 current South Carolina licenses in practical nursing. If applicable, students taking NUR 201 (Transition Nursing) must complete this course with a grade of "C" or better to progress. Upon meeting all requirements, students will be placed into the curriculum as second year ADN students.

Courses			Credits
NUR	201	Transition Nursing	3.0
NUR	208	Health Promotions for Families II	4.0
NUR	214	Mental Health Nursing	4.0
NUR	216	Nursing Seminar	1.0
NUR	219	Nursing Management and Leadership	4.0
NUR	265	Nursing Concepts and Clinical Practice II	6.0

*LPNs that graduate from PTC prior to fall 2007 or remain out of school for more than one year after graduation, or are graduates of other practical nursing programs, must successfully complete NUR 201 with a grade of "C" or better.

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 **22.0**

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 health care provider. 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 Board of Nursing for S.C.

Health Requirements. Students enrolled in clinical nursing courses are required to provide evidence of annual tuberculosis screening, documentation of positive varicella, rubella, rubeola titers and evidence of vaccination against tetanus within the last 10 years. Students shall have on file prior to entry into clinical courses one or more of the following: Hepatitis B virus (HBV) immunization record or antibody titer showing a positive antigen response to HBV. A current health form and prescription document must be on file at all times while in the clinical nursing courses. Students are not eligible to participate in practice activities at clinical sites until this information is completed and on file.

Transportation to clinical practice sites. Each student should have a valid driver's license and is responsible for transportation to and from hospitals and other clinical practice sites.

Readmission. A student who has been suspended or has withdrawn from the Nursing program and subsequently readmitted will be subject to the current Nursing programs academic standards and policies and available space in courses.

Attendance requirements. The Nursing program adheres to the college's attendance policy. In addition, students are expected to attend all clinical nursing activities. Make-up time for missed clinical nursing experiences will be determined at the discretion of the faculty and availability of clinical facilities. Faculty may require withdrawal of any student who has missed sufficient practice to prevent completion of clinical objectives.

Application for licensure in professional nursing. Prior to completion of the Nursing program, students are expected to apply for the professional nursing licensing examination, which is administered by the Board of Nursing for South Carolina or its counterpart in the jurisdiction where the student will seek initial employment after graduation (approximate cost is $300). Students in the Nursing program are also bound to conduct themselves according to the professional standards set forth by the American Nurses Association Code for Nurses. Conviction of a crime other than a minor traffic violation could result in ineligibility for professional licensure. Under these circumstances, early notification to the Board of Nursing is recommended to clarify mechanisms related to eligibility determination.

Day Program – 3 Semesters

First Semester			Credits
BIO	210	Anatomy and Physiology I	4.0
MAT	102	Intermediate Algebra or MAT 120 Probability and Statistics	3.0
NUR	106	Pharmacologic Basics in Nursing Practice	2.0
NUR	134	Beginning Nursing Skills	5.0

Second Semester

BIO	211	Anatomy and Physiology II	4.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
NUR	150	Chronic Health Problems	6.0

Third Semester

NUR	158	Health Promotion for Families I	4.0
NUR	159	Nursing Care Management II	6.0
PSY	201	General Psychology	3.0

Total Credit Hours **43.0**

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
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	175	Applied Radiography III	5.0
RAD	201	Radiation Biology	2.0
RAD	205	Radiographic Pathology	2.0

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
Elective		Humanities/Fine Arts	3.0

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 diagnosis, 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, management 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**
AHS	106	Cardiopulmonary Resuscitation	1.0
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
RES	160	Clinical I	1.0

Second Semester

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

RES	141	Respiratory Skills III	3.0
RES	152	Clinical Applications II	3.0
RES	206	Respiratory Care for the Gerontological Patient	2.0
RES	246	Respiratory Pharmacology	2.0

Third Semester

ENG	101	English Composition I	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	220	Hemodynamic Monitoring	1.0
RES	232	Respiratory Therapeutics	2.0
RES	244	Advanced Respiratory Skills I	4.0
RES	274	Advanced Clinical Practice	4.0
Elective		Humanites/Fine Arts	3.0

Summer Term

RES	207	Management in Respiratory Care	2.0
RES	249	Comprehensive Applications	2.0
RES	275	Advanced Clinical Practice	5.0

Total Credit Hours **84.0**

Basic Emergency Medical Technician Certificate

This is the entry-level program for students who wish to be affiliated with an Emergency Medical Service system in South Carolina. Students who successfully complete this basic EMT program are eligible to take the National Registry examination. The EMT-B candidate must be at least 18 years old, possess a high school diploma or GED, have completed or at least initiated the Hepatitis B vaccination series, be mentally and physically capable of performing the skills, and have no felony convictions.

Day or Evening Program - 1 Semester

			Credits
AHS	102	Medical Terminology	3.0
AHS	106	Cardiopulmonary Resuscitation	1.0
AHS	205	Medical Law and Ethics	3.0
BIO	106	Introduction to Human Structure and Function	4.0
EMS	101	Emergency Care for First Responder	3.0
EMS	110	Basic Emergency Medical Care	5.0
		Total Credit Hours	**19.0**

Pharmacy Technician Certificate

Pharmacy Technicians are health care professionals who assist the pharmacist in a retail environment in providing quality health care in a community pharmacy setting. Students will acquire knowledge related to uses, actions, and side effects of prescription and over-the-counter medications. Inventory techniques, proper verification of prescriptions for completeness, labeling and proper use of auxiliary labels are topics that will be emphasized. Administrative and communication skills will be stressed. In order to be credentialed as a State Certified Pharmacy Technician the student must earn the Pharmacy Technician certificate, work 1,000 hours as a Registered Pharmacy Technician, and have passed the Pharmacy Technician Certification Exam (PTCE) administered by the Pharmacy Technician Certification Board (PTCB).The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814 (301) 657-3000, (**www.ashp.org**).

Day Program – 2 Semesters

First Semester			**Credits**
PHM	101	Introduction to Pharmacy	3.0
PHM	113	Pharmacy Technician Math	3.0
PHM	114	Therapeutic Agents I	3.0
PHM	152	Pharmacy Technician Practicum I	2.0
Second Semester			
PHM	110	Pharmacy Practice	4.0
PHM	124	Therapeutic Agents II	3.0
PHM	164	Pharmacy Technician Practicum II	4.0
		Total Credit Hours	**22.0**

Pharmacy Technician Diploma

Graduates of the Pharmacy Technician diploma program are health care professionals who assist the pharmacist in a hospital or clinical setting to provide quality health care related to medication administration in an institutional setting. In addition to the skills acquired to become a Pharmacy Technician, students will learn to read medication orders, mix parenteral medications, assemble unit-doses of medications, and prepare 24-hour patient medication carts. Students will also learn proper labeling for oral and parenteral medications. In order to become a State Certified Pharmacy Technician, the student must earn the Pharmacy Technician Diploma, work 1,000 hours as a Registered Pharmacy Technician, and pass the Pharmacy Technician Certification Exam (PTCE) administered by the Pharmacy Technician Certification Board (PTCB). The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814 (301) 657-3000, (**www.ashp.org**).

Day Program – 3 Semesters

First Semester			**Credits**
AHS	106	Cardiopulmonary Resuscitation	1.0
MAT	102	Intermediate Algebra	3.0
PHM	101	Introduction to Pharmacy	3.0
PHM	113	Pharmacy Technician Math	3.0
PHM	114	Therapeutic Agents I	3.0
PHM	152	Pharmacy Technician Practicum I	2.0
PHM	202	Pharmacological Anatomy and Physiology	4.0
Second Semester			
AHS	102	Medical Terminology	3.0
AHS	116	Patient Care Relations	3.0
CPT	101	Introduction to Computers	3.0
PHM	110	Pharmacy Practice	4.0
PHM	124	Therapeutic Agents II	3.0
PHM	164	Pharmacy Technician Practicum II	4.0
Summer Term			
ENG	101	English Composition I	3.0
PHM	105	Chemistry for the Pharmacy Technician	4.0
PHM	118	Community Pharmacy Seminar	1.0
PHM	173	Pharmacy Technician Practicum III	3.0
		Total Credit Hours	**50.0**

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**

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 Technologist (CST).

Graduates of the program have an opportunity to pursue an Associate's degree in Occupational Technology with a major in General Technology.

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

The surgical suite 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 operating rooms, labor and delivery, central sterile processing, surgical assisting and emergency departments. Surgical technologists may elect to join organ procurement teams, medical sales, cardiac cath labs or product research.

The Surgical Technology program is accredited by the Accreditation Review Committee for Surgical Technology, 6 W. Dry Creek Circle, Suite 210, Littleton, CO 80120, (303) 694-9262.

Day Program – 3 Semesters

First Semester			**Credits**
AHS	102	Medical Terminology	3.0
BIO	210	Anatomy and 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	126	Principles of Surgical Pharmacology	1.0
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	**48.0**

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.

Graduates of the program have an opportunity to pursue an Associate's degree in Occupational Technology with a major in General Technology.

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 trustworthy 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 program is accredited by the Commission on Accreditation of Allied Health Education Programs (**www.caahep.org**) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistant Endowment (AAMAE). Commission on Accreditation of Allied Health Programs: 1361 Park Street, Clearwater, Florida 33756, (727) 210-2350. Students enrolled in this program must be enrolled on a full-time basis.

Day Program – 3 Semesters

Fall 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	2.0
MED	114	Medical Assisting Clinical Procedures	4.0
MED	131	Administrative Skills of the Medical Office I	2.0
Spring 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	115	Medical Office Lab Procedures I	4.0
MED	118	Pharmacology for the Medical Assistant	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	3.0
PSY	201	General Psychology	3.0
		Total Credit Hours	**52.0**

Medical Coding/Billing Certificate

Medical Coding is the process of assigning formal, standardized codes to diagnoses and procedures performed and identified by physicians. The standardized codes make it possible for health care providers to receive accurate and timely financial reimbursements from insurance companies and government programs such as Medicare.

Medical coders are the individuals who spend much of their time working with medical records and documents. They are responsible for identifying diagnostic and procedural information and converting this information into standardized numerical codes that can be electronically processed for reimbursement by third party players.

Medical coders interact daily with a variety of health care professionals to ensure that accurate and timely financial reimbursements occur. It is highly recommended that Medical coders seek national certification.

Day Program – 2 Semesters

First Semester			**Credits**
AHS	102	Medical Terminology	3.0
AHS	116	Patient Care Relations	3.0
AHS	171	Introduction to Medical Coding	4.0
CPT	101	Introduction to Computers	3.0

Second Semester

AHS	106	Cardiopulmonary Resuscitation	1.0
AHS	172	Medical Coding and Classification	5.0
AHS	173	Medical Coding Special Topics	2.0
AHS	174	Medical Coding Practicum	3.0
		Total Credit Hours	**24.0**

Health Science Transfer Certificate

This certificate provides the general education competencies students need as a basis on which to build technical knowledge and skills in a variety of health care careers. By working closely with an advisor, students can select options in Occupational Therapy Assistant, Medical Laboratory Technology, Physical Therapy Assistant, Dental Hygiene or Medical Laboratory Technology. Successful completion of the core certificate and the selected advising option will qualify students to be considered for a One-Plus-One program leading to an associate's degree at Greenville Technical College.

Day Program – 2 Semesters

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

**BIO 210 and BIO 211 will substitute for BIO 216 in Medical Laboratory Technician*
***MAT 120 required for Dental Hygiene*

Second Semester

BIO	211*	Anatomy and Physiology II	4.0
ENG	102	English Composition II	3.0
PSY	201	General Psychology	3.0
SPC	205	Public Speaking	3.0
		Total Credit Hours	**26.0**

***The core courses are required for all advising options.**

Occupational Therapy Advising Option

Piedmont Technical College offers the first year (Phase I) of 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 at Greenville Tech. The OTA student must complete 20 observation hours during Phase I. Phase II covers the Occupational Therapy Assistant content and can be taken only on the Greenville Technical College campus.

			Credits
AHS	102	Medical Terminology	3.0
PHI	105	Introduction to Logic **or** PHI 110 Ethics **or** SPA 101 Elementary Spanish	3.0 or 4.0
PSY	212	Abnormal Psychology	3.0
		Total Credit Hours	**9.0 or 10.0**

Medical Laboratory Technology Advising Option

Piedmont Technical College offers the first year (Phase I) of the associate's degree Medical Laboratory 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. There 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.

Because Medical Laboratory Technology is a one-year curriculum, it is imperative that all course work be taken in sequence for students to successfully complete the program in one academic year. Curriculum progress is dependent on students successfully completing all courses each semester, leading to the culmination of the clinical component of the curriculum in the third semester where all didactic concepts are applied.

			Credits
CHM	100	Introductory Chemistry	4.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**7.0**

**The combination of CHM 110 and CHM 111 will substitute for CHM 105.*

Physical Therapy Assistant Advising Option

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 the Physical Therapy Assistant content and can be taken only on the Greenville Technical College campus.

			Credits
AHS	102	Medical Terminology	3.0
PSY	203	Human Growth and Development	3.0
SPA	101	Elementary Spanish	4.0
		Total Credit Hours	**10.0**

Dental Hygiene Advising Option

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 240 (Nutrition) are Phase I courses that must be taken at Greenville Technical College in the third semester. Phase II covers the dental hygiene content and can be taken only on the Greenville Technical College campus. It is recommended that students complete more than 15 volunteer hours in a dental office.

Students may choose not to take PHI 110, but are required to take SOC 101, plus a college transfer course.

			Credits
AHS	102	Medical Terminology	3.0
BIO	225	Microbiology	4.0
PHI	110	Ethics	3.0
		Total Credit Hours	**10.0**

Health Information Management Advising Option

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. 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 the Health Information Management content and must be taken on the Greenville Technical College Greer campus.

			Credits
AHS	102	Medical Terminology	3.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**6.0**

Massage Therapy Certificate

Massage Therapy is one of the fastest growing professions in the health care field. There is an ever increasing acceptance of massage as a holistic approach to health care and health maintenance.

A balance of academic knowledge, technical expertise, manual dexterity and ethical concepts prepare Massage Therapists to practice as health care professionals who are capable of addressing specific health issues and working in conjunction with other health care professionals.

Massage Therapists are prepared to deliver therapeutic massage which involves manipulation of the soft tissue structure of the body to prevent and alleviate pain, discomfort, muscle spasms and stress. Therapeutic massage also improves functioning of the circulatory, lymphatic and nervous systems and may improve the rate at which the body recovers from injury and illness. Massage has many forms, including Swedish, prenatal, clinical neuro muscular therapy and sports massage.

Day Program – 3 Semesters

First Semester			**Credits**
AHS	106	Cardiopulmonary Resuscitation	1.0
BIO	109	Basic Anatomy and Physiological Concepts	4.0
MTH	120	Introduction to Massage	4.0
MTH	121	Principles of Massage I	4.0
MTH	123	Massage Clinical I	3.0
Second Semester			
MTH	113	Essentials of Anatomy and Physiology for Massage Therapy	3.0
MTH	122	Principles of Massage II	4.0
MTH	126	Pathology for Massage Therapy	2.0
MTH	128	Clinical Applications of Massage	4.0
Summer Term			
MTH	124	Massage Business Applications	3.0
MTH	127	Principles of Massage III	3.0
MTH	131	Clinical Applications of Massage II	4.0
MTH	132	Massage Therapy Seminar	1.0
		Total Credit Hours	**40.0**

Veterinary Technology Certificate

The American Veterinary Medical Association recognizes the value of veterinary technicians as an integral component of veterinary medicine and urges full utilization of veterinary technicians. The Veterinary Technician curriculum will prepare individuals to become a vital member of the professional health care team caring for small and large animals in conjunction with the veterinarian.

Day Program - 3 Semesters

First Semester			**Credits**
MAT	102	Intermediate Algebra	3.0
VET	101	Animal Breeds and Husbandry	3.0
VET	103	Veterinary Medical Terminology	2.0
VET	104	Veterinary Anatomy and Physiology	3.0
VET	105	Orientation to Veterinary Technology	1.0
Second Semester			
BIO	115	Basic Microbiology	3.0
ENG	101	English Composition I	3.0
VET	116	Radiology and Parisitology	3.0
VET	140	Veterinary Pharmacology	2.0
VET	142	Veterinary Anesthesia	3.0
VET	160	Clinical Techniques II	3.0
Summer Term			
PSY	201	General Psychology	3.0
VET	150	Clinical Techniques I	3.0
VET	180	Preceptorship	2.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**40.0**

Biotechnology Certificate

The Biotechnology certificate is a One-Plus-One program with Greenville Technical College. Phase I at Piedmont Technical College includes all of the general education and related course work. Upon completion of all Phase I courses, qualified students may apply to Greenville Tech for Phase II courses for the associate's degree in Health Science, with a major in Biotechnology. Phase II is only available at Greenville Tech's Barton Campus. Research internships are required in Phase II and may require travel outside the Greenville/Greenwood area. Students are expected to be able to travel to those assignments.

The complete Biotechnology program prepares students to work under the supervision of a laboratory manager as a lab technician. The program will provide practical, hands-on learning and familiarity with cutting edge techniques, technologies and equipment. Students gain a working knowledge of molecular biology, recombinant DNA, immunology, protein purification and tissue culture, both through classroom lectures and laboratory learning experiences.

