2010-2011
ACADEMIC CATALOG
VOLUME XXXV

Visit **www.ptc.edu** for most current information.
This catalog is effective Fall 2010.

Piedmont Technical College is an equal opportunity institution.

ACCREDITATION INFORMATION

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; (404) 679-4901) to award the associate 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 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 (3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326; (404) 975-5000); the Veterinary Technology program is accredited by the American Veterinary Medical Association (1931 N. Meacham Road, Suite 100, Schaumburg, IL; (847) 925-8070; www.avma.org). The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (1248 Harwood Road, Bedford, Texas 76021; (817) 283-2835; www.coarc.com).

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) (3414 Ashland Avenue, Suite G, 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 Vice President for Academic Affairs, Chief Educational Officer.

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.

Table of Contents

Academic Calendar

FALL 2010

Administrative Days	August 16-20, 2010
Inservice Days	August 23-24
Classes Begin (Full Term, A Term)	August 25
End Add Period (A Term)	August 27
End Add Period (Full Term)	August 31
Labor Day (College Closed)	September 6
Classes Begin (L Term)	September 28
End Add Period (L Term)	October 4
Classes End (A Term)	October 14
Fall Break (No Classes)	October 15 & 18
Classes Begin (B Term)	October 19
End Add Period (B Term)	October 21
Election Day	November 2
(College Open, No Classes)	
Thanksgiving Break (College Closed)	November 24-26
Classes End	December 13
(Full Term, B Term, L Term)	
Final Grades Due	December 15
Administrative Days	December 14, 15, 17
Inservice Days	December 16
Winter Break (College Closed)	December 20-31

SPRING 2011

New Year's Day Observed	January 3
(College Closed)	
Administrative Days	January 4, 5, 6, 11, 12
Inservice Days	January 7, 10, 13, 14
Martin Luther King, Jr. Day	January 17
(College Closed)	
Classes Begin (Full Term, A Term)	January 18
End Add Period (A Term)	January 20
End Add Period (Full Term)	January 24
Classes Begin (L Term)	February 21
End Add Period (L Term)	February 25
Classes End (A Term)	March 9
Inservice Day	March 10
Administrative Day	March 11
Classes Begin (B Term)	March 14
End Add Period (B Term)	March 16
Spring Break (No Classes)	April 18-22*
Classes End	May 6
(Full Term, B Term, L Term)	
Final Grades Due	May 10
Administrative Days	May 9-13
Graduation	May 12

SUMMER 2011

Administrative Days	May 16-20
Classes Begin	May 23
(Full Term, A Term)	
End Add Period (A Term)	May 25
End Add Period (Full Term)	May 27
Memorial Day (College Closed)	May 30
Classes Begin (L Term)	June 6
End Add Period (L Term)	June 7
Classes End (A Term)	June 24
Classes Begin (B Term)	June 27
End Add Period (B Term)	June 28
Independence Day	July 4
(College Closed)	
Classes End (Full Term,	August 1
B Term, L Term)	
Final Grades Due	August 3
Administrative Days	August 2-5
Graduation	August 4
Term Break	August 8-10
Administrative Days	August 11-12

*Dates subject to change

Important Dates

TERM DATES

Fall 2010
T Term	August 25-December 13
L Term	September 28-December 13

Spring 2011
T Term	January 18-May 6
L Term	February 21-May 6

Summer 2011
T Term	May 23-August 1
A Term	May 23-June 24
L Term	June 6-August 1
B Term	June 27-August 1

VIP REGISTRATION DATES

Spring 2011	November 1-30, 2010
Summer 2011	April 1-29, 2011

Fall 2011
Current Students	April 1-June 29, 2011
New Students	May 2-June 29, 2011

TUITION DEADLINES

Fall 2010
T Term	August 10, 2010
L Term	September 20, 2010
B Term	October 11, 2010

Spring 2011
T Term	January 5, 2011
L Term	February 14, 2011
B Term	March 11, 2011

Summer 2011
T & A Terms	May 9, 2011
L Term	May 31, 2011
B Term	June 20, 2011

FINANCIAL AID DATES

FAFSA DEADLINES
Spring 2011 FAFSA Priority Date
November 1, 2010
Summer 2011 FAFSA Priority Date
April 1, 2011
Fall 2011 FAFSA Priority Date
July 1, 2011

FINANCIAL AID STUDENTS CAN PURCHASE BOOKS
Fall 2010	August 17-September 3, 2010
Spring 2011	January 11-February 1, 2011
Summer 2011	May 17-June 3, 2011

FINANCIAL AID FREEZE DATES

Fall 2010	September 7, 2010
Spring 2011	January 31, 2011
Summer 2011	June 3, 2011

PAYMENT PLAN DATES

Fall 2010 Payment Plan Opens	July 5, 2010
Last day to enroll with no down payment	August 3, 2010
Spring 2011 Payment Plan Opens	November 1, 2010
Last day to enroll with no down payment	December 8, 2010
Summer 2011 Payment Plan opens	April 1, 2011
Last day to enroll with no down payment	May 7, 2011

DROPS FOR NON-PAYMENT

Fall 2010
T Term	August 13, 20, 27, and September 3, 2010
L Term	September 21, 28, and October 5, 2010
B Term	October 12, 20, and 27, 2010

Spring 2011
T Term	January 7, 14, 21, 28, and February 4, 2011
L Term	February 15, 22, and 28, 2011
B Term	March 8 and 15, 2011

Summer 2011
T & A Terms	May 13, 20, and 27, 2011
L Term	June 1 and 14, 2011
B Term	June 21, 28, and July 1, 2011

LAST DAY TO WITHDRAW FROM A CLASS

Fall 2010	November 29, 2010
Spring 2011	April 25, 2011
Summer 2011	July 18, 2011

GRADUATION DATES

APPLICATION DEADLINES
December 2010 Graduates	October 8, 2010
May 2011 Graduates	March 4, 2011
August 2011 Graduates	June 3, 2011

GRADUATION CEREMONY DATES
December 2010 & May 2011 Graduates	May 12, 2011
August 2011 Graduates	August 4, 2011

President's Message

At Piedmont Technical College, we teach at the university level, train at the career level and help you to continue to develop personally and professionally.

Founded in 1966 and accredited by the Southern Association of Colleges and Schools, Piedmont Technical College offers a wide variety of career studies programs and transfer opportunities to colleges and universities throughout South Carolina. High school graduates looking for practical education that will quickly prepare them for a rewarding career, those looking for a starting place before heading to a university, or anyone returning to school to further his or her education will find Piedmont Tech a perfect fit.

With locations in each of the seven counties we serve–Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda– as well as an online campus accessible anywhere there's an internet connection, we work to make the advantages of higher education available to everyone, regardless of their personal circumstances or previous educational preparation.

Whether you know exactly what you want in life, or if you're still searching for your place in the world, with more than 80 academic programs, and with transfer opportunities to over 40 college and universities throughout South Carolina, PTC has a program that's right for you.

We look forward to working with you to help you achieve your goals.

Ray Brooks

L. Ray Brooks, Ed.D
President, Piedmont Technical College

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 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: the 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 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 an 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 Education 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 long-time 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 future 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, long-time 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 Technology 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 welding 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.