Day Program - 2 Semesters

First Semester			**Credits**
BIO	101	Biological Science I	4.0
CHM	110	College Chemistry I	4.0
ENG	101	English Composition I	3.0
SPC	205	Public Speaking	3.0
Elective		Humanities/Fine Arts	3.0
Second Semester			
BTN	101	Introduction to Biotechnical Engineering	3.0
BTN	103	Introduction to Biotechnical and Lab Rotation I	4.0
CHM	111	College Chemistry II	4.0
CPT	101	Introduction to Computers	3.0
MAT	120	Probability and Statistics	3.0
		Total Credit Hours	**34.0**

Associate in Health Science
Major in Cardiovascular Technology

The Cardiovascular Technologist is a health care professional who, at the direction of a licensed physician, performs diagnostic tests which are used in the diagnosis, treatment, and serial follow-up of patients with cardiovascular disease. Cardiovascular Technology is a title used to describe two basic areas of expertise: Invasive Cardiology and Non-invasive Cardiology.

Invasive Cardiology utilizes highly sophisticated equipment to perform procedures on patients for diagnostic and interventional treatment of cardiovascular diseases as part of the cardiac catherization team. The Invasive Technologists assists a qualified cardiologist in all aspects of the cardiac catherization.

Non-invasive Cardiology utilizes ultrasound to perform diagnostic examinations on patients. The Non-invasive Technologist will utilize state-of-the-art equipment to recognize, calculate, interpret and analyze hemodynamic data derived from the cardiac study.

Day Program – 6 Semesters

First Semester			**Credits**
AHS	102	Medical Terminology	3.0
BIO	210	Anatomy and Physiology I	4.0
ENG	101	English Composition	3.0
MAT	102	Intermediate Algebra	3.0
PSY	201	General Psychology	3.0
Second Semester			
AHS	112	Chemistry for Health Science	4.0
BIO	211	Anatomy and Physiology II	4.0
CVT	101	Introduction to Cardiovascular	2.0
CVT	102	Cardiac and Vascular Pathophysiology	3.0
Summer Term			
AHS	106	Cardiopulmonary Resuscitation	1.0
CVT	103	Cardiovascular Pharmacology	3.0
CVT	120	Invasive Cardiology I	3.0
CVT	140	Non-Invasive Cardiology I	3.0
Second Year-Non-Invasive Track			
Third Semester			
AHS	178	Health Science Physics & Medical Instrumentation	4.0
CVT	104	Cardiovascular Patient Assessment	3.0
CVT	141	Non-Invasive Cardiology II	3.0
CVT	142	Non-Invasive Cardiology Clinical I	5.0
Fourth Semester			
CVT	105	Cardiovascular Rehabilitation and Prevention	3.0
CVT	143	Non-Invasive Cardiology III	3.0
CVT	144	Non-Invasive Cardiology Clinical II	5.0
Elective		Humanites/Fine Arts	3.0
Summer Term			
CVT	145	Non-Invasive Cardiology Clinical III	6.0
CVT	146	Non-Invasive Cardiology Special Topics	2.0

Second Year-Invasive Track

Third Semester			
AHS	178	Health Science Physics & Medical Instrumentation	4.0
CVT	104	Cardiovascular Patient Assessment	3.0
CVT	121	Invasive Cardiology II	3.0
CVT	122	Invasive Cardiology Clinical I	5.0
Fourth Semester			
CVT	105	Cardiovascular Rehabilitation and Prevention	3.0
CVT	123	Invasive Cardiology III	3.0
CVT	124	Invasive Cardiology Clinical II	5.0
Elective		Humanites/Fine Arts	3.0
Summer Term			
CVT	125	Invasive Cardiology Clinical III	6.0
CVT	126	Invasive Cardiology Special Topics	2.0
		Total Credit Hours	**76.0**

Patient Care Technology Certificate

Because health care is changing at an unprecedented pace, new or varied approaches to patient care delivery are emerging. One such approach is the use of multi-skilled individuals known as Patient Care Technicians (PCT), who are a part of the health care team. Graduates of the program will be qualified to work under the supervision of licensed professional personnel and alongside other health care providers in a variety of settings. Graduates will hold Certified Nursing Assistant certification. Employment opportunities are available in hospitals, clinics, rehabilitation centers, long term care and assisted living facilities.

In addition to basic patient care skills, the PCT curriculum includes medical and surgical asepsis, basic anatomy and physiology, cardiac monitoring, electrocardiography, phlebotomy, clerical skills related to patient care and professional and interpersonal concepts. The program consists of classroom/lab instruction as well as supervised/preceptor clinical activities.

Diversity, challenge, autonomy, professional growth and flexible work schedules are just a few of many rewards which a PCT can enjoy. The Patient Care Technician can experience personal satisfaction from providing a valuable service and develop strong rapport with patients and professionals. A Patient Care Technician certificate can be the beginning pathway to other health care professions.

Day Program – 2 Semesters

First Semester			**Credits**
AHS	102	Medical Terminology	3.0
AHS	106	Cardiopulmonary Resuscitation	1.0
AHS	136	Basic Anatomy and Physiology	3.0
AHS	139	Principles of Expanded Patient Care	7.0
AHS	141	Phlebotomy for the Health Care Provider	3.0
Second Semester			
AHS	116	Patient Care Relations	3.0
AHS	175	Multi-Skilled Clinical Practicum	4.0
AHS	176	Patient Care Clerical Principle	4.0
CPT	101	Introduction to Computers	3.0
		Total Credit Hours	**31.0**

Associate in Health Science
Major in Veterinary Technology

The field of Veterinary Technology is one of the fastest growing animal health professions. The Veterinary Technology program at Piedmont Technical College serves a need for qualified Veterinary Technicians in the mid-state area. The Veterinary Technician works under the supervision of a licensed veterinarian in a variety of employment settings. The veterinary technician plays a critical role in animal health and the veterinary medical team. The specialized training received will allow the graduate to seek employment in such areas as clinical medicine, laboratory animal medicine, emergency medicine, pharmaceutical sales, food inspection and government agencies.

Day Program - 5 Semesters

First Semester			**Credits**
BIO	102	Biological Science II	4.0
ENG	101	English Composition I	3.0
VET	101	Animal Breeds and Husbandry	3.0
VET	103	Veterinary Medical Terminology	2.0
VET	104	Veterinary Anatomy and Physiology	3.0
VET	105	Orientation to Veterinary Technology	1.0
Second Semester			
BIO	115	Basic Microbiology	3.0
MAT	102	Intermediate Algebra	3.0
VET	109	Veterinary Parasitology	2.0
VET	117	Animal Nutrition	2.0
VET	140	Veterinary Pharmacology	2.0
VET	150	Clinical Techniques I	3.0
Summer Term			
PSY	201	General Psychology	3.0
VET	152	Clinical Pathology	4.0
VET	180	Preceptorship	2.0
VET	215	Laboratory Animal Medicine	3.0
Third Semester			
VET	160	Clinical Techniques II	3.0
VET	181	Preceptorship II	3.0
VET	201	Diseases and Zoonosis	4.0
VET	207	Large Animal Clinical Practice	3.0
VET	260	Clinical Techniques IV	3.0
Elective		Humanities/Fine Arts	3.0
Fourth Semester			
VET	170	Veterinary Technician Externship	6.0
VET	240	Office Management and Client Education	3.0
VET	250	Clinical Techniques III	3.0
VET	270	Advanced Medical Care	3.0
VET	280	Senior Seminar	1.0
		Total Credit Hours	**77.0**

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 is designed to prepare professionally-educated and competent criminal justice practitioners for careers within the criminal justice system. Generally, three groups of students are served: individuals seeking employment in public or private agencies upon completion of the two-year degree; practitioners furthering their education for personal fulfillment or professional advancement; and those intending to pursue advanced studies in criminal justice, criminology or sociology at four-year institutions.

The program examines a broad spectrum of criminal justice concepts and theories, including criminology, ethics, law, evidence and procedure, corrections, juveniles, as well as general education courses. Near the end of the degree program, students will complete a criminal justice internship. The internship program is designed to give students practical application exposure and an opportunity to interact with criminal justice professionals. This internship allows students to directly observe and experience connections between criminal justice theory and practice. Students are required to have an acceptable background check. A criminal record could make you ineligible for enrollment or participation in a cooperative work experience creating an inability to graduate from the program.

Students may be eligible for transfer credit from professional training courses and other institutions of higher learning. For specific information and consideration of transfer credit, contact a criminal justice advisor and request an official copy of your transcript of course work be sent to the college.

Day Program – 5 Semesters

First Semester			**Credits**
CPT	101	Introduction to Computers	3.0
CRJ	101	Introduction to Criminal Justice	3.0
CRJ	222	Ethics in Criminal Justice	3.0
ENG	165	Professional Communications **or** ENG 101 English Composition I	3.0
SOC	101	Introduction to Sociology	3.0

Second Semester

CRJ	125	Criminology	3.0
CRJ	140	Criminal Justice Report Writing	3.0
CRJ	242	Correctional Systems	3.0
ENG	101	English Composition I **or** ENG 102 English Composition II	3.0
MAT	155	Contemporary Mathematics	3.0

Summer Term

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

Third Semester

CRJ	115	Criminal Law I	3.0
CRJ	120	Constitutional Law	3.0
PSY	230	Interviewing Techniques	3.0
SOC	210	Juvenile Delinquency	3.0
Elective		CRJ, ECD, HUS, PSY or SOC	3.0

Fourth Semester

CRJ	236	Criminal Evidence	3.0
CRJ	250	Criminal Justice Internship I	3.0
PSY	201	General Psychology	3.0
Elective		CRJ, ECD, HUS, PSY or SOC	3.0
Humanities		SPA 101, SPA 102 OR SPA 105	3.0 or 4.0

Total Credit Hours **66.0 or 67.0**

Evening Program – 6 Semesters

First Semester			**Credits**
CPT	101	Introduction to Computers	3.0
CRJ	101	Introduction to Criminal Justice	3.0
CRJ	222	Ethics in Criminal Justice	3.0
ENG	165	Professional Communications **or** ENG 101 English Composition I	3.0

Second Semester

CRJ	140	Criminal Justice Report Writing	3.0
ENG	101	English Composition I **or** ENG 102 English Composition II	3.0
MAT	155	Contemporary Mathematics	3.0
SOC	210	Juvenile Delinquency	3.0

Summer Term

CRJ	120	Constitutional Law	3.0
SOC	101	Introduction to Sociology	3.0
Elective		CRJ, ECD, HUS, PSY or SOC	3.0

Third Semester

CRJ	125	Criminology	3.0
CRJ	236	Criminal Evidence	3.0
CRJ	242	Correctional Systems	3.0
Elective		CRJ, ECD, HUS, PSY or SOC	3.0

Fourth Semester

CRJ	115	Criminal Law I	3.0
CRJ	250	Criminal Justice Internship I	3.0
PSY	230	Interviewing Techniques	3.0
Humanities		SPA 101, SPA 102 or SPA 105	3.0 or 4.0

Summer Term

PSY	201	General Psychology	3.0
Elective		CRJ, ECD, HUS, PSY or SOC	3.0
Elective		CRJ, ECD, HUS, PSY or SOC	3.0
		Total Credit Hours	**66.0 or 67.0**

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

Basic Officer Training

This program is designed to prepare officers for successful completion of the South Carolina Criminal Justice Academy/SCDC Training. The program includes an overview of the criminal justice system and the roles and responsibilities of a professional officer. Students will focus on application skills such as report writing, interviewing techniques, legal and field skills. Special emphasis will be placed on ethics and conduct of the criminal justice professional.

Day or Evening Program - 2 Semesters **Credits**

First Semester

CRJ	101	Introduction to Criminal Justice	3.0
CRJ	222	Ethics in Criminal Justice	3.0
CRJ	263	Academy Preparatory Training	1.0

Second Semester

CRJ	140	Criminal Justice Report Writing	3.0
PSY	230	Interviewing	3.0
		Total Credit Hours	**13.0**

Associate in Public Service
Major in Human Services

The Human Services major is ideal for students considering a career in human services, as well as for students who already have experience in human services. Students new to the field will gain an excellent foundation in theory and practice related to human services and will have the opportunity to gain hands-on experience through practicums and field-based learning options. Students already experienced in human services, can use and build upon their work experiences while acquiring new knowledge, skills and the direction needed to move into new or more advanced positions in the field.

The program prepares students to work in diverse settings such as group homes, correctional, mental retardation and mental health settings; family, child and youth service agencies and programs concerned with alcoholism, drug abuse, family violence and aging. Near the end of the degree program, students will complete two supervised field placements. These placements are designed to give students an opportunity for practical applications of theories and concepts they are learning in the classroom. Students are required to have an acceptable background check. A criminal record could make you ineligible for enrollment or participation in a cooperative work experience creating an inability to graduate from the program.

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	155	Contemporary Mathematics	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
Humanities		SPA 101, SPA 102 or SPA 105	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		CRJ, ECD, HUS, PSY or SOC	3.0

Fourth Semester

HUS	151	Supervised Field Placement II	3.0
HUS	209	Case Management	3.0
PSY	235	Group Dynamics	3.0
Elective			3.0
Elective			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
MAT	155	Contemporary Mathematics	3.0
PSY	201	General Psychology	3.0

Second Semester

ENG	101	English Composition I **or**	
		ENG 102 English Composition II	3.0
PSY	105	Personal/Interpersonal Psychology	3.0
PSY	203	Human Growth and Development	3.0
Elective		CRJ, ECD, HUS, PSY or SOC	3.0

Summer Term

CPT	101	Introduction to Computers	3.0
SOC	101	Introduction to Sociology	3.0
Humanities		SPA 101, SPA 102 or SPA 105	3.0

Third Semester

PSY	218	Behavior Modification	3.0
PSY	230	Interviewing Techniques	3.0
Elective		CRJ, ECD, HUS, PSY or SOC	3.0
Elective		CRJ, ECD, HUS, PSY or SOC	3.0

Fourth Semester

HUS	150	Supervised Field Placement I	3.0
HUS	209	Case Management	3.0
PSY	235	Group Dynamics	3.0
Elective		CRJ, ECD, HUS, PSY or SOC	3.0

Summer Term

HUS	151	Supervised Field Placement II	3.0
Elective			3.0
Elective			3.0

Total Credit Hours **66.0 or 67.0**

Major in Human Services
Instructional Assistant Concentration

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.

Near the end of the degree program, students will complete two supervised field placements. These placements are designed to give students an opportunity for practical applications of theories and concepts they are learning in the classroom. Students are required to have an acceptable criminal background check. A criminal record could make you ineligible for enrollment of participation in a cooperative work experience creating an inability to graduate from the program.

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	155	Contemporary Mathematics	3.0
PSY	201	General Psychology	3.0
PSY	105	Personal/Interpersonal 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
HUS	134	Activity Therapy	3.0
PSY	203	Human Growth and Development	3.0
SOC	101	Introduction to Sociology	3.0

Summer Term

SPC	205	Public Speaking	3.0
Humanities		SPA 101, SPA 102 or SPA 105	3.0

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	209	Case Management	3.0
PSY	210	Educational Psychology	3.0
PSY	235	Group Dynamics	3.0
SOC	220	Sociology of the Family	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
MAT	155	Contemporary Mathematics	3.0
PSY	201	General Psychology	3.0

Second Semester

ENG	101	English Composition I **or** ENG 102 English Composition II	3.0
HUS	134	Activity Therapy	3.0
PSY	105	Personal/Interpersonal Psychology	3.0
PSY	203	Human Growth and Development	3.0

Summer Term

CPT	101	Introduction to Computers	3.0
SOC	101	Introduction to Sociology	3.0
Humanities		SPA 101, SPA 102 or SPA 105	3.0

Third Semester

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	150	Supervised Field Placement I	3.0
HUS	209	Case Management	3.0
PSY	235	Group Dynamics	3.0
SOC	220	Sociology of the Family	3.0

Summer Term

HUS	151	Supervised Field Placement II	3.0
PSY	210	Educational Psychology	3.0
SPC	205	Public Speaking	3.0

Total Credit Hours **66.0 or 67.0**

Special Needs and Disabilities Assistant Certificate

This certificate offers basic instruction in the provision of services to special needs and disabled clients in a supervised environment.

Day Program - 2 Semesters			**Credits**
Fall Semester			
HUS	134	Activity Therapy	3.0
PSY	215	Psychology of the Mentally Retarded	3.0
PSY	218	Behavior Modification	3.0
Spring Semester			
HUS	209	Case Management	3.0
PSY	212	Abnormal Psychology	3.0
PSY	235	Group Dynamics	3.0
		Total Credit Hours	**18.0**

Associate in Public Service
Major in Early Care and Education

The Early Care and Education program offers a combination of classroom instruction and supervised, hands-on experience that prepares students for direct entry into the field of Early Childhood Education and Care in positions such as child care director, assistant director, preschool teacher, child care teacher, infant-toddler caregiver, Head Start teacher, elementary or special education aide, and before or after school teacher.

To succeed in the Early Care and Education program, a student should enjoy children, have patience, possess excellent communication skills with adults and children, enjoy creative activities, have decision-making skills, be able to spend long lengths of time being actively involved with children, and have a strong work ethic.

The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Students complete two supervised field experiences and are required to have a current acceptable criminal background check. A criminal record could make you ineligible for enrollment or participation in a supervised field experience, creating an inability to graduate from the program. Persons who have been convicted of a felony offense are not employable in the child care field. The Associate in Public Service, Early Care and Education is accredited by the National Association for the Education of Young Children, 1313 L. Street N.W., Suite 500, Washington, D.C., 20005-4101, (202) 232-8777 (**www.naeyc.org**).

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	131	Language Arts	3.0
ECD	132	Creative Experiences	3.0
ECD	203	Growth and Development II	3.0
ECD	243	Supervised Field Experience I	3.0
MAT	155	Contemporary Mathematics	3.0
Summer Term			
Elective		CRJ, ECD, HUS, PSY or SOC	3.0
Elective		CRJ, ECD, HUS, PSY or SOC	3.0
Third Semester			
ECD	105	Guidance-Classroom Management	3.0
ECD	133	Science and Math Concepts	3.0
ECD	237	Methods and Materials	3.0
ECD	244	Supervised Field Experience II	3.0
PSY	201	General Psychology	3.0
Fourth Semester			
ECD	107	Exceptional Children	3.0
ECD	108	Family and Community Relations	3.0
ECD	201	Principles of Ethics and Leadership in Early Care and Education	3.0
SPC	205	Public Speaking	3.0
Humanities		SPA 101, SPA 102 or SPA 105	3.0
		Total Credit Hours	**66.0 or 67.0**

Evening Program – 6 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
ENG	101	English Composition I	3.0
Second Semester			
ECD	131	Language Arts	3.0
ECD	132	Creative Experiences	3.0
ECD	203	Growth and Development II	3.0
ECD	243	Supervised Field Experience I	3.0
Summer Term			
CPT	101	Introduction to Computers	3.0
MAT	155	Contemporary Mathematics	3.0
Elective		CRJ, ECD, HUS, PSY or SOC	3.0
Third Semester			
ECD	105	Guidance-Classroom Management	3.0
ECD	133	Science and Math Concepts	3.0
ECD	237	Methods and Materials	3.0
PSY	201	General Psychology	3.0
Fourth Semester			
ECD	107	Exceptional Children	3.0
ECD	108	Family and Community Relations	3.0
ECD	201	Principles of Ethics and Leadership in Early Care and Education	3.0
SPC	205	Public Speaking	3.0
Summer Term			
ECD	244	Supervised Field Experience II	3.0
Humanities		SPA 101, SPA 102 or SPA 105	3.0
Elective		CRJ, ECD, HUS, PSY or SOC	3.0
		Total Credit Hours	**66.0 or 67.0**

Associate in Public Service
Major in Early Care and Education
Infant/Toddler Care Concentration

Day Program – 5 Semesters

Fall 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
Spring Semester			
ECD	131	Language Arts	3.0
ECD	132	Creative Experiences	3.0
ECD	251	Supervised Field Experiences in Infant/Toddler Environment	3.0
MAT	155	Contemporary Mathematics	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
Fall Semester			
ECD	200	Curriculum Issues in Infant and Toddler Development	3.0
ECD	205	Socialization and Group Care of Infants and Toddlers	3.0
ECD	246	Designing Quality Infant and Toddler Environments	3.0
ECD	244	Supervised Field Experience II	3.0
PSY	201	General Psychology	3.0
Spring Semester			
ECD	108	Community and Family Relations	3.0
ECD	201	Principles and Ethics in Leadership in Early Care and Education	3.0
SPC	205	Public Speaking	3.0
Humanities		SPA 101, SPA 102 or SPA 105	3.0
		Total Credit Hours	**66.0 or 67.0**

Evening Program – 6 Semesters

Fall 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
ENG	101	English Composition I	3.0
Spring Semester			
ECD	131	Language Arts	3.0
ECD	132	Creative Experiences	3.0
ECD	251	Supervised Field Experiences in Infant/Toddler Experiences	3.0
Elective		CRJ, ECD, HUS, PSY or SOC	3.0
Summer Term			
CPT	101	Introduction to Computers	3.0
MAT	155	Contemporary Mathematics	3.0
Elective		CRJ, ECD, HUS, PSY or SOC	3.0
Fall Semester			
ECD	200	Curriculum Issues in Infant and Toddler Development	3.0
ECD	205	Socialization and Group Care of Infants and Toddlers	3.0
ECD	246	Designing Quality Infant and Toddler Development	3.0
PSY	201	General Psychology	3.0
Spring Semester			
ECD	108	Community and Family Relations	3.0
ECD	201	Principles of Ethics and Leadership in Early Care and Education	3.0
SPC	205	Public Speaking	3.0
Elective		CRJ, ECD, HUS, PSY or SOC	3.0
Summer Term			
ECD	244	Supervised Field Experience II	3.0
Humanities		SPA 101, SPA 102 or SPA 105	3.0
Elective		CRJ, ECD, HUS, PSY or SOC	3.0
		Total Credit Hours	**66.0 or 67.0**

Early Childhood Development Certificate

Students in Early Childhood 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. Students in this program will be required to undergo a criminal background check and a 10-week panel drug screen before clinical/field placement.

Day Program – 3 Semesters

First Semester			**Credits**
ECD	101	Introduction to Early Childhood	3.0
ECD	133	Science and Math Concepts	3.0
ECD	135	Health, Safety and Nutrition	3.0
ECD	237	Methods & Materials	3.0
Second Semester			
ECD	108	Family & Community Relations	3.0
ECD	131	Language Arts	3.0
ECD	132	Creative Experiences	3.0
ECD	243	Supervised Field Experience I	3.0
Summer Term			
ECD	105	Guidance-Classroom Management	3.0
ECD	203	Growth and Development II	3.0
		Total Credit Hours	**30.0**

Infant/Toddler Certificate

The Infant Toddler Certificate equates good care with trained caregivers who are preparing themselves and the environment so that infants can learn. For care to be good, it must explore ways to help caregivers get "in tune" with each infant they serve and learn from the individual what he or she needs, thinks and feels. Infant care should be based on relationship planning – not lesson planning.

This program helps caregivers design environments that ensure safety, offer infants appropriate developmental challenges, and promote optimum health for children. Equally important is the strengthening of the child's developing family and cultural identity by making meaningful connections between child care and the child's family or culture. Students in this program will be required to undergo a criminal background check and a 10-week panel drug screen before clinical/field placement.

Day Program – 3 Semesters

First Semester			**Credits**
ECD	101	Introduction to Early Childhood	3.0
ECD	135	Health, Safety and Nutrition	3.0
ECD	200	Curriculum Issues in Infant and Toddler Development	3.0
ECD	246	Designing Quality Infant & Toddler Environments	3.0
Second Semester			
ECD	108	Community and Family Relations	3.0
ECD	131	Language Arts	3.0
ECD	132	Creative Experiences	3.0
ECD	251	Supervised Field Experiences in Infant/Toddler Environment	3.0
Summer Term			
ECD	102	Growth and Development I	3.0
ECD	205	Socialization and Group Care of Infants and Toddlers	3.0
		Total Credit Hours	**30.0**

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 field. Engineering Technology students are required to have a graphing electronic calculator – Texas Instruments Model TI-83.

Students who are planning to transfer to a four-year college or university should schedule an appointment with the college's transfer coordinator for assistance. Entrance requirements for transfer students vary widely among senior colleges and universities. It is also recommended that the student contact the college or university they plan to attend for additional transfer information.

Project Lead the Way

Piedmont Technical College will accept Project Lead the Way (PLTW) courses for credits in the student's Engineering Technology major. Certain conditions apply, and students should meet with their program advisor for further information.

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 (ABET), 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	130	Engineering Technology Applications and Programming	3.0
EGT	151	Introduction to CAD **or** EGT 152 Fundamentals of CAD	3.0
ENG	101	English Composition I	3.0
MAT	110	College Algebra	3.0
Second Semester			
EET	112	A.C. Circuits	4.0
ENG	102	English Composition II **or** ENG 165 Professional Communications	3.0
MAT	111	College Trigonometry	3.0
PHY	201	Physics I	4.0
PSY	103	Human Relations **or** PSY 201 General Psychology	3.0
Summer Term			
EET	131	Active Devices	4.0
PHY	202	Physics II	4.0
EET	145	Digital Circuits	4.0
Third Semester			
EET	141	Electronic Circuits	4.0
EET	231	Industrial Electronics	4.0
EET	233	Control Systems	4.0
MAT	130	Elementary Calculus **or** MAT 140 Analytical Geometry and Calculus I (4.0)	3.0
Fourth Semester			
EET	235	Programmable Controllers	3.0
EET	243	Data Communications	3.0
EET	251	Microprocessor Fundamentals	4.0
EET	273	Electronics Senior Project	1.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**74.0 or 75.0**

Evening Program – 8 Semesters

First Semester			Credits
EET	111	D.C. Circuits	4.0
EGT	151	Introduction to CAD **or** EGT 152 Fundamentals of CAD	3.0
MAT	110	College Algebra	3.0
Second Semester			
EET	112	A.C. Circuits	4.0
ENG	101	English Composition I	3.0
MAT	111	College Trigonometry	3.0
Summer Term			
EET	145	Digital Circuits	4.0
PHY	201	Physics I	4.0
Third Semester			
EET	131	Active Devices	4.0
ENG	102	English Composition II **or** ENG 165 Professional Communications	3.0
Elective		Humanities/Fine Arts	3.0

Fourth Semester

EET	141	Electronic Circuits	4.0
EGR	130	Engineering Technology Applications and Programming	3.0
PHY	202	Physics II	4.0

Summer Term

EET	231	Industrial Electronics	4.0
EET	233	Control Systems	4.0

Fifth Semester

EET	243	Data Communications	3.0
EET	251	Microprocessor Fundamentals	4.0
MAT	130	Elementary Calculus **or** MAT 140 Analytical Geometry and Calculus I (4.0)	3.0

Sixth Semester

EET	235	Programmable Controllers	3.0
EET	273	Electronics Senior Project	1.0
PSY	103	Human Relations **or** PSY 201 General Psychology	3.0

Total Credit Hours **74.0 or 75.0**

Associate in Engineering Technology

Major in Engineering Graphics Technology

(With Computer-Aided Drafting)

All phases of manufacturing or construction require the conversion of new ideas and design concepts into the basic line language of computer- aided drafting (CAD). Therefore, there are many areas (civil, mechanical, electrical, architectural and industrial) in which the skills of the CAD technicians 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 CAD systems, the selection and design of architectural and mechanical systems. 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	130	Engineering Technology Applications and Programming	3.0
EGT	110	Engineering Graphics I	4.0
EGT	151	Introduction to CAD	3.0
ENG	101	English Composition I	3.0
MAT	110	College Algebra	3.0

Second Semester

EGT	115	Engineering Graphics II	4.0
EGT	125	Descriptive Geometry	2.0
ENG	102	English Composition II **or** ENG 165 Professional Communications	3.0
MAT	111	College Trigonometry	3.0
PHY	201	Physics I	4.0

Summer Term

EGR	175	Manufacturing Processes	3.0
EGT	155	Intermediate CAD	2.0
EGT	251	Principles of CAD	3.0
PHY	202	Physics II	4.0

Third Semester

CIM	131	Computer Integrated Manufacturing or AET 101 Building Systems I	3.0
EGR	170	Engineering Materials	3.0
EGT	225	Architectural Drawing Applications	4.0
EGT	252	Advanced CAD	3.0
MAT	130	Elementary Calculus **or** MAT 140 Analytical Geometry and Calculus I (4.0)	3.0

Fourth Semester

EGR	194	Statics and Strength of Materials	4.0
EGT	215	Mechanical Drawing Applications	4.0
PSY	103	Human Relations **or** PSY 201 General Psychology	3.0
Elective		Humanities/Fine Arts	3.0

Total Credit Hours **74.0 or 75.0**

Evening Program – 8 Semesters

First Semester			**Credits**
EGT	110	Engineering Graphics I	4.0
EGT	151	Introduction to CAD	3.0
MAT	110	College Algebra	3.0

Second Semester

EGT	115	Engineering Graphics II	4.0
EGT	125	Descriptive Geometry	2.0
MAT	111	College Trigonometry	3.0

Summer Term

EGT	155	Intermediate CAD	2.0
ENG	101	English Composition I	3.0
Elective		Humanities/Fine Arts	3.0

Third Semester

EGR	175	Manufacturing Processes	3.0
ENG	102	English Composition II **or** ENG 165 Professional Communications	3.0
PHY	201	Physics I	4.0

Fourth Semester

EGR	130	Engineering Technology Applications and Programming	3.0
EGR	170	Engineering Materials	3.0
PHY	202	Physics II	4.0

Summer Term

EGR	194	Statics and Strength of Materials	4.0
EGT	251	Principles of CAD	3.0

Fifth Semester

CIM	131	Computer Integrated Manufacturing **or** AET 101 Building Systems I	3.0
EGT	225	Architectural Drawing Applications	4.0
MAT	130	Elementary Calculus **or** MAT 140 Analytical Geometry and Calculus I (4.0)	3.0

Sixth Semester

EGT	215	Mechanical Drawing Applications	4.0
EGT	252	Advanced CAD	3.0
PSY	103	Human Relations **or** PSY 201 General Psychology	3.0

Total Credit Hours **74.0 or 75.0**

Computer-Aided Drafting and Design Certificate

This program provides training in basic computer aided drafting and design. Specific skills include emphasis on drawing techniques and CAD in the production of mechanical, electrical, civil, and architectural drawings. Graduates of this program may apply all courses, except MAT 170, toward an associate's degree in Engineering Technology with a major in Engineering Graphics Technology.

Day or Evening Program – 3 Semesters

First Semester			**Credits**
EGT	110	Engineering Graphics I	4.0
EGT	151	Introduction to CAD	3.0
MAT	170	Algebra, Geometry and Trigonometry I	3.0

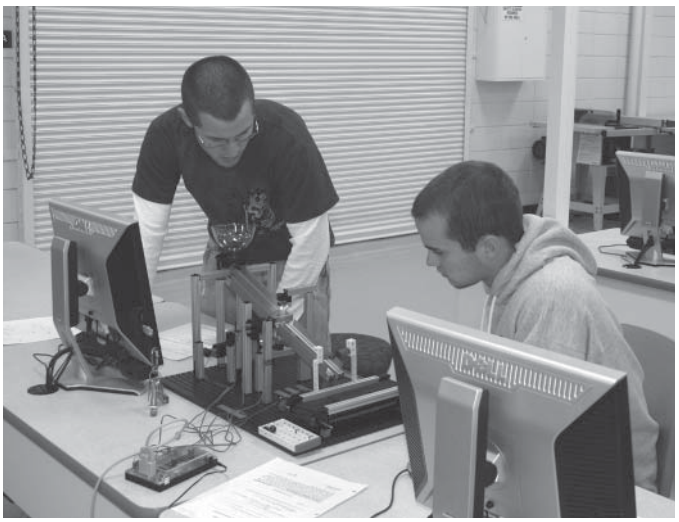
Second Semester

EGT	115	Engineering Graphics II	4.0
EGT	155	Intermediate CAD	2.0
EGT	251	Principles of CAD	3.0

Summer Term

EGT	252	Advanced CAD	3.0
EGT	215	Mechanical Drawing Applications **or** EGT 225 Architectural Drawing Applications	4.0

Total Credit Hours **26.0**



Associate in Engineering Technology
Major in General Engineering Technology

Many industries are now seeking technicians who have education in the areas of electronics and mechanical systems. This program provides courses in electronics, mechanics and automated systems such as robotics which are related to the needs of modern industry. Students will learn how computers and robotics are used in industry to operate automated manufacturing systems. Students will also learn to program computers, robots, computer numerical control (CNC) machines, programmable logic controllers and automated equipment. Graduates of this program will be able to combine skills and knowledge from both areas of the curriculum to solve industrial problems and keep industries running at peak performance.