In 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 was 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.

CAMPUS LOCATIONS

The 75-acre Greenwood 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.

Through its six county centers, Piedmont Technical College brings many educational opportunities closer to residents of our seven counties. The same top quality instruction and services are offered at the centers as on the Greenwood Campus, 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 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
701 Batesburg Highway 178, Saluda
(864) 445-3144

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 Greenwood Campus) or at any county center when they arrive. Identification badges will be issued to all visitors and guests before leaving the receptionist. 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) 941-8700 or (800) 868-5528.

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.

Picture identification cards will be worn on the exterior clothing of all students, faculty and staff. Identification cards will be visibly placed on the front portion of clothing in a non-offensive manner located within an area below the neck and above the waist of the individual. Visitors and guests will receive a badge or stick-on pass worn in the same manner as picture identification cards.

INSTITUTIONAL VISION

We will become a premier community college with a shared commitment to create vibrant learning communities through the relentless pursuit of student success and economic prosperity for all stakeholders.

INSTITUTIONAL MISSION

Piedmont Technical College transforms lives and strengthens communities by providing opportunities for intellectual and economic growth.

The 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 enrolls approximately 4,500 to 5,500 credit students. The College responds to the academic, training and public service needs of the community through excellence in teaching and educational services. Piedmont Technical College's open admissions policy provides accessibility for individuals with diverse backgrounds the opportunity to acquire the knowledge and skills for employment in engineering technology, industrial technology, agriculture, business, health, and public service. Piedmont Technical College graduates develop competencies in communication, mathematics, problem solving and technology.

The College offers university transfer; associate degrees, diplomas and certificates in technical and occupational areas; developmental education programs; student development programs providing academic, career and individual support; and custom-designed Continuing Education programs providing training for business and industry. (Approved by the PTC Area Commission, September 15, 2009)

MISSION GOALS

Piedmont Technical College fulfills its mission through a comprehensive planning process focused on annual operational plans in support of the following mission goals:

I. Promote excellence in teaching, learning, and educational services to ensure that each student has the opportunity to attain his or her fullest potential.

II. Offer quality credit courses and programs leading to associate degrees, diplomas, and certificates in career and

technical fields; university transfer; and developmental education to meet the emerging needs of the communities served.

III. Promote community and workforce development and economic growth through new and existing partnerships with business, industry, government, community agencies, and educational institutions.

IV. Provide effective enrollment management systems and student support services to ensure optimal access, retention, enrollment, program completion and student success.

V. Foster a cooperative and healthy environment that enhances the awareness, understanding and celebration of differences and encourages open communication.

VI. Exercise efficient and responsible stewardship of the College's human, financial, and physical resources to ensure sustainability.

VII. Use data and assessment results to make well-informed decisions regarding the continuous improvement of our programs and services.

VIII. Integrate appropriate technology throughout instructional, administrative, and operational services.

IX. Ensure public awareness and recognition of the value of the College through public relations activities.

X. Provide a safe and accessible learning and working environment.

XI. Develop and support professional development opportunities for all employees.

CORE VALUES

Piedmont Technical College is guided by the practice of these Core Values (Approved by the PTC Area Commission, June 23, 2009):

- Leadership and Innovation
- Integrity, Accountability, & Transparency
- Collaboration and Collegiality
- Inclusivity, Diversity, & Accessibility
- Student Success and Customer Service
- Entrepreneurship and Workforce Development
- Lifelong Learning and Community Improvement
- Data-Driven Decision Making
- The Ongoing Pursuit of Excellence
- Commitment to Lean Principles

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

At Piedmont Technical College, our educational mission is to provide the 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. Demonstrate the basic computer skills necessary to function in a technological world.

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 Education Network (PEN) provides students with fully interactive education on the Greenwood Campus, 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 Greenwood Campus 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 associate 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 **www.ptc.edu/dl**.

ASSOCIATE 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 the Distance Learning Director at (864) 941-8446 or via e-mail at DLSupport@ptc.edu. Many other associate degrees and certificates are available totally online. A complete listing is available on the Web at 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.

STUDENT CONSUMER INFORMATION

Campus Safety

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.

The Campus Crime Reports are available on the Public Safety Web page at www.ptc.edu/about-ptc/public-safety.

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.

Persistence Rate

58.1% of full-time, first-time, degree-seeking PTC students persist from one semester to the next. For more information, visit www.che.sc.gov/Finance/stat.htm.

HEA Disclosure Information

All information required by the Higher Education Act of 1965 and amended by HEOA is available on the college Web site at www.ptc.edu/hea.

GENERAL CAMPUS SERVICES

Health and Medical Services

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

- Building A (Upper & Lower Levels)
- Buildings A, E, M and R (Each Industrial Laboratory)
- Buildings B and V (Kitchens)
- Building C (Lower Level Kitchen & Administrator's Office)
- Building F (Public Safety Office)
- Building G (Media Center)
- Building M (Facilities Management)
- Building S (Room 200)

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, 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.

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. 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 on campus is prohibited, except that the president may authorize the consumption of alcoholic beverages by adult groups in accordance with 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 postsecondary 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 Greenwood Campus 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.

TOBACCO USE POLICY
Piedmont Technical College is a tobacco-free campus. Tobacco use in any area of the College could result in a $25 citation.

PARKING AND TRAFFIC VIOLATIONS
Citations will be issued for the following violations of college traffic and parking regulations:

- No Parking Permit: $30
- Parking in "Yellow Zone:" $25
- Parking in "No Parking Space:" $25
- Parking in Faculty Area: $25
- Parking in Visitor's Space: $30
- Blocking Other Vehicles: $30 and/or Tow Away
- Speeding on Campus: $30
- Reckless Driving on Campus: $100[1]
- Parking on Landscape: $40 and/or Tow Away
- One-Way Traffic: $25
- Improper Parking: $25
- Handicap Area Violation: $100
- Other as designated appropriate
  - 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

[1] 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.

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 **ptc.bncollege.com**. 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.

Business Office

Tuition and fees are paid at the Business Office, located in the A Building. This office also mails refund checks, financial aid checks and all other payments as authorized. Please visit or call the Business Office at (864) 941-8322 during office hours for assistance and information regarding financial matters.

Facilities Management

Students who would like to request repairs to facilities are encouraged to notify their instructor. Instructors should enter a work request using the MySchoolBuilding Web site or by contacting the division secretary. For requests that require immediate action, please contact Facilities Management directly at (864) 941-8335 or (864) 941-8333. After 5:00 p.m., contact Public Safety at (864) 941-8000.

Admissions Information

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.

CITIZENSHIP POLICY

The South Carolina Illegal Immigration Reform Act (section 59-101-430) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. Effective January 1, 2009, Piedmont Technical College students must provide proof of citizenship. A verification process has been developed and students may be asked to submit additional documentation to verify citizenship.

ADMISSIONS REQUIREMENTS

All applicants for admission to associate degree, diploma and certificate programs must meet the following minimum requirements:

- Be at least 18 years of age or
- Possess a high school diploma, GED or acceptable scores on the college's placement test or on the SAT or ACT.
- Complete the college placement test to assess skills in reading, English, mathematics, and technology readiness and demonstrate the ability to benefit from formal education.