Day Program – 5 Semesters

First Semester			**Credits**
EGR	130	Engineering Technology Applications and Programming	3.0
EGT	152	Fundamentals of CAD	3.0
ENG	101	English Composition I	3.0
MAT	110	College Algebra	3.0

Second Semester

EET	113	Electrical Circuits	4.0
ENG	102	English Composition II **or** ENG 165 Professional Communications	3.0
MAT	111	College Trigonometry	3.0
PHY	201	Physics I	4.0

Summer Term

EET	131	Active Devices	4.0
EGR	175	Manufacturing Processes	3.0
PHY	202	Physics II	4.0

Third Semester

CIM	131	Computer Integrated Manufacturing	3.0
EET	140	Digital Electronics	3.0
EET	231	Industrial Electronics	4.0
EGR	194	Statics and Strength of Materials	4.0
MAT	130	Elementary Calculus or MAT 140 Analytical Geometry and Calculus (4.0)	3.0

Fourth Semester

AET	101	Building Systems I	3.0
EGR	184	Problem Based Integrated Technology I	3.0
EET	235	Programmable Controllers	3.0
PSY	103	Human Relations **or** PSY 201 General Psychology	3.0
Elective		Humanities/Fine Arts	3.0

Total Credit Hours **69.0 or 70.0**

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	130	Engineering Technology Applications and Programming	3.0
EGT	110	Engineering Graphics I	4.0
EGT	152	Fundamentals of CAD	3.0
ENG	101	English Composition I	3.0
MAT	110	College Algebra	3.0

Second Semester

EGR	175	Manufacturing Processes	3.0
EET	113	Electrical Circuits I	4.0
ENG	102	English Composition II **or** ENG 165 Professional Communications	3.0
MAT	111	College Trigonometry	3.0
PHY	201	Physics I	4.0

Summer Term

EGR	170	Engineering Materials	3.0
EET	131	Active Devices**	4.0
MET	224	Hydraulics and Pneumatics	3.0
PHY	202	Physics II	4.0

Third Semester

CIM	131	Computer Integrated Manufacturing	3.0
EGR	194	Statics and Strength of Materials	4.0
EET	231	Industrial Electronics**	4.0
MAT	130	Elementary Calculus **or** MAT 140 Analytical Geometry and Calculus I (4.0)	3.0
Elective		Humanities/Fine Arts	3.0

Fourth Semester

MET	213	Dynamics*	3.0
MET	222	Thermodynamics*	4.0
MET	231	Machine Design	4.0
MET	240	Mechanical Senior Project	1.0
PSY	103	Human Relations **or** PSY 201 General Psychology*	3.0

Total Credit Hours *ME electives **71.0 or 72.0**
Total Credit Hours **EME electives **72.0 or 73.0**

Evening Program – 8 Semesters

First Semester			Credits
EGT	110	Engineering Graphics I	4.0
EGT	152	Fundamentals of CAD	3.0
MAT	110	College Algebra	3.0

Second Semester

EET	113	Electrical Circuits I	4.0
ENG	101	English Composition I	3.0
MAT	111	College Trigonometry	3.0

Summer Term

PSY	103	Human Relations or PSY 201 General Psychology	3.0
Elective		Humanities/Fine Arts	3.0

Third Semester

EGR	175	Manufacturing Processes	3.0
ENG	102	English Composition II **or** ENG 165 Professional Communications	3.0
PHY	201	Physics I	4.0

Fourth Semester

EGR	130	Engineering Technology Applications and Programming	3.0
EGR	170	Engineering Materials	3.0
PHY	202	Physics II	4.0

Summer Term

EGR	194	Statics and Strength of Materials	4.0
MET	224	Hydraulics and Pneumatics	3.0

Fifth Semester

CIM	131	Computer Integrated Machinery	3.0
MAT	130	Elementary Calculus **or** MAT 140 Analytical Geometry and Calculus I (4.0)	3.0
MET	213	Dynamics	3.0

Sixth Semester

MET	222	Thermodynamics	4.0
MET	231	Machine Design	4.0
MET	240	Mechanical Senior Project	1.0

Total Credit Hours **71.0 or 72.0**

Total Credit Hours **34.0**

INDUSTRIAL TECHNOLOGY CURRICULA

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 cost 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 80 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	133	Electrical Fundamentals	3.0
MAT	170	Algebra, Geometry & Trigonometry I	3.0
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	131	Electrical Systems	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**

Automotive Fundamentals Certificate

This certificate offers students the understanding of engine, automatic transmission, brake, heating and air conditioning, suspension and steering, and electrical systems fundamentals and diagnosis and repair in these subjects. This certificate will provide the first step toward the achievement of an Automotive Technology associate's degree. The courses will be assessed using applicable NATEF metrics.

Evening Program – 3 Semesters

First Semester			**Credits**
AUT	101	Engine Fundamentals	3.0
AUT	104	Engine Rebuilding	5.0
AUT	133	Electrical Fundamentals	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	131	Electrical Systems	3.0
		Total Credit Hours	**30.0**

Advanced Automotive Fundamentals Certificate

This certificate offers students the understanding of engine performance, automotive electronics, electronic fuel systems, automotive accessories, and advanced engine performance system fundamentals and diagnosis and repair in these subjects. This certificate will be the second step toward the achievement of an Automotive Technology associate's degree. The courses will be assessed using applicable NATEF metrics. The Automotive Fundamentals certificate will be prerequisite to the Advanced Automotive Fundamentals certificate.

Evening Program – 2 Semesters

First Semester			**Credits**
AUT	145	Engine Performance	3.0
AUT	231	Automotive Electronics	4.0
AUT	247	Electronic Fuel Systems	4.0
Second Semester			
AUT	232	Automotive Accessories	2.0
AUT	245	Advanced Engine Performance	5.0
		Total Credit Hours	**18.0**

Associate in Industrial Technology
Major in Building Construction Technology

Concerns 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 Technical College 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 80 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	165	Professional 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 l	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
Elective		Humanities/Fine Arts	3.0
Elective		Social/Behavioral Science	3.0
		Total Credit Hours	**80.0**

Carpentry Certificate

This is a program that is a basic introduction to the construction field. This certificate includes six Building Construction Technology core classes with one elective. It is designed for the person who only wants the basics of carpentry so they can join the exciting world of construction after only two semesters.

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

This certificate gives the student who has some construction experience/background a porthole to the business and management side of the construction industry.

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**

Associate in Industrial Technology

Major in Heating, Ventilation and Air Conditioning Technology

One of the fastestgrowing service occupations, Heating, Ventilation and Air Conditioning, is a field that has seen major changes over the past several 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	105	Tools and Service Techniques I	1.0
ACR	106	Basic Electricity for HVAC/R	4.0
CPT	101	Introduction to Computers	3.0
Second Semester			
ACR	109	Tools and Service Techniques II	2.0
ACR	131	Commercial Refrigeration	4.0
ACR	140	Automatic Controls	3.0
ENG	165	Professional Communications	3.0
MAT	170	Algebra, Geometry & Trigonometry I	3.0
Summer Term			
ACR	122	Principles of Air Conditioning	5.0
ACR	130	Domestic Refrigeration	4.0
ACR	150	Basic Sheet Metal	2.0
Third Semester			
ACR	110	Heating Fundamentals	4.0
ACR	210	Heat Pumps	4.0
ACR	224	Codes and Ordinances	2.0
Elective		Humanities/Fine Arts	3.0
Elective		Behavioral/Social Science	3.0
Fourth Semester			
ACR	220	Advanced Air Conditioning	4.0
ACR	223	Testing and Balancing	3.0
ACR	231	Advanced Refrigeration	4.0
EEM	251	Programmable Controllers	3.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0
		Total Credit Hours	**72.0**

Evening Program – 6 Semesters

First Semester			**Credits**
ACR	101	Fundamentals of Refrigeration	5.0
ACR	105	Tools and Service Techniques I	1.0
ACR	106	Basic Electricity for HVAC/R	4.0
CPT	101	Introduction to Computers	3.0
Second Semester			
ACR	109	Tools and Service Techniques II	2.0
ACR	131	Commercial Refrigeration	4.0
ACR	140	Automatic Controls	3.0
ENG	165	Professional Communications	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	224	Codes and Ordinances	2.0
EEM	251	Programmable Controllers	3.0
MAT	170	Algebra, Geometry & Trigonometry I	3.0
Fourth Semester			
ACR	220	Advanced Air Conditioning	4.0
ACR	223	Testing and Balancing	3.0
ACR	231	Advanced Refrigeration	4.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0
Summer Term			
ACR	130	Domestic Refrigeration	4.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**72.0**

Heating Fundamentals Certificate

The Heating Fundamentals certificate provides students with the theory and hands-on training in the operation of heating and cooling system design and component application. The certificate program will focus on concepts of installation, service repair, preventative maintenance, and start-up of heating and cooling systems.

The students will be required to take the R-410A Certification and the Heat Pump Certification exams.

Heating Fundamentals certificate graduates will have opportunities to work in the industry in one or more of the following areas: service, installation, and repair of gas, oil, and electric heating systems; service, installation, and repair of heat pump systems; and design and installation of air duct systems.

Day or Evening Program – 2 Semesters

First Semester			**Credits**
ACR	110	Heating Fundamentals	4.0
ACR	210	Heat Pumps	4.0
ACR	224	Codes and Ordinances	2.0
Second Semester			
ACR	220	Advanced Air Conditioning	4.0
ACR	223	Testing and Balancing	3.0
EEM	251	Programmable Controller	3.0
		Total Credit Hours	**20.0**

Refrigeration Applications Certificate

The Refrigeration Applications certificate provides students with the theory and hands-on training in the operation of refrigeration system design and component application. The certificate program will focus on installation, start-up, service repair, and preventative maintenance of commercial and domestic refrigeration systems.

The students will be required to take the EPA 608 Refrigerant Handling Certification, Light Commercial Refrigeration Certification and the Electrical Certification exams.

Refrigeration Applications graduates will have opportunities to work in the refrigeration industry in one or more of the following areas: service and repair of refrigeration systems; service and repair of domestic refrigeration systems; service and installation of food and vending refrigeration equipment; and service and installation of supermarket equipment.

Day or Evening Program – 3 Semesters

First Semester			**Credits**
ACR	101	Fundamentals of Refrigeration	5.0
ACR	105	Tools and Service Techniques I	1.0
ACR	106	Basic Electricity for HVAC/R	4.0
Second Semester			
ACR	109	Tools and Service Techniques II	2.0
ACR	131	Commercial Refrigeration	4.0
ACR	140	Automatic Controls	3.0
Summer Term			
ACR	122	Principles of Air Conditioning	5.0
ACR	130	Domestic Refrigeration	4.0
ACR	150	Basic Sheet Metal	2.0
Fourth Semester			
ACR	231	Advanced Refrigeration	4.0
		Total Credit Hours	**34.0**

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.

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

Day Program – 6 Semesters

First Semester			**Credits**
EEM	107	Industrial Computer Techniques	2.0
EEM	117	AC/DC Circuits I	4.0
ENG	165	Professional Communications	3.0
MAT	170	Algebra, Geometry & Trigonometry I	3.0
Second Semester			
EEM	140	National Electrical Code	3.0
EEM	200	Semiconductor Devices	4.0
EEM	221	DC/AC Drives	3.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0
Summer Term			
EEM	151	Motor Controls I	4.0
EEM	162	Introduction to Process Control	3.0
EEM	170	Electrical Installation	3.0
Third Semester			
AMT	105	Robotics and Automated Controls I	3.0
EEM	231	Digital Circuits I	3.0
EEM	251	Programmable Controllers	3.0
EEM	273	Advanced Process Control	3.0
Fourth Semester			
EEM	205	Robotics and Automated Controls II	3.0
EEM	235	Power Systems	3.0
EEM	241	Microprocessors I	3.0
EEM	271	Sensors and System Interfacing	2.0
Elective		Humanities/Fine Arts	3.0

Summer Term

EEM	252	Programmable Controllers Applications	3.0
EEM	274	Technical/System Troubleshooting	4.0
Elective		Social/Behavioral Science	3.0

Total Credit Hours **71.0**

Evening Program – 7 Semesters

First Semester			**Credits**
EEM	107	Industrial Computer Techniques	2.0
EEM	117	AC/DC Circuits	4.0
MAT	170	Algebra, Geometry and Trigonometry I	3.0

Second Semester

EEM	140	National Electrical Code	3.0
EEM	200	Semiconductor Devices	4.0
EEM	221	DC/AC Drives	3.0

Summer Term

EEM	151	Motor Controls I	4.0
EEM	162	Introduction to Process Control	3.0
EEM	170	Electrical Installation	3.0

Third Semester

AMT	105	Robotics and Automated Controls I	3.0
EEM	231	Digital Circuits I	3.0
EEM	251	Programmable Controls	3.0
EEM	273	Advanced Process Contol	3.0

Fourth Semester

AMT	105	Robotics and Automated Controls II	3.0
EEM	235	Power Systems	3.0
EEM	241	Microprocessor I	3.0
EEM	271	Sensors and System Interfacing	2.0

Summer Term

EEM	252	Programmable Controllers Applications	3.0
EEM	274	Technical/System Troubleshooting	4.0
Elective		Humanities/Fine Arts	3.0

Fifth Semester

ENG	165	Professional Communications	3.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0
Elective		Social/Behavioral	3.0

Total Credit Hours **71.0**

Electrical Maintenance Technician Certificate

This certificate is designed for people with three years of maintenance experience who are needing certification for their craft, job advancement, or short-term refresher training. All courses within this certificate will be awarded for credit toward an associate's degree in Industrial Electronics Technology and may also be used as the secondary specialty for an associate's degree in General Technology.

Day or Evening Program – 3 Semesters

First Semester			**Credits**
EEM	107	Industrial Computer Techniques	2.0
EEM	117	AC/DC Circuits	4.0
IMT	102	Industrial Safety	2.0

Second Semester

EEM	140	National Electrical Code	3.0
EEM	200	Semiconductor Devices	4.0
EEM	221	DC/AC Drives	3.0

Third Semester

EEM	151	Motor Controls I	4.0
EEM	170	Electrical Installation	3.0
EEM	251	Programmable Controllers	3.0

Total Credit Hours **28.0**

Mechatronics Technology I Certificate

This certificate is designed to prepare students for system approach analysis and troubleshooting on advanced automated equipment and machinery, combining electronic, mechanical, robotic and information system technology found in today's automated manufacturing facilities.

Day or Evening Program – 2 Semesters

First Semester			**Credits**
EEM	117	AC/DC Circuits	4.0
IMT	102	Industrial Safety	2.0
IMT	112	Hand Tool Operations	3.0
IMT	131	Hydraulics and Pneumatics	4.0
MAT	170	Algebra, Geometry, Trigonometry I	3.0

Second Semester

AMT	105	Robotics and Automated Controls I	3.0
EEM	107	Industrial Computer Techniques	2.0
EEM	151	Motor Controls I	4.0
IMT	104	Schematics	2.0
IMT	161	Mechanical Power Applications	4.0

Total Credit Hours **31.0**

Mechatronics Technology II Certificate

This certificate provides advanced studies in Mechatronics. It is designed to prepare students for system approach analysis and troubleshooting on advanced automated equipment and machinery, combining electronic, mechanical, robotic and information system technology found in today's automated manufacturing facilities. Students must complete the Mechatronics Technology I certificate before starting this program.

Day or Evening Program – 2 Semesters

First Semester			**Credits**
AMT	205	Robotics and Automated Controls II	3.0
EEM	251	Programmable Controls	3.0
EEM	201	Electronic Devices I	3.0
IMT	142	Electric Motors	2.0
Second Semester			
EEM	162	Introduction to Process Control	3.0
EEM	252	Programmable Controller Applications	3.0
EEM	271	Sensors and System Interfacing	2.0
EEM	274	Technical/System Troubleshooting	4.0
IMT	170	Statistical Process Control	3.0
		Total Credit Hours	**26.0**

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 or Evening Program – 5 Semesters

First Semester			**Credits**
MAT	170	Algebra, Geometry and Trigonometry I	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 Measurement	2.0
Second Semester			
CPT	169	Industrial Computer Applications	3.0
EEM	105	Basic Electricity	2.0
ENG	165	Professional Communications	3.0
MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0
Summer Term			
MTT	141	Metals and Heat Treatment	3.0
MTT	162	Machine Tool Maintenance Practice	4.0
MTT	175	Innovations in Machining Technology	3.0
WLD	102	Introduction to Welding	2.0
Third Semester			
MAT	171	Algebra, Geometry and Trigonometry II	3.0
MTT	130	Fundamentals of Geometric Dimensions and Tolerancing	2.0
MTT	221	Tool and Diemaking Theory I	3.0
MTT	222	Tool and Diemaking Practice I	4.0
PSY	103	Human Relations	3.0
Fourth Semester			
MTT	223	Tool and Diemaking Theory II	3.0
MTT	224	Tool and Diemaking Practice II	4.0
MTT	253	CNC Programming and Operation	3.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**70.0**

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 82 of this catalog for additional information on the Occupational Technology degree.

Day Program – 3 Semesters

First Semester			**Credits**
MAT	170	Algebra, Geometry and Trigonometry I	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 Measurement	2.0
PSY	103	Human Relations	3.0
Second Semester			
CPT	169	Industrial Computer Applications	3.0
EEM	105	Basic Electricity	2.0
ENG	165	Professional Communications	3.0
MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0
Summer Term			
MTT	141	Metals and Heat Treatment	3.0
MTT	162	Machine Tool Maintenance Practice	4.0
MTT	175	Innovations in Machining Technology	3.0
WLD	102	Introduction to Welding	2.0
		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 Program – 2 Semesters

First Semester			**Credits**
MTT	121	Machine Tool Theory I	3.0
MTT	122	Machine Tool Practice I	4.0
MTT	143	Precision Measurement	2.0
MTT	253	CNC Programming and Operations	3.0
Second Semester			
MTT	120	Machine Tool Print Reading	3.0
MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0
Electives			4.0
		Total Credit Hours	**26.0**

EDM Operations Certificate

This certificate was developed due to the unique nature of the operations and programming of Electric Discharge Machines. Basic machine tool fundamentals will be covered and background knowledge of Computerized Numerical Control machining will also be taught. These classes will provide classroom and hands-on applications necessary in EDM processes.

Day or Evening Program – 2 Semesters

First Semester			**Credits**
MTT	101	Introduction to Machine Tool Application	2.0
MTT	105	Machine Tool Math Applications	3.0
MTT	143	Precision Measurement	2.0
MTT	251	CNC Operations	3.0
Second Semester			
CPT	169	Industrial Computer Applications	3.0
MTT	120	Machine Tool Print Reading	3.0
MTT	259	EDM Programming and Operations	5.0
		Total Credit Hours	**21.0**

Introduction to Gunsmithing Certificate

This certificate will introduce the novice gunsmith to the hand tools, blueprint reading skills, schematic understanding, basic machine tool operations and the nomenclature used in gunsmithing. Emphasis is placed on safety in the shop environment and the completion of gunsmithing related projects from blueprints using hand and machine tools. Upon completion, students should be able to read and work from blueprints and schematics using hand and basic machine tool setups. During the hands-on class, the student will also be working on a final project that will be completed in the second semester of the certificate program. Students in this program will be required to undergo a criminal background check before enrolling.