View Residency Requirements as listed in the Financial Information section of the catalog.

PLACEMENT TESTS AND TEST EXEMPTIONS

Piedmont Technical College's assessment program helps new students entering the college succeed in their educational goals. The results will help with your placement into appropriate courses so that you will be successful in the course work you choose to take at PTC. You will learn about your skills and how they compare with the skills you will need as you pursue your chosen major courses. Placement instruments are not used for admission to the college, although they may be used to determine certain prerequisites required for certain programs.

Students in the following categories may be exempt from placement testing:

- Applicants who have completed the college placement test within the past five years.
- Applicants who hold an associate or bachelor's degree or higher.
- 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.
- Applicants who have completed college level English composition and math with a grade of "C" or higher. Portions of the placement test may be waived according to courses taken.
- Some non-degree and non-diploma seeking applicants.
- 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).

Disability Accommodations Request

Persons requiring special assistance because of a physical limitation or disability should contact the Student Disability Services Coordinator in the Student Success Center at (864) 941-8614.

For more information about the placement test including testing tips visit **www.ptc.edu/testing**.

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 Greenwood 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 online at **www.fafsa.ed.gov**.

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 Greenwood Campus or by calling any county center.

4. **SUBMIT TRANSCRIPT(S)**

   Submit an official copy of your final high school transcript or GED and any college transcripts.

5. **MEET WITH AN ADVISOR AND SCHEDULE YOUR CLASSES**

   Contact a location near you to meet with an enrollment advisor to discuss your career goals and academic plan. Plan your schedule of classes for the coming term and register with your advisor.

6. **ORIENTATION**

   Attend an orientation session. Call the Student Success Center at (864) 941-8614 for dates and times.

7. **ACCESS CAMPUS ONLINE SERVICES**

   The "PTC Pathway" student intranet allows you to go online to access your academic records, financial statements, schedule, and certain student services. Your PIN will be assigned at your point of enrollment.

8. **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 SPECIAL PROGRAMS

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 Greenwood Campus, any county center or the college Web site at **www.ptc.edu/admissions**.

First-Time College Students

First-time college students do not have any special requirements, but should complete all of the steps listed in the General Enrollment Procedures for New Students.

Returning Students

Returning students who have not been enrolled at Piedmont Technical College for more than one year must complete a new application. All Piedmont Technical College graduates who wish to re-enroll must complete a new application. If you have attended another college and completed college-level course work since attending Piedmont

Technical College, please submit an official transcript. To register for classes, you must contact a 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

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 Greenwood Campus 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.

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 enrolled 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.

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.

International Students

This school is authorized under federal law to enroll non-immigrant students. Non-immigrant students must apply for an F-1 visa through the international student application process. In addition to the general admission requirements, international applicants must:

1. Provide evidence of successful completion of a secondary level program.

2. Provide TOEFL (Test of English as a Foreign Language) examination scores with a minimum of:
   - Computerized version, score "173" or higher
   - Written version, score "500" or higher
   - Internet based, score "61" or higher

   The TOEFL requirement may be waived for students whose first language is English, who have graduated from a U.S. secondary school, or have post-secondary level English course work.

3. Provide copies of acceptable SAT or ACT scores.
   - SAT: 960 (480 Verbal, 480 Math)
   - ACT: 21

   The Piedmont Technical College placement test may be taken as a substitute for the SAT/ACT. This test may be waived if university transfer credit is awarded for English or Math course work.

4. Provide an approved credit evaluation for university course work, if transfer credit is desired. The evaluator of the course work must be certified by National Association of Credential Evaluation Services (NACES).

5. Complete the Affidavit of Support and present official documentation of financial support in the amount of $20,614, to cover tuition and expenses for one year. This amount is subject to change based on the current rate of tuition, books and cost of living in the local area.

6. Submit escrow deposit of $6,814 US for first semester and final semester tuition. This amount is subject to change based on the current tuition rate for international students. I-20 will be issued upon receipt of escrow deposit.

7. Pay SEVIS fee directly to USCIS (**www.fmjfee.com**), print receipt and bring it to the embassy or consulate to apply for the F-1 visa.

NOTE: Financial assistance is not available to incoming international students. Students on F-1 visa are not permitted to work off-campus, and on-campus employment is extremely limited. International students who wish to pursue a degree exclusively online from their home country do not need to secure an F-1 visa and should contact a SEVIS Designated School Official for more information about this process.

MAJORS WITH SPECIAL PROGRAM ADMISSION REQUIREMENTS

Gunsmithing

Gunsmithing certificate majors must possess a current concealed weapons permit or complete a background check.

Funeral Service Education

Funeral Service Education (FSE) majors must complete all general education courses and meet with the FSE department faculty prior to enrollment in FSE course work.

Nursing and Health Science

Nursing and Health Science majors 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.

Applicants for Nursing and Health Science programs are 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 of the courses in the General Health Science Certificate or the Associate in Arts Nursing Track 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 (PN):
1. ENG 101, MAT 102 or 120, PSY 201 and BIO 210.
2. All require a 2.5 GPA for program entry.
3. HOBET score of 65% is required for ADN and PN.

Cardiovascular Technology (CVT):
1. ENG 101, MAT 102, PSY 201, AHS, 102 and BIO 210.
2. A 2.5 GPA is required for program entry.

Medical Assisting (MED):
1. ENG 101, MAT 152 or exemption (algebra), PSY 201 and BIO 112.
2. A 2.0 GPA is required for program entry.

Surgical Technology (SUR):
1. ENG 101, MAT 152 or exemption (algebra), PSY 201 and BIO 210.
2. A 2.0 GPA is required for program entry.

Pharmacy Technician (PHM):
1. ENG 101, MAT 102, AHS 102 and PHM 202.
2. A 2.0 GPA is required for program entry.

Veterinary Technology (VET):
1. ENG 101, MAT 102, PSY 201 and BIO 102.
2. A 2.0 GPA is required for program entry.

Patient Care Technology (PCT), Massage Therapy (MAS) and Phlebotomy Technology (PHB):
1. RDG 100, ENG 100 and MAT 032 or exemption of these courses.
2. All require a 2.0 GPA for program entry.

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 or
  ACT: Composite 20, Verbal 20 (Either Reading or English score), Math 23
- Completion or exemption of BIO 112 or BIO 210. Veterinary Technology applicants must have BIO 102.
- HOBET score of 65% is required for ADN and PN.

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 reviewed.
- Completion or exemption of BIO 112 or BIO 210. Veterinary Technology applicants must have BIO 102.
- HOBET score of 65% is required for ADN and PN.

Applicants for Nursing and Health Science programs are enrolled in the General Health Science Certificate program. The nursing students who will be pursuing a B.S.N. upon completion of the Associate Degree in Nursing (ADN) may enroll in the Associate in Arts, with Nursing Transfer Track while waiting to be admitted into the program. Both General Health Science certificate and the Associate in Arts students are required to complete the following courses with a grade of "C" or higher: ENG 101, MAT 102 or MAT 120, PSY 201 and BIO 210. There are three options of becoming program ready. A student must meet program specific admission requirements prior to submission of a program-ready application. See specific programs for these requirements. Program-ready applications are accepted during specific times. Students are encouraged to complete all courses in the General Health Science Certificate or Associate in Arts, Nursing Transfer Track while waiting for entry into a clinical program.