Day Program – 2 Semesters

First Semester			**Credits**
GSM	101	Gunsmithing I	4.0
GSM	106	Gunsmith Safety	1.0
GSM	120	Basic Stockmaking	3.0
MTT	121	Machine Tool Theory	3.0
MTT	143	Precision Measurements	2.0
Second Semester			
GSM	102	Gunsmithing II	4.0
GSM	105	Gunsmith Welding	2.0
GSM	122	General Repair	3.0
MTT	120	Machine Tool Print Reading	3.0
		Total Credit Hours	**25.0**

Advanced Gunsmithing Certificate

This certificate designed for students who have completed the Introduction to Gunsmithing certificate. Advanced metal finishing, custom barrel fitting, modern stock refurbishing and manufacture, rifle and shotgun trigger and firing mechanisms, design and function of handguns will be the emphasis of this certificate. Safety in the shop environment and the completion of gunsmithing projects using schematics and specialized hand and machine tools will be required. Students should be capable of working on various firearms and understand the procedures required before attempting the specialized work involved. During the hands-on shop class, the student will also be working on a final project that will be completed in the second semester of the certificate program. Upon completion of the certificate, the student should have gained the knowledge and confidence to set up a gunsmithing shop or become employed by a company that requires this type of skill. Students in this program will be required to undergo a criminal background check before enrolling.

Day Program – 2 Semesters

First Semester			**Credits**
GSM	103	Gunsmithing III	4.0
GSM	104	Advanced Gunmetal Finishing	4.0
GSM	121	Barrel Fitting/Alteration	3.0
GSM	220	Rifle Stockmaking	3.0
Second Semester			
GSM	220	Advanced Repair Technology	4.0
GSM	222	Handgun Technology	3.0
GSM	223	Gunsmithing Techniques	3.0
Electives			3.0
		Total Credit Hours	**27.0**

Computerized Numerical Control Certificate

The CNC certificate is designed for the student with a machinist background who desires to learn about the basic operations of CNC (computerized 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 and Trigonometry I	3.0
MTT	101	Introduction to Machine Tool Applications	2.0
MTT	121	Machine Tool Theory I	3.0
MTT	143	Precision Measurements	2.0
MTT	251	CNC Operations	3.0
Second Semester			
CPT	169	Industrial Computer Applications	3.0
EEM	105	Basic Electricity	2.0
MTT	120	Machine Tool Print Reading	3.0
MTT	250	Principles of CNC	3.0
MTT	253	CNC Programming and Operation	3.0
		Total Credit Hours	**27.0**

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. See page 82 of this catalog for additional information on the Occupational Technology degree.

Day Program – 3 Semesters

First Semester			**Credits**
MAT	170	Algebra, Geometry and Trigonometry I	3.0
WLD	103	Print Reading I	1.0
WLD	106	Gas and Arc Welding	4.0
WLD	113	Arc Welding II	4.0
Second Semester			
ENG	165	Professional Communications	3.0
WLD	105	Print Reading II	1.0
WLD	115	Arc Welding III	4.0
WLD	117	Specialized Arc Welding	4.0
Summer Term			
WLD	154	Pipefitting and Welding	4.0
WLD	212	Destructive Testing	2.0
Third Semester			
PSY	103	Human Relations **or** ECO 101 Basic Economics	3.0
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	**42.0**

Evening Program – 5 Semesters

First Semester			**Credits**
MAT	170	Algebra, Geometry and Trigonometry I	3.0
WLD	103	Print Reading I	1.0
WLD	106	Gas and Arc Welding	4.0
WLD	136	Advanced Inert Gas Welding	2.0
Second Semester			
ENG	165	Professional Communications	3.0
WLD	105	Print Reading II	1.0
WLD	113	Arc Welding II	4.0
WLD	212	Destructive Testing	2.0
Summer Term			
WLD	117	Specialized Arc Welding	4.0
Third Semester			
PSY	103	Human Relations **or** ECO 10 Basic Economics	3.0
WLD	208	Advanced Pipe Welding	3.0
WLD	115	Arc Welding III	4.0
Fourth Semester			
WLD	132	Inert Gas Welding Ferrous	4.0
WLD	154	Pipefitting and Welding	4.0
		Total Credit Hours	**42.0**

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**

AGRICULTURE CURRICULA

A wide variety of career opportunities is available to the graduate with an associate's degree in Agriculture. Graduates of the degree may pursue careers in landscape design, implementation and maintenance, as well as nursery operations, professional sports turf, lawn care and allied horticulture operations.

Both the associate's degree and the Horticulture Landscape Management certificate equip students with the latest horticultural technologies and valuable hands-on experience.

Associate in Agriculture
Major in Horticulture Technology

The Associate in Agriculture – Major in Horticulture Technology prepares students for supervisory, middle management and technical positions in horticulture. Graduates of the two-year Horticulture Technology major may pursue careers in landscape design, implementation and maintenance as well as nursery operations, professional sports turf, lawn care and allied horticulture operations.

The Horticulture Technology major equips students with the latest classroom instruction coupled with indispensable hands-on experience. Subject matter includes plant materials, soil, pest control, maintenance, landscape management, landscape construction and implementation. A strong semester of supervised cooperative work experience in horticulture allows students to begin professional development while enrolled at Piedmont Technical College. Motivated students may also take advantage of the 2+2 articulation agreement between Piedmont Technical College and Clemson University's horticulture departments to pursue a bachelor's degree in horticulture or turfgrass.

Day Program – 5 Semesters

First Semester			**Credits**
ENG	165	Professional Communications or ENG 101 English Composition I	3.0
HRT	104	Landscape Design & Implementation	3.0
HRT	110	Plant Form and Function	4.0
HRT	141	Horticulture Pest Control	4.0
Second Semester			
CWE	101	Cooperative Work Experience Preparation	1.0
HRT	105	Landscape Plant Materials	4.0
HRT	260	Horticulture Power Equipment	4.0
MAT	170	Algebra, Geometry and Trigonometry I	3.0
SPA	105	Conversational Spanish	3.0
Summer Term			
HRT	271	SCWE in Horticulture	8.0
Third Semester			
HRT	127	Soil and Water Management	4.0
PSY	103	Human Relations **or** PSY 201 General Psychology	3.0
SPC	205	Public Speaking	3.0
TUF	172	Turf Management I	3.0
Fourth Semester			
ACC	101	Accounting Principles I	3.0
HRT	125	Soils	4.0
HRT	154	Grounds Maintenance	3.0
HRT	253	Landscape Installation	4.0
TUF	252	Turf Management II	3.0
		Total Credit Hours	**67.0**

Note: *Students wishing to transfer to a four-year institution should consult advisor for possible higher level requirements and for other transferable course information.

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, 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 column on page 82 for additional information on the Occupational Technology degree.

Day Program – 3 Semesters

First Semester			**Credits**
CWE	101	Co-op Work Experience Preparation	1.0
HRT	104	Landscape Design & Implementation	3.0
HRT	127	Soil and Water Management	4.0
HRT	141	Horticulture Pest Control	4.0
TUF	172	Turf Management I	3.0
Second Semester			
HRT	105	Landscape Plant Materials	4.0
HRT	125	Soils	4.0
HRT	154	Grounds Maintenance	3.0
HRT	260	Horticulture Power Equipment	4.0
Summer Term			
HRT	271	SCWE in Horticulture	8.0
		Total Credit Hours	**38.0**

Associate in Science

Major in Horticulture and/or Turfgrass Transfer Options

The Associate in Science with a Horticulture and/or Turfgrass Transfer Option emphasis is designed for the student seeking acceptance into Clemson University's bachelor's degree program in Horticulture and/or Turfgrass. This degree path will allow the graduating Piedmont Technical College student eligibility for acceptance into Clemson's Horticulture or Turfgrass Management programs with junior status. Completion of the bachelor's degree with two additional years of study at Clemson University is possible. This path allows the motivated student to take advantage of an arrangement between Piedmont Technical College and Clemson University. This associate's degree alone does not guarantee student's admission to Clemson University's Horticulture or Turfgrass programs. This alignment satisfies 62 Clemson credit hours toward the 120 credit hour B.S. Upon successful completion of the courses below, students will be awarded an Associate in Science from Piedmont Technical College.

Day Program – 5 Semesters

First Semester			**Credits**
ART	101	Art History and Appreciation[1]	3.0
ENG	101	English Composition I	3.0
HRT	104	Landscape Design & Implementation	3.0
HRT	110	Plant Form and Function	4.0
SOC	101	Introduction to Sociology[2]	3.0
Second Semester			
ENG	102	English Composition II	3.0
HRT	260	Horticulture Power Equipment	4.0
MAT	120	Probability and Statistics	3.0
SPA	101	Elementary Spanish I	3.0
Summer Term			
HRT	271	SCWE in Horticulture	8.0
MAT	110	College Algebra[3]	3.0
Third Semester			
BIO	101	Biological Science I	4.0
ENG	201	American Literature[4]	3.0
PSY	201	General Psychology[5]	3.0
SPC	205	Public Speaking	3.0
TUF	172	Turf Management I	3.0
Fourth Semester			
ACC	101	Accounting Principles I	3.0
HRT	125	Soils	4.0
HRT	154	Grounds Maintenance	3.0
MAT	130	Elementary Calculus	3.0
PHY	201	Physics I	4.0
		Total Credit Hours	**73.0**

[1]Optional courses for ART 101: MUS 105
[2]Optional courses for SOC 101: ECO 210, SOC 205, PSC 201, ECO 211
[3]Providing proper documentation, student may exempt out of MAT 110 and enter into MAT 130 (MAT 110 only counts as an elective at Clemson and does not count toward any of the math degree requirements)
[4]Optional courses for ENG 201: ENG 202, 205, 206, 208, 209
See advisor for optional courses to meet Clemson's social science requirement.

Agriculture Education Transfer Option (Associate in Science) Clemson University and Piedmont Technical College

The Agriculture Education Transfer Option emphasis is designed for the student seeking the acceptance into Clemson University's bachelor's degree program in Agriculture Education. This degree path will allow the graduating Piedmont Technical College student eligibility for acceptance into Clemson's Agriculture Education program with junior status. Completion of the bachelor's degree with two additional years of study at Clemson University is possible. This path allows the motivated student to take advantage of an arrangement between Piedmont Technical College and Clemson University. Successful completion of courses alone does not guarantee student's admission to Clemson University's Agriculture Education program. This alignment satisfies 63 Clemson credit hours toward the 124 credit hour B.S. in Agriculture Education. Upon successful completion of the courses below, students will be awarded an Associate in Science from Piedmont Technical College.

Day Program – 5 Semesters

First Semester			**Credits**
BIO	101	Biological Science I	4.0
ENG	101	English Composition I[1]	3.0
HIS	201	American History: Discovery to 1877	3.0
TUF	172	Turf Management I[2]	3.0
Second Semester			
CPT	101	Introduction to Computers	3.0
ENG	102	English Composition II	3.0
HRT	260	Horticulture Power Equipment	4.0
MAT	120	Probability and Statistics	3.0
Summer Term			
CHM	110	College Chemistry I	4.0
MAT	110	College Algebra[3]	3.0
SPC	205	Public Speaking	3.0
Third Semester			
ENG	201	American Literature[4]	3.0
HRT	104	Landscape Design & Implementation	3.0
HRT	110	Plant Form and Function	4.0
MAT	130	Elementary Calculus	3.0
PSY	201	General Psychology	3.0
Fourth Semester			
CHM	111	College Chemistry II	4.0
HRT	125	Soils	4.0
HRT	154	Grounds Maintenance	3.0
SPA	101	Elementary Spanish I	3.0
		Total Credit Hours	**66.0**

[1]English 101 and 102 (6 total credits) transfer into Clemson as a 3-credit English 103.
[2]Regarding TUF 172, student to take 1 hour companion turf lab at Clemson.
[3]Providing proper documentation, student may exempt out of MAT 110 and enter into MAT 130 (MAT 110 is not transferable).
[4]Optional courses for ENG 201: ENG 202, 204, 205, 206, 208.
[5]Optional courses for SPA 105: ART 101, MUS 105.

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
Interior Design
Photography
Horticulture Landscape Management
Welding
Machine Tool
Surgical Technology
Medical Assisting
Pharmacy Technician

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 postsecondary teacher education.

General Education (Minimum) 15 SHC

CPT	101	Introduction to Computers	3.0
ECO	101	Basic Economics **or**	3.0
		PSY 103 Human Relations	
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 Education	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 from 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.

Total Credit Hours 60 - 77

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 110 Accounting for Entrepreneurs 3 SHC
A study of the principles of financial accounting, managerial accounting, taxes, bookkeeping, accounting systems, and record keeping essential to starting and operating a new business enterprise. (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. This course serves as the capstone course for the Accounting program and includes WorkKeys and other assessment measures as appropriate to the profession. 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 105 Tools and Service Techniques I 1 SHC
This course is an introduction to basic uses of tools and service equipment used in installation and repair of HVAC equipment. (0/3)

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 109 Tools and Service Techniques II 2 SHC
This course is an advance study of uses of tools and service equipment used in the installation and repair of HVAC equipment. (1/3)

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 231 Advanced Refrigeration 4 SHC
This course is an in-depth study of commercial and industrial refrigeration equipment. (3/3)

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)

ARCHITECTURAL ENGINEERING TECHNOLOGY (AET)

AET 101 Building Systems I 3 SHC
This course is a study of the fundamental concepts of design and construction techniques in residential, commercial and industrial buildings. This course will also cover civil engineering fundamentals such as site planning and project planning. (2/3)

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 112 Chemistry for Health Science 4 SHC
This course provides a study of chemistry for allied health professions, including the properties and structure of matter, gas laws, acids, bases, salts and solutions. Prerequisite: MAT 102 (3/3)

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. (3/0)

AHS 117 The Care of Patients 4 SHC
This course includes a study of concepts required to assist in nurse assisting. (3/3)

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 136 Essentials of Anatomy and Physiology 3 SHC
This course provides basic anatomical concepts related to each body system for entry-level health care practitioners. (3/0)

AHS 139 Principles of Expanded Patient Care 7 SHC
This course is a study of a broad range of concepts and applications related to patient care, including concepts needed to develop EKG skills. (5/6)

AHS 141 Phlebotomy for the Health Care Provider 3 SHC
This course contains the essential theory, skills, and special procedures required to meet the venipuncture needs in hospitals, clinics, and other health care settings. Corequisite: AHS 139. (3/0)

AHS 142 Phlebotomy 2 SHC
This course is a study of phlebotomy procedures utilized in clinical facilities and physicians' offices. Prerequisites: AHS 141 Corequisites: AHS 175, AHS 176. (0/6)

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. Corequisite: 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 156 Electrocardiography Practicum 1 SHC
This course provides a detailed study and practice necessary to perform ECGs in a hospital, physician's office or other health care setting. The student will be able to perform and interpret basic ECGs. (1/0)

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 171 Introduction to Medical Coding 4 SHC
This course is an introduction to the concepts of health care billing and reimbursement using guidelines of Current Procedural Terminology (CPT) nomenclature and ICD9 (International Classification of Disease). Corequisites: AHS 102, AHS 116 and CPT 101. (3/3)

AHS 172 Medical Coding and Classification System 5 SHC
This course is an advanced study and application of CPT and ICD9 principles as related to the procedures used by private and governmental health insurance programs. Ethical concerns related to reimbursement principles will be emphasized. Prerequisite: AHS 171. Corequisites: AHS 173 and AHS 174. (4/3)

AHS 173 Medical Coding Special Topics 2 SHC
This course is a review of the principles of medical coding, billing and use of ICD9 and CPT resources in preparation for the national certification examination administered by AHIMA, AAPC and AMBA. Prerequisite: AHS 171. Corequisites: AHS 172 and AHS 174. (2/0)

AHS 174 Medical Coding Practicum 3 SHC
This course is a practicum with the focus on application of coding skills and interface with billing methodologies. Prerequisite: AHS 171. Corequisites: AHS 172 and AHS 173. (0/9)

AHS 175 Multi-Skilled Clinical Practicum 4 SHC
This course offers clinical experiences across health related disciplines exposing students to a variety of patient care areas such as cardiac monitoring, EKG, patient transport, and medical and surgical asepsis. Prerequisites: AHS 102 and AHS 139. Corequisites: AHS 116 and AHS 176. (0/12)

AHS 176 Patient Care Clerical Principles 4 SHC
This course provides a study of the practical applications related to receptionist and patient care clerical duties such as data entry, transferring physician orders, and coordinating unit communications in a variety of health care settings. Prerequisites: AHS 102 and AHS 139. Corequisites: AHS 116 and AHS 175. (2/6)

AHS 178 Health Science Physics and Medical Instrumentation 4 SHC
This course introduces principles and applications of physics as it relates to medical instrumentation. Prerequisites: CVT 120, CVT 140 (3/3)

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)

AMT 105 Robotics and Automated Control I 3 SHC
This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems. (2/3)

AMT 205 Robotics and Automated Control II 3 SHC
This course covers installation, testing, troubleshooting, and repairing of automated systems. Prerequisite AMT 105 (2/3)

ADMINISTRATIVE OFFICE TECHNOLOGY (AOT)

AOT 105 Keyboarding 3 SHC
This course focuses on the mastery of touch keyboarding. (3/0)

AOT 120 Introduction to Machine Transcription 3 SHC
This is an introductory machine transcription course which is designed to provide experience in transcribing documents from dictation equipment. Prerequisites: CPT 101 and AOT 105 (3/0)

AOT 134 Office Communications 3 SHC
This course is a study of grammar, punctuation and written communication skills for the office environment. (3/0)

AOT 161 Records Management 3 SHC
This course emphasizes records management functions and various types of storage methods, technology, and procedures. Prerequisites: CPT 101 (3/0)