ADDITIONAL NURSING & HEALTH SCIENCE INFORMATION
Students may repeat the biology course work only one time to achieve a grade of "C" or better. **This requirement also applies to transfer students.** College transcript of 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.

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. All other courses, which are ten years old, must be reviewed by appropriate department heads to determine if exemption credit will apply toward program-ready status.

A Merit Program is available for Nursing and Health Science students with exceptionally strong academic preparation. Additional information will be provided at the Nursing and Health Science Information Session.

Criminal background checks and Drug Screenings will be done at PTC, by an outside agency at the student's expense, on all Nursing and Health Science students.

A positive result on either or failure to provide a urine specimen may result in the dismissal from any curriculum that requires a clinical/field placement component. For Nursing and Health Science students, dismissal because of positive results will count as an attempt. The students dismissed for a positive non-validated drug screen may seek readmission to the program after one year if they have a negative drug screening result from the authorized college contractor for urinalysis testing. Anyone 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 students believe a positive result is in error, they may request laboratory analysis or a re-test at their expense.

Results of criminal background checks and drug screenings will be available for review by designated personnel in each clinical/field placement agency. The agencies have the right to refuse admission to their facility based on the student's results of the criminal background checks and drug screens.

ACADEMIC ADVISEMENT

The purpose of the academic advisement process is to help a student move smoothly through their college career. Academic Advisors assist students to select appropriate courses to complete their degree, certificate or diploma. While the ultimate decision about course scheduling and progress towards graduation rests with the student, an Academic Advisor helps students to make the best decisions by helping a student to clarify major and career goals, interpreting specific program requirements, and making good choices based on academic ability and personal life situations. The Academic Advisor also helps to clarify academic policies and procedures and helps a student to understand the consequences of academic decisions (i.e. how withdrawing from classes may affect financial aid or progress towards graduation).

Enrollment Advisement
New students to the college or those returning to the college after an absence of a year or more will meet with an Enrollment Advisor who will assist the student in course selection for the first semester and provide orientation information for new students. At an Enrollment Advising appointment, the student will receive the name of his/her Academic Advisor.

Academic Advisement
A student's Academic Advisor assists a student in planning their academic career. A student should meet with an Academic Advisor at least once per semester to discuss career goals, review academic progress towards graduation, plan for upcoming semesters and schedule classes. An Academic Advisor is a faculty member within the student's major. Pre-nursing and pre-health science students will have a general education faculty member as their Academic Advisor.

County Center Advisement

Students taking courses in one of our county center locations may meet with an advisor in the county center. Students in their second year of studies are also encouraged to contact an Academic Advisor within their major. This contact can be made by phone, e-mail or in person.

Online Registration

Online registration is available to returning students who wish to schedule classes via their PTC Pathway account. Students using the online registration option should consult with an Academic Advisor, review the program requirements on the Web site and use the Pathway Degree Evaluation tool to ensure that all classes are appropriately selected. Pre-nursing and pre-health science students should always contact an Academic Advisor and view the Health Science Resource page of the Web site. All students are encouraged to meet with an Academic Advisor during the registration process.

Time Commitment for College Study

When registering for classes, it is important to consider outside commitments, such as work, family and leisure activities. A full course of study is 12 or more credits. In general, this would require 12 hours in the classroom per week and up to 24 hours of study time per week. Each class and major are different and study time may vary by student. COL 103, Introduction to College, is a course designed to assist students with study skills, time and stress management.

Student Responsibility for Advisement

The student is ultimately responsible for his academic progress, and needs to understand clearly the requirements of the academic major. A student should consult with an advisor, review the program requirements on the Web site and use the Pathway Degree Evaluation tool to ensure that all classes are appropriately selected.

VIP Registration

Students who register within the VIP registration dates get first choice of classes and avoid the $25 registration fee. Students who complete their financial aid process by June 30th for the fall semester will also be eligible to be entered into a $500 bookstore drawing and may receive a VIP t-shirt. These dates are posted in the college calendar and on the college Web site.

Degree Evaluation

The Degree Evaluation tool in Pathway can be used by a student to monitor progress towards graduation. By requesting a detailed evaluation, a student can see how completed course work meets the graduation requirements for the selected major. A student may also use the What If Analysis tool to determine how courses would fit into a different major of study.

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 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.

PHOTO AND VIDEOTAPE POLICY

Piedmont Technical College and the Office of Marketing and Public Relations 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.

Financial Information

TUITION AND FEES

To assist you in your financial planning, the following is provided to give estimated tuition for the 2010-2011 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. Check **www.ptc.edu/tuition** for current tuition information.

Tuition*

In-County Rate	Minimum	Maximum
Per Credit Hour	$128.50	$141.50
Full-Time	1,592.00	1,698.00
Out-of-County Rate		
Per Credit Hour	145.50	
Full-Time	1,746.00	
Out-of-State Rate		
Per Credit Hour	195.50	
Full-Time	2,346.00	
International Rate		
Per Credit Hour	273.50	
Full-Time	3,282.00	

*Subject to change

Special Fees

Registration Fee: $25 (Non-refundable)
Technology Fee: $5 per credit; maximum fee $50 (Non-refundable)
Facility Fee: $25 Part Time, $50 Full Time
Graduation Fee: $25
Late Fee: $50 (Non-refundable)
Audit Courses: $55 per credit hour
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 by mailing a check or money order, calling the Piedmont Technical College Business Office at (864) 941-8322, using the online payment form at **www.ptc.edu/tuition**, or by visiting a Piedmont Technical College location. 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. Department of Revenue, 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 cancelled for any returned checks. The college will allow no more than two returned checks per student. After two returned checks, the college will accept only cash or credit card. Maximum penalty by state statute will be imposed at all times.

Payment Plan

Piedmont Technical College wants to make college as affordable as possible for you. To assist you in achieving your educational goals, a deferred payment plan administered by Nelnet is available.

This is a payment plan and not a loan–interest charges, finance charges and credit checks do not apply. View more information on the Payment Plan at **www.ptc.edu/admissions/427-payment-plan**.

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. Please see PTC Pathway, the college Web site at **www.ptc.edu** or the Business Office for refund schedules. Refunds for student initiated withdrawals will be processed as they occur and mailed on Friday of the following week.

Refer to 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.

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

Residency Classifications

Following are the student residency classifications for tuition and fees at Piedmont Technical College:

- In-County (7 county service area). For purposes of tuition, In-County rates apply to residents of the following Georgia counties that border South Carolina counties in our region: Elbert County: Abbeville County rate; Lincoln and Columbia Counties: McCormick County rate; and Richmond County: Edgefield County rate.
- Out-of-County (Outside 7 county service area)
- Out-of-State
- Foreign

South Carolina Residency

Regulations regarding the establishment of legal residency in South Carolina for tuition and fee 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 admission 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.

For more information about residency requirements, contact:

Crystal G. Pittman, Residency Officer
Piedmont Technical College
PO Box 1467
Greenwood, SC 29648

Phone: (864) 941-8328
Fax: (864) 941-8741
Email: pittman.cg@ptc.edu

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/fininfo**.

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; and
- 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.

Types of Aid

LOTTERY TUITION ASSISTANCE (LTA)

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 Waiver 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

The 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

Pell Grants can range from $555 to $5,550 per year for undergraduate students.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The Federal Supplemental Educational Opportunity Grant is 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

Under the Federal Work-Study Program, students work for $7.25 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. 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 DIRECT LOANS

The Direct Loan program is provided and administered by the Federal government, U.S. Department of Education. These loans must be repaid. Student loan borrowing cannot exceed the cost of attendance, nor may you borrow over the annual and lifetime amounts set for the Direct Loan. The Department of Education assesses an origination fee on each loan upon disbursement. The type of loan you are offered is based upon the results of the FAFSA. Loan request forms are available at the Financial Aid Office, at the county centers, and online at **www.ptc.edu/fininfo**.

ALTERNATIVE (PRIVATE) LOANS

Alternative (private) loans are administered and processed by private lending institutions to be used for educational costs. Alternative loans are not part of the Federal Direct loan programs, and should be used for circumstances where you have exhausted all other options in regards to financing your education. For more information on alternative (private) loans, go to **www.ptc.edu/fininfo**.

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.sctax.org**.

Satisfactory Academic Progress (SAP)

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 Direct Loans
- Federal Work-Study Program (FWS)
- South Carolina Needs-Based Grant (SCNB)

To maintain Satisfactory Academic Progress, a student must:

1. complete at least 67 percent of all hours attempted;

2. meet the required GPA outlined under the Cumulative Grade Point Average section of this policy; and

3. 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 credit hours).

ACADEMIC ISSUES THAT WILL AFFECT SATISFACTORY ACADEMIC PROGRESS (SAP)

Course Repetitions, Withdrawals, Incomplete Courses, Carry Forwards and Grades of NC & F

Students who receive federal or state financial aid must be aware that repeated courses and courses with grades of W, 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 re-evaluation of status if the student is on probation or suspension. Students who do not satisfactorily complete at least 67 percent of attempted hours will no longer be eligible for federal or state assistance. 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 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 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.

1. **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, 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.

2. **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 cancelled 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. SEOG, Federal Work-Study and the SCNB grant will be cancelled for all students placed on suspension. Because of limited funding in these programs, once aid is cancelled, the Financial Aid Office cannot guarantee that funds will be available in the following semester if students are removed from suspension.

Once a student in suspended status meets all Standards 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.

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).

RE-ESTABLISHING 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 re-establish 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 Effects of Withdrawing from Classes

Based on the Reauthorization Act of 1998, if a recipient of Title IV aid (Pell Grant) 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.

Remember:
- Withdrawing from classes may result in debt to the college and possibly the Department of Education.

- Withdrawing from too many classes may lead to financial aid suspension, which will result in loss of financial aid.

Student Records & Registration Information

GRADING POLICY

GPA

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 Points	Total Quality Points
MAT 110 College Algebra	3.0	A	4	12.0
ENG 101 English Comp 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 = 2.38 GPA

Midterm Grading

At the mid-point of each term, a midterm 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 midterm grades through PTC Pathway after grades are posted. Academic advisors and counselors monitor midterm grades to provide assistance in improving students' grade performance.

Final Grading

Letter grades are given in all courses at the end of each term to indicate the quality of work done by the student. Students must check their final grades at the end of each term on PTC Pathway.

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 = Incomplete
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
The student has made 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 = Withdrawal
Awarded under the following circumstances:

- Student-initiated withdrawal after the add/drop period has ended. Student must follow official procedure (use Withdrawal From Class form).

- Faculty-initiated withdrawal after the add/drop period for excessive absences.

Grade Appeals

Final grades may be appealed only within two consecutive terms following the term in which the grade was received. For example: Spring grade–Summer/Fall appeal; Summer grade–Fall/Spring appeal; Fall grade–Spring/Summer appeal.

If a student wishes to appeal a debt to the college, appeals must be made to the Business Office.

Academic Honors

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.

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.

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:

1. Must have accumulated at least 12 credit hours;
2. Must maintain a 3.5 cumulative GPA; and
3. Must be working towards an associate degree.

Psi Beta, the national honor society for psychology in two-year colleges, 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 average of at least 3.25 or be in the top 10% of class after midterm of second level courses. 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.

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 non-traditional 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 in 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 awarded will be approved in writing and filed in the student's permanent record.

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 between 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. Credit will be determined based on the recommendation from the American Council on Education (ACE) College Credit Services. 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
- Math: Calculus AB and BC
- Art History
- Microeconomics
- Biology
- Music Listening and Literature
- Chemistry
- Physics B
- Computer Science
- Physics C: Electricity and Magnetism
- Economics
- Physics C: Mechanics
- English Language
- Political Science & Composition (American & Comprehensive)
- French
- Psychology
- German
- Spanish
- Macroeconomics

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 Non-Traditional 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.

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 at the discretion of the instructor. Students are expected to pay $55 per credit hour to enroll and attend classes regularly.

Nursing and Health Science students who re-enroll and/or repeat program courses must adhere to the audit policy outlined by the department. Students are responsible for any fees associated with the course such as insurance and testing fees.

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

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.

SECURITY AND 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.

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. The following information may be issued to an inquirer either in person or over the telephone:
   - enrollment status
   - attendance dates
   - curriculum
   - graduation status
   - location of classes (if legitimate reasons are demonstrated)

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

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: academic, disciplinary, counseling, financial aid and placement. When justified by legitimate law enforcement needs, the campus Public Safety Office may maintain confidential records relating primarily to its investigative function.

The information listed below cannot be issued over the telephone to anyone, including the student.

- Social Security number
- GPA
- telephone number
- grades
- AP status
- address

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.

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 at **www.ptc.edu/forms/cat_view/104-student-records**. The student may also mail or fax the transcript request form to Student Records at (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.

Transcript Fees

A fee must be paid at the time the transcript request is submitted. Fees are as follows:

Issued directly to student: $3 | Mailed: $5 | Faxed: $10

CHANGE OF SCHEDULE AND STUDENT INFORMATION

Adding and Dropping a Class

Adding and dropping courses must be completed on the Change of Class Schedule form prior to the end of the published add/drop period. (See academic calendar on page 5.) The form can be obtained from the Student Records Office, county center or from the college Web site at **www.ptc.edu/forms/cat_view/104-student-records**. Courses dropped during this period do not appear on the student's transcript. (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.

Withdrawing from a Class

Withdrawing from classes after the add/drop 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 at **www.ptc.edu/forms/cat_view/104-student-records**. The student must have the instructor sign the form awarding the final grade (W) and the last date of attendance in the class. After all signatures are obtained, the form must be submitted, routed or faxed to the Student Records Office at (864) 941-8566 for processing. Students may withdraw from class with a grade of "W" up until two weeks prior to classes ending–see college calendar for Last Date to Withdraw from Class. After the Last Date to Withdraw, instructors have the option to award an "I" or a letter grade of "F."

Student Information Changes

Any student who wishes to change his or her name, address, telephone number or correct his or her social security number should complete the Student Information Change Form. The forms can be obtained in the Student Records Office, any county center or from the college Web site at **www.ptc.edu/forms/cat_view/104-student-records**. Forms may also be obtained from the assigned advisor.