AOT 165 Information Processing Software 3 SHC
This course includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing. Prerequisites: CPT 101 and AOT 105 (3/0)

AOT 212 Medical Document Production 3 SHC
This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production. Prerequisites: AHS 102 and CPT 101 (3/0)

AOT 251 Administrative Systems and Procedures 3 SHC
This course covers processing information in the office. Emphasis is on increasing proficiency in performing a variety of office tasks. (3/0)

AOT 270 SCWE in Administrative Office Technology 3 SHC
This course integrates office skills within an approved work site related to administrative office technology. This course is the capstone course of the AOT curriculum and should be taken during the student's last semester before graduation. Students will complete a WorkKeys assessment test as part of the course requirements. (1/10)

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 103 Professional Design 2 SHC
This course explores the conceptual process of design as applied to the production of handcrafts as well as materials used to market finished products. (1/3)

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 using QuarkXpress, Adobe Illustrator and Adobe Photoshop. (2/3)

ARV 114 Photography I 3 SHC
This course is a study of the principles, terminology, techniques, tools and materials of basic photography. (2/3)

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 such as books, magazines, newspapers, TV, movies, etc. (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. (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 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 032 or appropriate scores. (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. (2/3)

ARV 215 Photography III 3 SHC
This course incorporates advanced projects in photography, including studio and lab work. (2/3)

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, focusing on print, Web and broadcast. (2/3)

ARV 262 Advertising Design II 3 SHC
This course covers advanced knowledge, practices and skills in the visual communication field focusing on print, Web and broadcast. 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 by studying the influences of the past such as art deco and art nouveau. (3/0)

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 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 105 Principles of Biology 4 SHC
This is an introductory biology course, unifying biology concepts and principles at all levels. (4/0)

BIO 106 Introduction to Human Structure and Function 4 SHC
This is an introduction to human body components and functions. All body systems are studied with emphasis on cell form and chemical composition. Prerequisite: ENG 101 or equivalent test scores (3/3)

BIO 107 Biological Inquiry 3 SHC
This is an introduction to the study of biology. Scientific methodology and contextual reading are emphasized. Course content will focus on anatomy and physiology. Prerequisites: RDG 031, ENG 031, MAT 031. (3/0)

BIO 109 Basic Anatomy and Physiological Concepts 4 SHC
This course is a study of the anatomical and physiological functions of the human body systems with an in-depth study of the skeletal, muscular, cardiovascular, lymphatic and nervous systems. Corequisites: MTH 120, MTH 121, MTH 123, MTH 126. (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 or FSE 112. (2/3)

***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 106. (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 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 or FSE 112. (3/3)

BIOTECHNOLOGY (BTN)

BTN 101 Introduction to Biotechnical Engineering 3 SHC
This is an introductory course which exposes students to the diverse fields of biotechnology, biomedical engineering, bioprocesses, & related areas. Students will apply biological & engineering concepts to design materials and processes that directly measure, repair, improve & extend living systems. Prerequisite: EGT 152 (1/6)

BTN 103 Introduction to Biotechnology and Lab Rotation 1 4 SHC
This course provides an overview of biotechnology, which prepares individuals for working in medical, research, industrial, and law enforcement forensic laboratories. Course content includes theory, applications, and basic laboratory skills. (2/6)

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)

COMPUTER GRAPHICS (CGC)

CGC 106 Typography I 3 SHC
This course covers typography and photocomposition focusing on page authoring software. (3/0)

CGC 110 Electronic Publishing 3 SHC
This course introduces students to the fundamentals of electronic publishing. Prerequisite: ARV 110. (2/3)

CGC 210 Advanced Electronic Publishing 3 SHC
This course covers a wide range of computer hardware, software and peripherals, for print, Web and broadcast. Prerequisite: CGC 110. (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 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)

COMPUTER INTEGRATED MANUFACTURING (CIM)

CIM 131 Computer Integrated Manufacturing 3 SHC
This course is a comprehensive overview of the total manufacturing operation using CAD, computer controlled machinery and robotic work cells. Prerequisites: EGR 130, EGT 152 or EGT 155. (2/3)

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 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. Prerequisite: required test scores. (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 117 Introduction to Online Learning 1 SHC
This course will familiarize students with the online learning environment. Topics will include using course management tools, conducting online research effectively and troubleshooting technical problems. (1/0)

CPT 141 Consumer Applications II 1 SHC
This course is an introduction to the basic concepts and techniques of microcomputer application software for personal computing needs. Topics include compiling and storing information, letter writing, and desktop publishing fundamentals for newsletters and bulletins. (1/0)

CPT 169 Industrial Computer Applications 3 SHC
This course is an introduction to the use of computerized coordinate systems of measurement as the basis for graphing, drawing, word processing and other basic microcomputer functions as used in industrial settings. (3/0)

CPT 185 Event-Driven Programming 3 SHC
This course introduces the student to development of professional-looking, special purpose Windows applications using the graphical user interface of Windows. (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. (3/0)

CPT 207 Complex Computer Applications 3 SHC
This course covers analyzing, designing, and implementing computerized solutions to realistic business applications areas. Prerequisite: IST 272. (3/0)

CPT 208 Special Topics in Computer Technology 3 SHC
This course focuses on changes in computer technology. (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. (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 186. (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 240 Internet Programming with Database 3 SHC
This course is a study of the implementation of dynamic Web pages focusing on the development of Web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content to client browser. Prerequisite: IST 238. (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: IST 272. (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: CPT 257. (3/0)

CPT 257 Operating Systems 3 SHC
This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems. (3/0)

CPT 264 Systems and Procedures 3 SHC
This course covers the techniques of system analysis, design, development and implementation. Prerequisite: CPT 114. (3/0)

CPT 267 Technical Support Concepts 3 SHC
This course is a study of technical support/help desk concepts and techniques for supporting computer and computer services. Prerequisite: CPT 209 (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 101. (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 101 (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 IST 241. (3/0)

CPT 282 Information Systems Security 3 SHC
This course is a study of the protection of information and equipment in computer systems. Topics include all aspects of systems protection, including physical security, hardware, software and communications security. Addresses technical, legal and ethical issues. (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. Special 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 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 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 202 Criminalistics 3 SHC
This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms' identifications, pathology, toxicology, ballistics, and clandestine operations. (3/0)

CRJ 222 Ethics in Criminal Justice 3 SHC
This course is a study of the application of ethical theories to the criminal justice profession. (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 232 White Collar Crime Investigation 3 SHC
This course is a study of non-violent property crimes including cybercrime, wire and bank fraud, securities fraud, and state property crimes. The course focuses on identifying types of white-collar crimes and associated evidence, investigative techniques, case preparation and presentation. (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 250 Criminal Justice Internship I 3 SHC
This course includes practical experience in a criminal justice or private security setting. Prerequisites: Major in Criminal Justice, completion of a minimum of 36 curriculum hours, minimum 2.0 GPA and an acceptable criminal background check. (1/10)

CRJ 263 Academy Preparatory Training 1 SHC
This course is designed to prepare the newly-hired law enforcement officer for training at the Criminal Justice Academy by providing an overview of defensive tactics, law and procedure, and other issues, both legally and tactically. (0/3)

CARDIOVASCULAR TECHNOLOGY (CVT)

CVT 101 Introduction to Cardiovascular Technology 2 SHC
This course provides an overview of cardiovascular technology and the role of the cardiovascular technologist. The importance of professionalism, ethical behavior, communication, and legal aspects will be stressed. Corequisite: CVT 102 (2/0)

CVT 102 Cardiovascular Pathophysiology 3 SHC
The course will focus on clinical recognition and detection of medical, surgical, acquired, and congenital cardiovascular disorders and diseases. Corequisite: CVT 101. (3/0)

CVT 103 Cardiovascular Pharmacology 3 SHC
The course is designed to provide the cardiovascular technology student with pharmacological concepts needed to function in the clinical environment. Prerequisite: CVT 101, CVT 102 Corequisites: CVT 120, CVT 140. (3/0)

CVT 104 Cardiovascular Patient Assessment 3 SHC
This course introduces the concepts and techniques of patient assessment through inspection, palpation, percussion, and auscultation. Demonstrating proficiency in patient physical examination and taking a complete patient medical history will be stressed. Prerequisites: CVT 103, CVT 120, CVT 140. Corequisites: CVT 141, CVT 242. (2/3)

CVT 105 Cardiovascular Rehabilitation and Prevention 3 SHC
This course is designed to introduce students to the cardiovascular rehabilitation continuum of care, and to help students acquire an applied knowledge and appreciation for cardiovascular disease prevention. Prerequisites: CVT 104, CVT 141, CVT 242. Corequisites: CVT 143, CVT 144. (3/0)

CVT 120 Invasive Cardiology I 3 SHC
The course introduces the student to the specific procedures performed in the cardiac catheterization laboratory and use of resulting data for patient diagnoses. Prerequisites: CVT 101, CVT 102, BIO 211, AHS 112. Corequisites: CVT 103, CVT 140. (2/3)

CVT 121 Invasive Cardiology II 3 SHC
This course will focus on an in-depth presentation of various cardiac diseases and the use of equipment and techniques used in invasive cardiology. Various calculations performed in the catheterization lab will be introduced. Prerequisites: CVT 103, CVT 120, CVT 140. Corequisites: AHS 178, CVT 104, CVT 122. (3/0)

CVT 122 Invasive Cardiology Clinical I 5 SHC
This course is an introduction to the cardiac catheterization lab in a clinical setting. Emphasis is placed on instrumentation, sterile technique, and entry-level scrub/circulation responsibilities. Prerequisites: CVT 103, CVT 120, CVT 140. Corequisites AHS 178, CVT 104, CVT 121 (0/15)

CVT 123 Invasive Cardiology III 3 SHC
This course will offer an intensive study of the role of the cardiac catheterization technologists in advanced cardiovascular procedures related to catheterization. Prerequisites: AHS 178, CVT 104, CVT 121, CVT 122. Corequisites: CVT 105, CVT 124. (3/0)

CVT 124 Invasive Cardiology Clinical II 5 SHC
This course is a continuation of skills required to work in a clinical catheterization laboratory. Focus will be on catheterization lab procedures, scrub and circulatory responsibilities, equipment hemodynamics monitoring, and the coronary angiography procedure. Prerequisites: AHS 178, CVT 104, CVT 121, CVT 122. Corequisites: CVT 105, CVT 123. (0/15)

CVT 125 Invasive Cardiology Clinical III 6 SHC
This clinical course is designed to give students the opportunity to gain additional supervised clinical experience in the catheterization laboratory performing all duties involved in diagnostic and interventional cases. Prerequisites: CVT 123, CVT 124. Corequisites: CVT 126. (1/15)

CVT 126 Invasive Cardiology Special Topics 2 SHC
This course is an in-depth review of invasive cardiac topics. Prerequisites: CVT 105, CVT 123, CVT 124. Corequisites: CVT 125. (2/0)

CVT 140 Non-Invasive Cardiology I 3 SHC
This course presents an introduction to non-invasive cardiology and diagnostic tests used. Prerequisites:AHS 112, BIO 211, CVT 101, CVT 102. Corequisites: CVT 103, CVT 120. (2/3)

CVT 141 Non-Invasive Cardiology II 3 SHC
This course incorporates all forms of non-invasive cardiovascular evaluation with emphasis on performance and interpretation of M-mode, 2-dimensional, and Doppler echocardiography. Prerequisites: CVT 103, CVT 120, CVT 140. Corequisites: CVT 104, CVT 242. (3/0)

CVT 142 Non-Invasive Cardiology Clinical I 5 SHC
This course introduces the student to the clinical environment. Emphasis will be on patient preparation, recording medical information and performing specific non-invasive tests. Prerequisites: CVT 103, CVT 120, CVT 140. Corequisites: AHS 178, CVT 104, CVT 141. (0/15)

CVT 143 Non-Invasive Cardiology III 3 SHC
This course will emphasize the latest modalities and specialties of non-invasive diagnostic study. Research methods, statistics, and quality improvement will be included. Prerequisites: AHS 178, CVT 104, CVT 141, CVT 142. Corequisites: CVT 105, CVT 144. (3/0)

CVT 144 Non-Invasive Cardiology Clinical II 5 SHC
This course provides for supervised hands-on experiences in performing non-invasive cardiovascular procedures with emphasis or instrumentation and development of clinical techniques. Prerequisites: AHS 178, CVT 104, CVT 141, CVT 142. Corequisites: CVT 105, CVT 143. (0/15)

CVT 145 Non-Invasive Cardiology Clinical III 6 SHC
This course is a continuation of hands-on experiences in the clinical environment with an emphasis placed on the development of clinical techniques used to obtain meaningful data. Prerequisites: CVT 105, CVT 143, CVT 144. Corequisites: CVT 146. (1/15)

CVT 146 Non-Invasive Cardiology Special Topics 2 SHC
This course is an in-depth review of non-invasive cardiac topics. Prerequisites: CVT 105, CVT 143, CVT 144. Corequisites: CVT 145. (2/0)

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 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. Certifications are offered in required workshop setting during the semester in pediatric first aid, safety and CPR. (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 201 Principles and Ethics in Leadership in Early Care and Education 3 SHC
This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society. (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 205 Socialization and Group Care of Infants and Toddlers 3 SHC
This course is a study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, examining the elements of quality environments. (3/0)

ECD 207 Infants and Toddlers with Special Needs 3 SHC
This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development. (3/0)

ECD 220 Social Studies Curriculum in Early Education 3 SHC
This course is an in-depth study and research into planning and implementing a developmentally appropriate social studies curriculum in the early childhood classroom. (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 203. (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)

ECD 244 Supervised Field Experience II 3 SHC
This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments in all areas of responsibility in programs dealing with young children. (1/10)

ECD 246 Designing Quality Infant and Toddler Environments 3 SHC
This course is a study of the elements of quality environments for children, prenatal through three years. Focus is on understanding quality design, materials/equipment used in the construction and/or remodeling of infant/toddler spaces that promote the optimal development of infants and toddlers. (3/0)

ECD 251 Supervised Field Experience in Infant/Toddler Environments 3 SHC
This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of infants and toddlers. Prerequisites: Completion of first semester required courses and enrollment or completion of second semester required courses; major in Early Care and Education with Infant and Toddler Concentration; a minimum 2.0 GPA and an acceptable criminal background check. (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 107 Industrial Computer Techniques 2 SHC
This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data, and application of microcomputers. (2/0)

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. (2/6)

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 162 Introduction to Process Control 3 SHC
This course is an introduction to control systems theory and process control characteristics. (2/3)

EEM 170 Electrical Installation 3 SHC
This course covers electrical wiring techniques commonly used in commercial, industrial and residential wiring. (2/3)

EEM 200 Semiconductor Devices 4 SHC
This course is a study of solid state devices such as; FETs, Op Amps and the thyristor family. (2/6)

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 221 DC/AC Drives 3 SHC
This course covers the principles of operation and application of DC drives and AC drives. DC motor theory, single phase and three phase motor theory are also covered. (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. A variety of input/output devices and their applications are covered. (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)

EEM 271 Sensors and System Interfacing 2 SHC
This course includes an introduction to various types of sensors and how they interface with computers and programmable logic controllers. Emphasis is placed on interfacing the computer or controller with machines to accomplish a task. (1/3)

EEM 273 Advanced Process Control 3 SHC
This course covers the application of control systems and process control. An overview covering the use of analytical and calibration equipment is included. Prerequisite: EEM 162 (2/3)

EEM 274 Technical/Systems Troubleshooting 4 SHC
This course is a study of systematic approaches to troubleshooting and repair of electronic, electrical, and electromechanical systems. (2/6)

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. Corequisite: MAT 102. (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. Prerequisite: MAT 102. (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 140 Digital Electronics 3 SHC
This course is a study of fundamentals of logic theory and circuits. Circuits are analyzed mathematically and tested using simulation software and electronic instruments. Prerequisites: MAT 102 or equivalent, EGR 130 (2/3)

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 and 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 113 Visual and Graphic Programming 3 SHC
This course introduces the concepts of visual and graphical programming of digital computers. (2/3)

EGR 130 Engineering Technology Applications and Programming 3 SHC
This course covers the development and use of computer programs to solve engineering technology problems. This problem-based course also introduces students to fundamental concepts of engineering design processes and systems. Prerequisite: MAT 102 or equivalent placement scores. (1/6)

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, MAT 110 and MAT 111. (2/3)

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 110. (2/3)

EGR 184 Problem Based Integrated Technology I 3 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. Various applications software, including CAD will be utilized in the course. This course is a capstone course for all previous engineering technology courses and is taken in the last semester of the degree major. Approval of an Engineering Technology advisor is required. (2/3)

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. Prerequisites: MAT 110, MAT 111 and PHY 201. (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, EGT 151. (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 152 Fundamentals of CAD 3 SHC
This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. Students study the design concepts of form and function, then use state-of-the-art technology to translate conceptual designs into reproducible products. (1/6)

EGT 155 Intermediate CAD 2 SHC
This course covers advanced computer aided drafting skills, including topics such as creating isometrics and script files and customizing menus, text fonts, and hatch fonts to produce advanced drawings. The course will introduce students to 3D solid modeling concepts. 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, EGT 151 and advisor approval. (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. 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)

EMERGENCY MEDICAL (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. (3/6)

ENGLISH (ENG)

ENG 011 Developmental English Basics Workshop 1 SHC
This course provides support for English 031 (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects). Corequisite: ENG 031 or required test scores. (0/1)