CURRICULUM CHANGES

If a student wishes to change his or her academic program of study, a Curriculum Change form must be completed and submitted to the Student Records Office. It is recommended that students consult with their academic advisor before changing their major. The form can be obtained from the Student Records Office, any county center, or from the college Web site at **www.ptc.edu/forms/cat_view/104-student-records**.

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 Academic Affairs, Chief Educational Officer.

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.

GRADUATION

Requirements for Graduation

A high school diploma or GED is required for graduation from all associate degree programs. All candidates for associate degrees, diplomas or certificates must meet the following requirements:

1. An application for graduation must be filed with the Registrar. This application for graduation must be completed at the beginning of the student's last term of attendance or by the published deadline.

2. Satisfactory completion of all courses specified by the curriculum outline based on the student's date of enrollment. If the student does not attend for more than one year, he or she must satisfy the catalog requirements in effect at the date of his or her re-enrollment to the college. (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.

5. Students must earn between 60 and 89 credit hours to graduate with an associate 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.

Ceremony Participation

Only students completing 30 hours or more in certificate, diploma or degree programs are eligible to participate in the graduation ceremony. These students are required to pay the $25 graduation fee. Students completing a certificate with less than 30 hours are not required to pay the 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; or
- The 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 with 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 degrees are eligible for the county awards.

The honor designations for graduation are:

Cum Laude: 3.50-3.74 Cumulative Technology GPA
Magna Cum Laude: 3.75-3.99 Cumulative Technology GPA
Summa Cum Laude: 4.00 Cumulative Technology GPA

Academic Information

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: 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.

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 or Student Success Center. 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.

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 South 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.

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 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.

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 complete an online request form at **www.ptc.edu/tutoring** or drop by the tutoring center to request services.

Tutoring is available to students enrolled in courses at the county centers. Interested students should complete an online request form at **www.ptc.edu/tutoring** or speak to the tutor coordinator by calling the tutoring center at (800) 868-5528, ext. 8435.

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 (Greenwood Campus), at a Learning Resource Center (county centers), or online, students will find access to quality information and technology as well as people who want to help them succeed.

Facilities

The bright and spacious Information Commons on the Greenwood 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, laser printer, TV/DVD/VHS unit, coin-operated color photocopier, and fax machine help students access and use information. The six county centers also offer Learning Resource Centers (Laurens, Newberry, and Saluda) and Learning Resource Rooms (Abbeville, Edgefield, and McCormick) 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 using the online library catalog; and thanks to a daily courier system, resources may be quickly moved from one location to another to serve the needs of students and faculty. Through the Internet, students have 24/7 access to 49,000 full-text electronic books, approximately 6,000 educational videos, 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 borrowed items, submitting 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 at **http://www.ptc.edu/library**.

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 degrees in arts and science that allow students to smoothly transfer to all public universities in the state as well as many private colleges. This catalog's 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 Greenwood Campus. 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:

UNIVERSITY OF SOUTH CAROLINA 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 can enroll in a special fall section of COL 105 that will provide information about USC and that will host visits from USC staff from admissions and other departments. 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.

LANDER UNIVERSITY BRIDGE PROGRAM

The Lander University Bridge Program is designed to enhance the transfer of students from Piedmont Technical College to Lander. Students in this program can enroll in a special fall section of COL 105 that will provide information about Lander and that will host visits from Lander staff from admissions and other departments. Students in this program will be invited to Lander for special events and will have the opportunity to begin working toward meeting such Lander requirements as the Fine Arts Lecture Series. Students will be advised by both Piedmont Technical College and Lander advisors.

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.

NEWBERRY COLLEGE BRIDGE PROGRAM

The Newberry College Bridge program is designed to enhance the transfer of students from Piedmont Technical College to Newberry College. Students in this program will be part of a special learning community and will be advised jointly by Piedmont Technical College and Newberry College staff. They will also be invited to special events at Newberry College, receive special consideration for scholarships and a waiver of the application fee, and be matched with a transfer student mentor.

ERSKINE COLLEGE BRIDGE PROGRAM

The Erskine College Bridge Program is designed to enhance the transfer of students from Piedmont Technical College to Erskine College. Students in this program will be part of a special learning community and will be advised jointly by Piedmont Technical College and Erskine College staff. They will also be invited to special events at Erskine College, receive special consideration for scholarships and a waiver of the application fee, and be matched with a transfer student mentor.

Joint Admissions & Parallel Advisement Programs

The Joint Admissions Program allows students to jointly enroll 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 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.

Specific Program Transfer Opportunities

Piedmont Technical College offers program transfer opportunities with many institutions in the state. These opportunities are briefly described below. 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 baccalaureate granting university or college in South Carolina from an applied associate 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 is listed below.

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.

EARLY CARE & EDUCATION

Graduates earning a degree in Early Care and Education may transfer directly into the University of South Carolina, Columbia College or Newberry College's Early Childhood bachelor's degree program for teacher certification.

ELECTRONIC/MECHANICAL ENGINEERING TECHNOLOGY

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

ENGINEERING TECHNOLOGY/INDUSTRIAL TECHNOLOGY/GENERAL TECHNOLOGY

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.

NURSING (ADN)

Students earning an Associate in Applied Science with a major 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).

UNIVERSITY OF SOUTH CAROLINA BRIDGE TO ENGINEERING–ENGINEERING TECHNOLOGY

Piedmont Technical College's Engineering Technology program offers transfer certificates in Mechanical Engineering and Electrical Engineering that allow students to smoothly transfer into the University of South Carolina's Electrical or Mechanical Engineering programs.

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 degree and then allows students to take core courses at Piedmont Technical College, leaving final classes to be taken online through Franklin University.

UNIVERSITY OF PHOENIX

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

STRAYER UNIVERSITY

Piedmont Technical College students who graduate with an associate degree with a cumulative GPA of at least 2.0 are guaranteed admission when applying to a related degree program at Strayer University.

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 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.

Piedmont Education and Business Alliance

The Piedmont Education and Business Alliance (PEBA), a business-education partnership, is comprised of the ten school districts in Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda counties, area business partners and Piedmont Technical College. The education and business alliances in South Carolina are aligned with the 16 technical colleges in South Carolina. PEBA is a collaborative effort to implement federal Perkins and state EIA and Education and Economic Development Act (EEDA) laws and regulations. PEBA supports and facilitates 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 that are designed to help prepare students to be productive citizens in the 21st century. These opportunities include Contextual Teaching and Learning Training, Career Development Facilitation (CDF) course, and training for school counselors, career specialists and career and technology education instructors. PEBA provides support and direction to the ten school districts by strengthening the career development process for all students.

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:

1. High school students must master the competencies listed on the curriculum correlation chart;

2. High school students must earn a grade of "B" or better; and

3. The high school instructor must recommend in writing students who have successfully completed course(s).

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

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 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; and

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 pages 34-35) 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, GPAS, 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' GPAs 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 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 in Arts or Associate in 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 Lit
ENG 260	Advanced Technical Comm.
FRE 101	Elementary French I
FRE 102	Elementary French II
FRE 201	Intermediate French I
FRE 202	Intermediate French II
GEO 101	Intro 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 Inductive 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 & 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 degrees are awarded to students for the successful completion of all requirements in the following curricula: Associate in Applied Science with a major in General Business, with concentration in one of the following: Accounting, General Business, Business Management, Office Management; Associate in Applied Science with a major in Administrative Office Technology, with concentration in one of the following: Accounting, Legal, Medical, Medical Coding/Billing, Spanish; Associate in Applied Science with a major in Computer Technology, with concentrations in Information Technology, Programming, Internet, Network; Associate in Applied Science with a major in Human Services, with concentration in Instructional Assistant; Associate in Applied Science with a major in Early Care and Education; Associate in Applied Science with a major in Early Care and Education, with Infant/Toddler Care concentration; Associate in Applied Science with a major in Criminal Justice; Associate in Applied Science with a major in Radiologic Technology; Associate in Applied Science with a major in Nursing; Associate in Applied Science with a major in Cardiovascular Technology; Associate in Applied Science with a major in Veterinary Technology; Associate in Applied Science with a major in Respiratory Care; Associate in Applied Science with a major in Funeral Service; Associate in Applied Science with a major in Electronic Engineering Technology; Associate in Applied Science with a major in Engineering Graphics Technology; Associate in Applied Science with a major in General Engineering Technology; Associate in Applied Science with a major in Mechanical Engineering Technology; Associate in Applied Science with a major in Automotive Technology; Associate in Applied Science with a major in Building Construction Technology; Associate in Applied Science with a major in General Technology; Associate in Applied Science with a major in Heating, Ventilation and Air Conditioning Technology; Associate in Applied Science with a major in Industrial Electronics Technology; Associate in Applied Science with a major in Machine Tool Technology; Associate in Applied Science with a major in Horticulture Technology; and Associate in Applied Science with a major in Mechatronics Technology.

Diplomas are awarded to students for successful completion of all requirements in the following curricula: Diploma in Applied Science with a major in Machine Tool; Diploma in Applied Science with a major in Medical Assisting; Diploma in Applied Science with a major in Pharmacy Technician; Diploma in Applied Science with a major in Practical Nursing; Diploma in Applied Science with a major in Surgical Technology; and Diploma in Applied Science with a major in 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 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 degree programs are normally completed in a period of two academic years–an academic year for degree programs is 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 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.

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.

Academic Programs

Each associate 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. 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.

Agriculture Curricula

We all know that agriculture is an important part of South Carolina's heritage, but did you know that agriculture-based businesses play a critical and expanding role in the state's economy? In fact, agribusiness is one of the largest economic clusters in the state and a critically important part of the knowledge-based economy.

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in Horticulture Technology

The Associate in Applied Science–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, 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 articulation agreement between Piedmont Technical College and Clemson University's horticulture departments to pursue a bachelor's degree in horticulture or turfgrass.

Day Program

FIRST SEMESTER | CREDIT HOURS
HRT 104	Landscape Design & Implementation 3.0
ENG 165	Professional Communication 3.0
	or ENG 101 English Composition I
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 230	Greenhouse Technology 4.0
MAT 102	Intermediate Algebra 3.0
	or MAT 170 Algebra, Geometry, and Trigonometry I
SPA 105	Conversational Spanish 3.0

SUMMER TERM | CREDIT HOURS
HRT 271	SCWE in Horticulture 8.0

THIRD SEMESTER
ART 101	Art History and Appreciation 3.0
	or other approved Humanities/Fine Arts course
HRT 127	Soil and Water Management 4.0
PSY 103	Human Relations 3.0
	or PSY 201 General Psychology
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: 70.0

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 which may be combined with core courses for eligibility for an Associate in Applied Science, major in Horticulture Technology. Graduates of the landscape management program may pursue careers in professional turf and ornamental plant establishment or maintenance of 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.

Day Program

FIRST SEMESTER		CREDIT HOURS
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		
CWE 101	Co-op Work Experience Preparation	1.0
HRT 105	Landscape Plant Materials	4.0
HRT 125	Soils and Fertilizers	4.0
HRT 154	Grounds Maintenance	3.0
HRT 230	Greenhouse Technology	4.0

SUMMER TERM		
HRT 271	SCWE in Horticulture	8.0

TOTAL CREDIT HOURS: 38.0

BASIC DIVERSIFIED AGRICULTURE CERTIFICATE

This certificate provides students with technical knowledge in Animal Science, Farm Maintenance, Welding, Farm Soil Conditions, Environmental and Natural Resources related to the Agriculture industry. This is the foundation program to future pathways in the Agriculture curricula. Students that complete this certificate can take the Advanced Diversified Agriculture certificate program.

Day Program

FIRST SEMESTER		CREDIT HOURS
AGR 206	Basic Farm Maintenance	4.0
BIO 101	Biological Science I	4.0
ENG 165	Professional Communications	3.0
	or ENG 101 English Composition I	
FOR 104	Introduction to Environmental & Natural Resources	1.0
WLD 142	Maintenance Welding	3.0

SECOND SEMESTER		
CWE 101	Cooperative Work Experience Preparation	1.0
HRT 125	Soils	4.0
AGR 203	Introduction to Animal Science	4.0
MAT 170	Algebra, Geometry, & Trigonometry I	3.0

SUMMER TERM		
AGR 210	SCWE in Agriculture	8.0

TOTAL CREDIT HOURS: 35.0

ADVANCED DIVERSIFIED AGRICULTURE CERTIFICATE

This certificate provides students with advanced technical knowledge in Sustainable Agriculture, Field Crop Production, Pest Management, Soil and Water Management, Hydraulics & Pneumatics, Agriculture Economics and Marketing related to the Agricultural Industry. Also included is an Internship program to provide students with real hands-on experiences in the Agriculture Industry. The Basic Diversified Agriculture certificate is a prerequisite to this certificate and both provide future pathways in the Agriculture curricula for an Associate in Applied Science degree.

Day Program

FIRST SEMESTER		CREDIT HOURS
AGR 207	Field Crop Production	3.0
AGR 201	Introduction to Sustainable Agriculture	3.0
HRT 127	Soil and Water Management	4.0
AGR 205	Pest Management[1]	3.0

SECOND SEMESTER		
AGR 209	Introduction to Agriculture Marketing	3.0
AGR 208	Introduction to Agriculture Economics	3.0
IMT 131	Hydraulics and Pneumatics	4.0
SPC 205	Public Speaking	3.0

TOTAL CREDIT HOURS: 26.0

[1] Students may choose to take HRT 141 Horticulture Pest Control (4.0 credit hours) in place of AGR 205 for a total of 27 credit hours.