ENG 012 Developmental English Workshop 1 SHC
This course provides support for mastery of English 032 competencies (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects.) Corequisite: ENG 032 (0/1)

ENG 031 Developmental English Basics 3 SHC
Developmental English Basics is intended for students who need assistance with basic writing skills. Based on assessment of students' needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body, and conclusion. Corequisite: ENG 011 or required test scores. (3/0)

ENG 032 Developmental English 3 SHC
Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations. Corequisite: ENG 012. (3/0)

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 is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. Prerequisite: ENG 100 or 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 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 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 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 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)

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 Service 2 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. (2/0)

FSE 110 Funeral Service 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 112 Anatomy and Physiology for Funeral Service 3 SHC
This course is an introduction to the fundamentals of systemic anatomy. Emphasis is placed on the human circulatory, digestive, genitourinary, nervous and respiratory systems. (3/0)

FSE 113 Microbiology for Funeral Service 3 SHC
This course is a basic study of microbiology and related funeral service issues. Emphasis is placed on sanitation, disinfection, public health and embalming practices as they relate to microorganisms. (3/0)

FSE 115 Funeral Service Directing 3 SHC
This course emphasizes the funeral service 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 4 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. The course also examines psychological concepts in the areas of grief, bereavement and mourning with particular emphasis on the roles of the funeral director in relation to these concepts as well as a facilitator of the funeral service, crisis intervener and after-care counselor. (4/0)

FSE 130 Business and Mortuary Law 2 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. (2/0)

FSE 131 Funeral Service Ethics, Regulations and Statutes 2 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. Emphasis will be placed on those statutes and regulations affecting the professional and ethical behavior of funeral directors and morticians. (2/0)

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: FSE 112. (3/3)

FSE 150 Embalming I 4 SHC
This course emphasizes the procedures, requirements, equipment and materials involved in the embalming process. Prerequisites: FSE 112, FSE 113 and BIO 230. (3/3)

FSE 155 Embalming Practicum I 1 SHC
This course emphasizes actual preparation of human remains under the tutelage and supervision of a licensed embalmer. (0/5)

FSE 165 Sociology of Funeral Service 2 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. (2/0)

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 2 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. Completion of the National Board Exam is a major course requirement. Prerequisite: This course is to be taken during the last semester before graduation. (2/0)

GUNSMITHING (GSM)

GSM 101 Gunsmithing I 4 SHC
This course introduces hand tools, blueprints, & basic machine tools used in gunsmithing. Emphasis is placed on safety & completion of projects from blueprints using hand & machine tools. Students learn to read & work from blueprints. (1/9)

GSM 102 Gunsmithing II 4 SHC
This course covers sophisticated machine tool operations, basic oxygen-acetylene welding, and basic metal polishing. Emphasis is placed on completing projects from blueprints using advanced machine operations, oxygen-acetylene welding, and metal refinishing. (1/9)

GSM 103 Gunsmithing III 4 SHC
This course is the study of chamber work, stock work, and basic repair work. Topics include threading, chambering, head spacing, simple repair work, & basic one-piece stock layout and building. Upon completion, students should be able to do various types of basic chambering, stock work, and repair work. (1/9)

GSM 104 Advanced Gunmetal Finishing 4 SHC
This course covers advanced gun-metal finishing. Topics include caustic and rust blueing, polishing, anodizing, parkorizing, and color case hardening gun-metal. Upon completion students should be able to do various types of metal finishing and polishing. (4/0)

GSM 105 Gunsmithing Welding 2 SHC
This course introduces the basics of brazing, oxyacetylene cutting, silver soldering and TIG welding. (2/0)

GSM 106 Gunsmith Safety 1 SHC
This course emphasizes basic rifle, shotgun, and handgun safety. (1/0)

GSM 120 Basic Stockmaking 3 SHC
This course introduces design, layout, & proper wood selection for stocks. Topics include building stocks by hand, one-butt stocks, & fore-ends for a two-piece shotgun. Students learn to choose a suitable piece of wood, lay out a stock, & produce a butt stock & fore-end for a firearm. (3/0)

GSM 121 Barrel Fitting/Alteration 3 SHC
This course introduces custom barrel fitting, chambering, & action alterations. Emphasis is placed on safety & completion of custom-barreled actions using hand & machine tools & welding equipment. (3/0)

GSM 122 General Repair 3 SHC
This course introduces the design and function of firearms, sight mounting, and basic reloading of ammunition. Emphasis is placed on safety and completion of repair projects using hand and machine tools and the furnace. (3/0)

GSM 220 Rifle Stockmaking 4 SHC
This course introduces inletting, shaping, & finishing of custom rifle stocks. Emphasis is placed on design & completion of a custom rifle stock using hand & machine tools. Upon completion, students should be able to lay out a rifle stock, inlet the barrel action, & shape & finish a custom rifle stock. (4/0)

GSM 221 Advanced Repair Technology 3 SHC
This course is the study of advanced repair techniques & trigger designs on rifles & shotguns. Emphasis is placed on repairing various firearms & adjusting trigger pulls to safe industry standards using fixtures & hand & machine tools. Students learn to safely adjust & repair various firearms. (1/6)

GSM 222 Handgun Technology 3 SHC
This course covers the design, function, and customizing of handguns. Emphasis is placed on repairs and custom alterations. Upon completion, students should be able to perform repairs on revolvers and semi-automatic pistols and customize handguns. (3/0)

GSM 223 Gunsmithing Techniques 3 SHC
This course introduces materials & gunsmithing techniques. Emphasis is placed on material characteristics, applications, & tooling requirements. Upon completion, students should be able to demonstrate competence in gunsmithing techniques such as composite stockmaking & synthetic bedding. (2/3)

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)

HORTICULTURE (HRT)

HRT 104 Landscape Design and Implementation 3 SHC
This course is a study of landscape design and drafting as well as landscape installation techniques. (1/6)

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 110 Plant Form and Function 4 SHC
This course is a study of morphology, anatomy, and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development, and plant inheritance. (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 253 Landscape Installation 4 SHC
This course is a study of the installation of landscapes, including reading plans, planting, and construction of necessary structures. Instruction in various styles of landscape features and the development of cost estimates and bids are included. (2/6)

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)

HRT 271 SCWE in Horticulture 8 SHC
This course includes supervised comprehensive work experience in the horticulture industry. Work in a horticulture related position under supervision of the instructor and employer is required. Prerequisite: A minimum of 12 credit hours, successfully completed, in horticulture, is required for course enrollment. (1/28)

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: Completion of a minimum of 36 curriculum hours; Human Services major; minimum 2.0 GPA and acceptable criminal background check. (1/10)

HUS 151 Supervised Field Placement II 3 SHC
This course includes work assignments in selected human services agencies. Prerequisite: HUS 150; second year Human Services student; minimum 2.0 GPA, and an acceptable criminal background check. (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 206 Death and Dying 3 SHC
This course is a study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death, and grief are covered in the course. (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: PSY 230. (3/0)

HUS 217 Addictions Counseling 3 SHC
This course provides specific skills for the diagnosis and treatment of substance abuse and addictions. Topics to be discussed include causes and diagnoses of addictions and treatment modalities. (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 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. (2/3)

INDUSTRIAL MECHANICS TECHNOLOGY (IMT)

IMT 102 Industrial Safety 2 SHC
This course covers safety awareness and practices found in industry. (2/0)

IMT 104 Schematics 2 SHC
This course covers the interpretation of mechanical, fluid power, and/or electrical schematics. (2/0)

IMT 112 Hand Tool Operations 3 SHC
This course covers the use of hand tools and their applications in industrial and service areas. (2/3)

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 142 Electric Motors 2 SHC
This course covers theory, operations, and maintenance of AC/DC motors used in industry. (1/3)

IMT 161 Mechanical Power Applications 4 SHC
This course covers mechanical transmission devices, including procedures for installation, removal and maintenance. (3/3)

IMT 170 Statistical Process Control 3 SHC
This course is a study of the concepts and charts used in quality control. (3/0)

INTEGRATED SYSTEMS TECHNOLOGY (IST)

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. Corequisite: IST 202. (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. Corequisite: IST 201. (3/0)

IST 203 Advanced Cisco Router Configuration 3 SHC
This course is a study of configuring Cisco routers. Prerequisites: IST 201 and IST 202. Corequisite: IST 204. (3/0)

IST 204 Cisco Troubleshooting 3 SHC
This course is a study of troubleshooting network problems. Prerequisites: IST 201 and IST 202. Corequisite: IST 203. (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 226 Internet Programming 3 SHC
This course covers designing Internet pages and applications for personal/business use, writing the required program code in languages such as HTML, Java and VRML, testing and debugging programs, uploading and maintaining internet pages and applications. (3/0)

IST 237 Intermediate Website Design 3 SHC
This course is a study of server-side (CGI; dynamic html) and client-side (JavaScript) dynamic Web design, including the incorporation of database applications and content into Web pages. Prerequisite: IST 226. (3/0)

IST 238 Advanced Tools for Web Site Design 3 SHC
This course is a study of an advanced (4th generation) Web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in Web site design and Web project management. Prerequisite: IST 237. (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 257. (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. (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. (3/0).

IST 268 Computer Forensics 3 SHC
This course provides students with a foundational knowledge in computer forensics investigation. Students are introduced to the skills, tools, and methods used to gather, document, and handle electronic evidence. (3/0)

IST 270 Client/Server Systems 3 SHC
This course emphasizes the use of case tools coupled with client tools to allow RAD and prototyping of client applications. Networking and server concepts will be explored. Case studies of existing client/server systems will be used to examine the various phases of client/server applications. Prerequisite: IST 256 (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. (3/0)

IST 281 Presentation Graphics 3 SHC
This course covers state-of-the-art presentation graphics software packages. Prerequisite: CPT 101. (3/0)

IST 290 Special Topics in Information Sciences 3 SHC
The course covers special topics in information sciences technologies. (3/0)

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). Corequisite: MAT 031 or required test scores. (0/1)

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. (0/1)

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. (0/1)

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. Corequisite: MAT 011 or required test scores. (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. 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 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 100, MAT 101 or equivalent test scores. (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 032 or equivalent test 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 012 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 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)

MASSAGE THERAPY (MTH)

MTH 113 Essentials of Anatomy and Physiology for Massage Therapy 3 SHC
This course will focus on the pre-massage assessment of each body region including signs and symptoms relating to pathological conditions. Specific emphasis will be given to the skeletal, muscular, cardiovascular and nervous systems. (3/0)

MTH 120 Introduction to Massage 4 SHC
A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations and S.C. Law for licensure. Swedish techniques are introduced. Corequisites: MTH 121, MTH 123, MTH 126, BIO 109. (4/0)

MTH 121 Principles of Massage I 4 SHC
This course is an in-depth study of Swedish massage techniques and applications to a complete body massage. Corequisites: MTH 120, MTH 123, MTH 126. (4/0)

MTH 122 Principles of Massage II 3 SHC
This course introduces basic assessment skills and application of therapeutic techniques to muscles, tendons, ligaments, and other structures. Prerequisite: MTH 121. Corequisites: MTH 124, MTH 128. (3/0)

MTH 123 Massage Clinical I 3 SHC
This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage. Corequisites: MTH 120, MTH 121, MTH 126, BIO 109. (0/9)

MTH 124 Massage Business Application 3 SHC
This course addresses the basic business skills necessary to operating a massage business including writing resumes, marketing, bookkeeping, taxes, and record keeping. Prerequisites: MTH 121, MTH 123, MTH 126. Corequisites: MTH 122, MTH 113, MTH 128. (3/0)

MTH 126 Pathology for Massage Therapy 2 SHC
This course covers basic pathology for the massage therapy student. The course includes signs and symptoms of diseases with emphasis on recognition and identification, as prescribed in massage therapy. Corequisites: MTH 120, MTH 121, MTH 123, BIO 109. (2/0)

MTH 127 Principles of Massage III 3 SHC
This course continues the applications of basic assessment skills and therapeutic techniques to additional regions of the body. Prerequisite: MTH 122 (3/0)

MTH 128 Clinical Applications of Massage 4 SHC
Students will perform massage therapy in a clinical massage setting. Students will be closely supervised and evaluated by instructors in all aspects of massage. Corequisites: MTH 113, MTH 122, MTH 124, MTH 127, MTH 131, MTH 132. (0/12)

MTH 131 Clinical Applications of Massage II 4 SHC
Students will perform massage therapy in a clinical setting using advanced techniques and specialty modalities. Students will be closely supervised and evaluated by the instructor. Prerequisite: MTH 128 (0/12)

MTH 132 Massage Therapy Seminar 1 SHC
This course includes the integration of didactic and clinical technique in Massage Therapy. (1/0)

MEDICAL ASSISTING (MED)

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. Prerequisite: Admission to program. Corequisites: AHS 102, BIO 210, MED 114 and MED 131. (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. Prerequisites: AHS 102, MED 102, MED 114 and MED 131. Corequisites: AHS 106, BIO 211, MED 115 and MED 118. (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. Prerequisites: MED 107, MED 115 and MED 118. Corequisites: MED 117 and MED 132. (3/0)

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. Corequisites: AHS 102, BIO 210, MED 102, MED 131. (3/3)

MED 115 Medical Office Lab Procedures I 4 SHC
This course provides a study of laboratory techniques commonly used in physicians' offices and other facilities. Prerequisites: AHS 102, MED 102, MED 114 and MED 131. Corequisites: AHS 106, BIO 211, MED 107, MED 118. (3/3)

MED 117 Clinical Practice 5 SHC
This course provides practical application of administrative and clinical skills in medical facility environments. Prerequisites: MED 107, MED 115, MED 118. Corequisites: MED 108, MED 132. (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. Prerequisites: MED 102, MED 114, MED 131. Corequisites: AHS 106, BIO 211, MED 107, MED 115. (3/3)

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: AHS 102, BIO 210, MED 102, MED 114. (1/3)

MED 132 Administrative Skills of the Medical Office II 3 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. Prerequisites: MED 107, MED 115, MED 118. Corequisites: MED 108, MED 117. (3/0)

MECHANICAL ENGINEERING TECHNOLOGY (MET)

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: EGR 194, MAT 110, MAT 111, PHY 201, PHY 202. (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: EGR 194, MAT 110, MAT 111, MAT 130, PHY 201, PHY 202. (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 110 and MAT 111. (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 152. (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 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 240 Management Decision Making 3 SHC
This course is a study of various structured approaches to managerial decision making. The course is the "capstone" course of the business curriculum and should be taken during the student's last semester before graduation. Students will demonstrate a cross-functional integration of management, accounting, and other business courses to solve management problems. Students will complete a WorkKeys assessment test as part of the course requirements. Prerequisites: MGT 101, ACC 101 (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 135 Customer Service Techniques 3 SHC
This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales. (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)

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. (1/9)

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 250 Principles of CNC 3 SHC
This course is an introduction to the coding used in CNC programming. (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 259 EDM Programming and Operations 5 SHC
This course covers basic programming and operations of the electrical discharge machine. (2/3/3)

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 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. Corequisites: BIO 210, NUR 134. (1/3)

NUR 134 Beginning Nursing Skills 5 SHC
This course is a study of beginning nursing skills. The course prepares the student to assist in patient care and function as an efficient member of the nursing team. Prerequisite: Admission to program (3/6)

NUR 150 Chronic Health Problems 6 SHC
This course is a study of the treatments used for chronic health problems in adult patients. Prerequisites: BIO 210, NUR 106, NUR 134; Corequisite: BIO 211 (4/6)

NUR 158 Health Promotion for Families I 4 SHC
This course focuses on nursing care of the childbearing and childrearing families experiencing normal developmental changes and common health problems. Prerequisites: BIO 211, NUR 150 (3/3)

NUR 159 Nursing Care Management II 6 SHC
This course focuses on the delivery of nursing care to individuals experiencing health problems emphasizing selected physiological systems. Prerequisites: BIO 211, NUR 150 (4/6)

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: Active South Carolina Practical Nursing license (2/3)

NUR 208 Health Promotion for Families II 4 SHC
This course focuses on reproductive health and nursing care of the childbearing and childrearing families experiencing acute and chronic health problems in the acute care setting. Prerequisites: NUR 158, NUR 159; Corequisites: NUR 216, NUR 214. (2/6)

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. (3/6)

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. Corequisites: NUR 216 and NUR 208. (3/3)

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. (3/6)

NUR 216 Nursing Seminar 1 SHC
This course is an exploration of concepts related to selected nursing topics. Prerequisites: NUR 158, NUR 159. Corequisites: NUR 208, NUR 214(0/3)

NUR 219 Nursing Management and Leadership 4 SHC
This course prepares the student for the professional nursing role through the introduction of management skills required to care for small groups of individuals and to function as a leader of a nursing team. Prerequisites: NUR 208, NUR 214, NUR 216 (2/6)

NUR 265 Nursing Concepts and Clinical Practice II 6 SHC
This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings. Prerequisites: NUR 208, NUR 214, NUR 216. (4/6)

PROFESSIONAL CLAY (PCC)

PCC 110 Introduction to Pottery 7 SHC
This course focuses on pottery making for potters, which includes clay preparation, wheel throwing and trimming, surface decoration and glazing and firing techniques. (2/15)

PCC 111 Functional Pottery I 7 SHC
This course is a study of the important elements of designing and producing utilitarian pottery, including wall thickness, balance and proportion, surface decoration and glazing and firing techniques. (2/15)

PCC 112 History of Pottery 1 SHC
This course is the study of the historical development of ceramics and the contributions made by specific cultures. (1/0)

PCC 113 Contemporary Pottery 1 SHC
This course is the study of 19th and 20th century potters and artists who have contributed to the contemporary ceramics movement. (1/0)

PCC 114 Raku Pottery Design 2 SHC
This course introduces clay bodies, glazes, kilns and firing techniques necessary for making and safely firing Raku pottery. (1/3)

PCC 116 Pottery Tool Making 2 SHC
This course is the study of design concepts and construction techniques for building simple personal studio equipment, including wedging tables, extruders and kiln furniture. (1/3)

PCC 117 Clay Design 2 SHC
This course provides an opportunity for students to explore personal interests in clay design. (1/3)

PCC 118 Special Topics in Clay 2 SHC
This course includes an advanced project as assigned from conception to final production. (1/3)

PCC 119 Special Topics in Clay Design 2 SHC
This course provides an advanced design project as assigned from conception to final production. (1/3)

PCC 120 Special Topics in Clay Business 2 SHC
This course includes an advanced business project as assigned from conception to final production. (1/3)

PCC 132 Glaze Theory and Testing 2 SHC
This course provides students with the knowledge and skill to identify and test numerous glazes needed to develop a personal glaze inventory. (1/3)

PCC 210 Functional Pottery II 7 SHC
This course provides a continuation in the development of wheel throwing skills, involving larger more complicated forms, production skills, slip and glaze theory, kiln theory and glaze firing. (2/15)

PCC 212 Decorative Pottery 7 SHC
This course provides a continuation in the development of the functional skills needed in the professional craft field of clay including limited production and one of a kind pieces with emphasis on forming techniques. (2/15)

PCC 213 Craft Enterprise 2 SHC
This course is a study of the knowledge and skills needed for business planning and financing as applied to a hand crafts enterprise. (2/0)

PCC 215 Craft Marketing 2 SHC
This course is the study of the knowledge and skills required to effectively market a hand crafts enterprise. The design of logos, brochures, websites and related promotional materials will be covered. (2/0)

PCC 230 Advanced Glaze Testing 2 SHC
This course is the study of glazes used on pottery. Emphasis is placed on performing glaze tests, analyzing glazes, mixing a variety of glazes, and correcting glaze faults. (1/3)

PCC 241 Kiln Design and Construction 2 SHC
This course is the study of the basic concepts of kiln design and construction. Topics include construction materials, heat sources, kiln furniture, and site selection. (1/3)

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)

PHARMACY (PHM)

PHM 101 Introduction to Pharmacy 3 SHC
This course provides a study of and introduction to pharmacy and the role in providing patient care services. Prerequisite: Admission to the program; ENG 101. Corequisites: PHM 113, PHM 114, PHM 152. (3/0)

PHM 105 Chemistry for the Pharmacy Technician 4 SHC
This course is a study of basic chemistry as it pertains to pharmacy, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry. Prerequisites: Pharmacy Certificate. Corequisite: PHM 118 and PHM 173. (3/3)

PHM 110 Pharmacy Practice 4 SHC
This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing. Prerequisites: PHM 101, PHM 113, PHM 114, PHM 152. Corequisites: 124 and PHM 164. (2/6)

PHM 113 Pharmacy Technician Math 3 SHC
This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations. Prerequisite: Admission to the program; MAT 102. Corequisites: PHM 101, PHM 114 and PHM 152. (3/0)

PHM 114 Therapeutic Agents I 3 SHC
This course provides an introductory study of therapeutic drug categories. Prerequisites: Admission to the program; ENG 101. Corequisites: PHM 101, PHM 113 and PHM 152. (3/0)

PHM 118 Community Pharmacy Seminar 1 SHC
This course is a study of the pharmacy issues related to the community pharmacy practice. Prerequisite: Pharmacy Certificate. Corequisites: PHM 105 and PHM 173. (1/0)

PHM 124 Therapeutic Agents II 3 SHC
This course includes a study of therapeutic drug categories. Prerequisites: PHM 101, PHM 113, PHM 114 and PHM 152. Corequisites: PHM 110 and PHM 164. (3/0)

PHM 152 Pharmacy Technician Practicum I 2 SHC
This course provides a practical introduction to the pharmacy environment. Prerequisites: Admission to the program. Corequisites: PHM 101, PHM 113, PHM 114 and AHS 106. (0/6)

PHM 164 Pharmacy Technician Practicum II 4 SHC
This course provides practical application of pharmacy skills in pharmacy environments. Prerequisites: PHM 101, PHM 113, PHM 114 and PHM 152. Corequisites: PHM 110 and PHM 124. (0/12)

PHM 173 Pharmacy Technician Practicum III 3 SHC
This course includes practical experience in a working pharmacy environment. Prerequisites: Pharmacy Certificate. Corequisite: PHM 105 and PHM 118. (0/9)

PHM 202 Pharmacological Anatomy and Physiology 4 SHC
This course introduces therapeutic drug categories. Basic anatomy and physiology of systems affected by drug action are emphasized. Focus is directed to the body systems' anatomical and physical reaction to therapeutic drugs. Prerequisite: BIO 107 or high school equivalent. (4/0)

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 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)

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 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 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 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 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. (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 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 Radiology Patient Care Procedures 2 SHC
This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient. Prerequisite: Admission to program. (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. (0/15)

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 includes independently performing routine procedures in a radiology department, including involvement in advance 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. Prerequisites: RAD 115, RAD 121 and RAD 256. (0/6)

READING (RDG)

RDG 011 Developmental Reading Basic Workshop 1 SHC
This course provides support for Reading 031 competencies. (0/1)

RDG 012 Developmental Reading Workshop 1 SHC
This course provides support for mastery of Reading 032 competencies. (0/1)

RDG 031 Developmental Reading Basics 3 SHC
This is a basic course designed to strengthen academic reading skills. Students will learn fundamental strategies to improve reading comprehension. Instruction will include an overview of basic concepts such as determining word meaning and will introduce reading as a process. (3/0)

RDG 032 Developmental Reading 3 SHC
This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details. Corequisite: RDG 012. (3/0)

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. Prerequisites: RDG 032, RDG 012 or required test scores. (3/0)

RELIGION (REL)

REL 103 Comparative Religion 3 SHC
This course is an analysis of the religious experience of various persons and groups, east and west, in traditional and contemporary settings. It includes tribal religions, Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam. (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. Corequisites: RES 121, RES 123, RES 160. (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, RES 123, RES 160. (3/3)

RES 123 Cardiopulmonary Physiology 3 SHC
This course covers cardiopulmonary physiology and related systems. Corequisite: RES 101, RES 121, RES 160. (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 151 Clinical Applications I 5 SHC
This course covers the fundamental respiratory care procedures in the hospital setting. Prerequisites: BIO 210, RES 121, RES 123 and RES 160. (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 160 Clinical I 1 SHC
This course provides an introduction to the hospital setting and basic oxygen therapy. Corequisites: RES 101, RES 121, RES 123. (0/3)

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. (2/3)

RES 206 Respiratory Care for the Gerontological Patient 2.0 SHC
This course will focus on the psychological, physiological, and social aspects of the gerontological client as related to the science of respiratory care. Prerequisites: RES 121, RES 111. (2/0)

RES 207 Management in Respiratory Care 2.0 SHC
This course is a study of health care management and economics emphasizing the skills related to planning, decision-making, organizing, leading and controlling, as applicable to respiratory care. Prerequisite: RES 232. (2/0)

RES 220 Hemodynamic Monitoring 1 SHC
This course is a study of basic hemodynamic monitoring. Prerequisites: RES 123, RES 246. (1/0)

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 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 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)

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 Hispanic cultures. (4/0)

***SPA 102 Elementary Spanish II 4 SHC**
This course continues development of the basic language skills and the study of the Hispanic cultures. 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. (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 program, BIO 210. Corequisites: SUR 102, SUR 103. (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. (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. (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. Corequisites: SUR 110, SUR 130 and BIO 211. (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. Corequisite: SUR 104, SUR 130 and BIO 211. (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 126 Principles of Surgical Pharmacology 1 SHC
This course is a study of therapeutic agents and mathematical concepts in relations to the perioperative setting. (1/0)

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. Prerequisites: SUR 101, SUR 102. Corequisites: BIO 211, SUR 104, SUR 110. (1/0)

THEATRE (THE)

***THE 101 Introduction to Theatre 3 SHC**
This course includes the appreciation and analysis of theatrical literature, history and production. Prerequisite: ENG 102. (3/0)

TURF MANAGEMENT (TUF)

TUF 172 Turf Management I 3 SHC
This course covers the principles and practices involved in turfgrass management. Topics include establishment, maintenance, and management of turfgrass areas. (3/0)

TUF 252 Turf Management II 3 SHC
This course is an in-depth analysis of common management practices on turf with emphasis on scientific resources. (2/3)

VETERINARY TECHNICIAN (VET)

VET 101 Animal Breeds and Husbandry 3 SHC
This course is a study of the various species and breeds of domestic animals commonly encountered in veterinary medicine. Emphasis is placed on the recognition of each breed as well as important terminology and physiological data and behavior of each species of animal. Prerequisite: Admission to program. Corequisites: VET 103, VET 104, VET 105. (2/3)

VET 103 Veterinary Medical Terminology 2 SHC
This course introduces the fundamental principles of veterinary medical terminology. This system's approach to building the medical vocabulary is designed to complement anatomy, physiology, pathology, and related areas of veterinary medicine. Prerequisite: Admission to program. Corequisites: VET 101, VET 104, VET 105. (2/0)

VET 104 Veterinary Anatomy and Physiology 3 SHC
This course provides a general survey of the functional anatomy and physiology of the domestic animals commonly encountered in veterinary medicine. Dissection of representative cadavers is performed in the laboratory. Prerequisite: Admission to program. Corequisites: VET 101, VET 103, VET 105. (2/3)

VET 105 Orientation to Veterinary Technology 1 SHC
This course is a study of the different job opportunities for a veterinary technician. In addition, the course exposes the student to key characteristics of people who are successful in the field. Prerequisite: Admission to program. Corequisites: VET 101, VET 103, VET 104. (1/0)

VET 109 Veterinary Parasitology 2 SHC
This course is a study of domestic animal parasitology including the diagnostic laboratory skills, life cycles of parasites and both the animal and zoonotic diseases related to parasitology. (1/3)

VET 116 Radiology and Parasitology 3 SHC
This course is a study of the radiologic techniques for all domestic animals in veterinary medicine, including taking, developing, an assessing for technical errors of large and small animal radiographs. This course also includes a survey and laboratory study of domestic animal parasitology. (2/3)

VET 117 Animal Nutrition 2 SHC
This course is a study of the different nutrients and their functions. Evaluating foodstuffs and exploring the role of dietary management and the use of prescription diets in small animals are covered in the course. (2/0)

VET 140 Veterinary Pharmacology 2 SHC
This course is a study of the principles of pharmacology and the pharmaceutical products used in veterinary medicine. Prerequisites: VET 101, VET 103, VET 104, VET 105; Corequisites: VET 109, VET 150(2/0)

VET 142 Veterinary Anesthesia 3 SHC
This course is a study of the principles and practical uses of anesthesia in veterinary medicine. (2/3)

VET 150 Clinical Techniques I 3 SHC
This course includes a survey of the technical skills required by the veterinary technician in dealing with all domestic animals. The course includes techniques in restraint, handling, administration of medications, and collection of bodily specimens. Prerequisites: VET 101, VET 103, VET 104, VET 105. Corequisites: BIO 115, VET 109, VET 140, VET 117. (2/3)

VET 152 Clinical Pathology 4 SHC
This course provides a study of veterinary hematology, urology, and clinical chemistry followed by application of standard laboratory procedures and regulatory testing in each of these disciplines. Prerequisites: VET 109, VET 150, VET 115, VET 140. Corequisites: VET 215, VET 180 (3/3)

VET 160 Clinical Techniques II 3 SHC
This course provides a survey of technical skills required by the veterinary technician with emphasis on radiographic and anesthetic procedures. Prerequisites: VET 152, VET 180, VET 215. Corequisites: VET 201, VET 260, VET 207, VET 181. (2/3)

VET 170 Veterinary Technician Externship 6 SHC
This course provides clinical training in the veterinary field under the direct supervision of a licensed veterinarian in a veterinary facility. (0/18)

VET 180 Preceptorship 2 SHC
This course includes observations in a number of different veterinary clinics. A variety of practices and clinical settings are covered. Prerequisites: VET 109, VET 140, VET 150, VET 117. Corequisites: VET 152, VET 215. (0/6)

VET 181 Preceptorship II 3 SHC
This course offers supervised experience in a variety of veterinary clinical settings. (0/9)

VET 201 Diseases and Zoonosis 4 SHC
This course provides a study of domestic animal diseases, including their causes, symptoms, prevention, treatment, and public health significance. Prerequisites: VET 152, VET 215, VET 180. Corequisites: VET 160, VET 260, VET 207, VET 181 (4/0)

VET 207 Large Animal Clinical Practice 3 SHC
This course is a study of topics relevant to medical and surgical techniques of the common domestic large animal species. Topics include physical exam, restraint, sample collection, bandaging, emergency treatment, surgical and obstetrical procedures and instruments, herd health and lameness. Prerequisites: VET 152, VET 215, VET 180. Corequisites: VET 201, VET 160, VET 260, VET 207, VET 181(2/3)

VET 215 Laboratory Animal Medicine 2 SHC
This course provides a study of the animals and facilities used in research procedures in medicine. The course includes equipment, aseptic techniques, vivarium management, husbandry, and disease prevention in laboratory animals. Prerequisites: VET 109, VET 140, VET 150, VET 117. Corequisites: VET 152, VET 180 (1/3)

VET 240 Office Management and Client Education 3 SHC
This course provides a study of office management, including the use of the computer in veterinary medical facilities. The course also includes an in-depth study of veterinary ethics and client education techniques. Prerequisites: VET 201, VET 260, VET 160, VET 207, VET 181. Corequisites: VET 170, VET 250, VET 270, VET 280. (3/0)

VET 250 Clinical Techniques III 3 SHC
This course includes a survey of technical skills required by the veterinary technician with emphasis on laboratory techniques. Prerequisites: VET 201, VET 160, VET 260, VET 207. Corequisites: VET 170, VET 270, VET 280, VET 240. (2/3)

VET 260 Clinical Techniques IV 3 SHC
This course will survey technical skills required by veterinary technicians with emphasis on medical and surgical emergencies. Prerequisites: VET 152, VET 215, VET 180. Corequisites: VET 201, VET 160, VET 207, VET 181. (1/6)

VET 270 Advanced Medical Care 3 SHC
This course provides a study of the technician's role in emergency medical and surgical procedures. This course includes a survey of diagnostic procedures. Prerequisites: VET 201, VET 260, VET 160, VET 207, VET 181. Corequisites: VET 170, VET 250, VET 280, VET 240. (1/6)

VET 280 Senior Seminar 1 SHC
This course allows various topics applicable to the second-year student's curriculum to be discussed in small groups. This includes, but is not limited to, issues arising from the veterinary technician externship. Prerequisites: VET 201, VET 260, VET 160, VET 207, VET 181. Corequisites: VET 170, VET 250, VET 270, VET 240. (1/0)

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. (1/9)

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. (1/9)

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. (2/6)

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. (2/6)

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. (1/6)

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.

We also offer online Internet classes in many areas of interest for your convenience. These classes are available any where and any time to accommodate your schedule. Log on to our Web site at **www.ptc.edu/ConEd** and click on "Online Courses" to view the variety of courses and complete the online registration form.

Program Areas

Our **Center for Corporate, Health Care and Community Training Services** provides training and organizational development services to facilitate continuous improvement in businesses and industries. Courses include topics for personal interest, professional development and health care. For additional information on customized services, call (864) 941-8602.

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 computer training, job task analyses and assistance with the facilitation of the South Carolina Enterprise Zone Retraining Act. For more information, call (864) 941-8481.

The **Center for Industrial Technology** includes more than 40 hands-on labs that provide all the necessary equipment in a state-of-the-art facility for training maintenance technicians from mechanical and electrical to PLC's and automation controls. In conjunction with the lab, the college partners with Trinity Workplace Learning to offer "PRIMEed," a Web-based industrial skills training program to teach practical skills, not just theory. The Center also offers OSHA, EPA and customized classes in a number of areas. 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. 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, as well as for special occasions and private events are 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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***Business Office - 941-8322**
Room 151-A, John S. Coleman Administration Building

***Business, Information Technologies and Public Service Programs - 941-8729**
Room 212-D, Bennett G. Campbell Student Center

***Campus Shop - 941-8683**
Room 106-F, Francis B. Nicholson General Education Building

***Career Services - 941-8614**
Room 101-A, John S. Coleman Administration Building

***College Communications - 941-8541**
Room 216-A, John S. Coleman Administration Building

***Continuing Education - 941-8400**
Paul M. DeLoache Continuing Education Building

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***Educational Talent Search - 941-8383**
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***Engineering/Industrial Technology Programs - 941-8486**
Room 104-E, John W. Drummond Engineering and Industrial Technologies Center

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Room 109-H, Jennings G. McAbee Health Science Building

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Room 231-A, John S. Coleman Administration Building

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***Tutoring Center - 941-8435**
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***Upward Bound - 941-8608**
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Courtesy Telephones
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James C. Self Conference Center
Paul M. DeLoache Continuing Education Building
P. Henderson Barnette Business Technologies Building
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