ASSOCIATE IN SCIENCE (A.S)
Agriculture Education Articulation Option, Clemson University & Piedmont Technical College

The Agriculture Education Articulation Option emphasis is designed for the student seeking acceptance into Clemson University's bachelor 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

FIRST SEMESTER		CREDIT HOURS
BIO 101	Biological Science I	4.0
HIS 201	American History: Discovery to 1877[1]	3.0
ENG 101	English Composition I[2]	3.0
MAT 111	College Trigonometry[3]	3.0
TUF 172	Turf Management I[4]	3.0

SECOND SEMESTER		
ENG 102	English Composition II	3.0
HRT 125	Soils	4.0
HRT 230	Greenhouse Technology	4.0
MAT 110	College Algebra[3]	3.0
MAT 120	Probability and Statistics	3.0

SUMMER TERM		
CHM 110	College Chemistry I	4.0
HRT 104	Landscape Design and Implementation	3.0
HRT 110	Plant Form and Function	4.0
MAT 130	Elementary Calculus	3.0
MUS 105	Music Appreciation	3.0

THIRD SEMESTER		CREDIT HOURS
ART 101	Art History and Appreciation[5]	3.0
CHM 111	College Chemistry II	4.0
ENG 201	American Literature[6]	3.0
HRT 154	Grounds Maintenance	3.0
SPC 205	Public Speaking	3.0

TOTAL CREDIT HOURS: 66.0

[1] Optional course for HIS 201: PSY 201.

[2] ENG 101 and 102 (6 total credits) transfer into Clemson as a 3-credit ENG 103.

[3] Providing proper documentation, student may exempt out of MAT 110 and or MAT 111 and enter into MAT 130, (MAT 110 and MAT 111 only counts as electives at Clemson and do not count for any of the B.S. degree math requirements).

[4] Regarding TUF 172, student must take a 1-hour companion turf lab at Clemson.

[5] Optional courses for ART 101: REL 101, THE 101.

[6] Optional courses for ENG 201: ENG 202, 203, 204, 205, 206, 208.

ASSOCIATE IN SCIENCE (A.S)
Horticulture and/or Turfgrass Articulation Option, Clemson University & Piedmont Technical College

The Horticulture and/or Turfgrass Articulation Option 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 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. See horticulture advisor for additional 15 credit hours that count towards Clemon's B.S. in Horticulture and/or Turfgrass.

Day Program

FIRST SEMESTER		CREDIT HOURS
ART 101	Art History and Appreciation[1]	3.0
ECO 210	Macroeconomics[2]	3.0
ENG 101	English Composition I	3.0
FOR 104	Introduction to Forestry & Natural Resources	1.0
HRT 110	Plant Form and Function	4.0
MUS 105	Music Appreciation	3.0

SECOND SEMESTER		
ENG 102	English Composition II	3.0
HRT 125	Soils	4.0
HRT 230	Greenhouse Technology	4.0
MAT 110	College Algebra[3]	3.0
MAT 120	Probability and Statistics	3.0

SUMMER TERM		CREDIT HOURS
BIO 101	Biological Science I	4.0
CHM 110	College Chemistry I	4.0
ENG 201	American Literature[4]	3.0
SPC 205	Public Speaking	3.0
TUF 172	Turf Management I	3.0

THIRD SEMESTER		CREDIT HOURS
CHM 111	College Chemistry II	4.0
HRT 154	Grounds Maintenance	3.0
MAT 130	Elementary Calculus	3.0
PHY 201	Physics I	4.0

TOTAL CREDIT HOURS: 65.0

[1] Optional courses for ART 101: REL101, THE 101.

[2] Optional courses for ECO 210: ECO 211, SOC 205, PSC 201.

[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, 205, 206, 208, 209.

Arts & Science Curricula

Upon successful completion of the Associate in Arts (A.A.) or Associate in Science (A.S.) degree, a graduate can transfer to a four-year college or university. There are many career opportunities that require an A.A. or an A.S. degree, allowing the graduate to enter the work force. Piedmont Technical College's A.A. and A.S. 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 (A.A.)

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 A.A. program is designed to prepare students for four-year baccalaureate majors in fields such as business, accounting, management, English, journalism, social work, education, nursing, music, psychology, history, pre-law and other humanities, fine arts and social sciences.

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

Day or Evening Program

COURSE TYPE	MINIMUM CREDIT HOURS
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 — CREDIT HOURS

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
PSY 212	Abnormal Psychology	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 214	Fiction	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
THE 101	Introduction to Theatre	3.0

LAB SCIENCE		CREDIT HOURS
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

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
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
SOC 101	Introduction to Sociology	3.0
SOC 205	Social Problems	3.0
SOC 210	Juvenile Delinquency	3.0
SOC 220	Sociology of the Family	3.0
THE 101	Introduction to Theatre	3.0

FOREIGN LANGUAGE

FRE 101	Elementary French I	4.0
FRE 102	Elementary French II	4.0
SPA 101	Elementary Spanish I	4.0
SPA 102	Elementary Spanish II	4.0

RECOMMENDED ELECTIVES

COL 103	College Skills	3.0
CPT 101	Introduction to Computers	3.0

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

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

Day Program

FIRST SEMESTER		CREDIT HOURS
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

FIRST SEMESTER		CREDIT HOURS
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

Left Column

SUMMER TERM   **CREDIT HOURS**

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

FIFTH SEMESTER

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

TOTAL CREDIT HOURS: 60.0

ASSOCIATE IN SCIENCE (A.S)

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 or Evening Program

COURSE TYPE	MINIMUM CREDIT HOURS
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   CREDIT HOURS

ENG 101	English Composition I	3.0
ENG 102	English Composition II	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 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

Right Column

SOCIAL/BEHAVIORAL SCIENCE   CREDIT HOURS

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 and Development	3.0
PSY 212	Abnormal Psychology	3.0
SOC 101	Introduction to Sociology	3.0

HUMANITIES/FINE ARTS

ART 101	Art History and 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 214	Fiction	3.0
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
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

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
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

CONCENTRATION/REQUIRED

CORE ELECTIVES		CREDIT HOURS
PHY 222	University Physics II	4.0
PHY 223	University Physics III	4.0
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 130	Elementary Calculus	3.0
MAT 140	Analytical Geometry and Calculus I	4.0
MAT 141	Analytical Geometry and Calculus II	4.0
MAT 220	Advanced Statistics	3.0
MAT 240	Analytical Geometry and Calculus III	4.0
MAT 242	Differential Equations	4.0
PHI 105	Introduction to Logic	3.0

FOREIGN LANGUAGE

FRE 101	Elementary French I	4.0
FRE 102	Elementary French II	4.0
SPA 101	Elementary Spanish I	4.0
SPA 102	Elementary Spanish II	4.0

RECOMMENDED ELECTIVES

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

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

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

Day Program

FIRST SEMESTER		CREDIT HOURS
ENG 101	English Composition (Required)	3.0
MAT 110	College Algebra	3.0
	Elective	3.0
	Elective Humanities/Fine Arts	3.0
	Elective Social/Behavioral Science	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

FOURTH SEMESTER		
	Elective	4.0
	Elective Required Core	4.0
	Elective Required Core	4.0
	Elective Required Core	4.0

TOTAL CREDIT HOURS: 60.0

Evening Program

FIRST SEMESTER		CREDIT HOURS
ENG 101	English Composition I (Required)	3.0
	Elective	3.0
	Elective Social/Behavioral Science	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	3.0
	Elective Required Core	4.0
	Elective Required Core	3.0

SUMMER TERM		
	Elective	4.0
	Elective Required Core	4.0
	Elective Required Core	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

FIRST SEMESTER		CREDIT HOURS
ENG 101	English Composition I (Required)	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 (Required)	3.0
SPC 205	Public Speaking	3.0
	or COL 103 College Skills (Recommended)	
	Humanities/Fine Arts Requirement	3.0
	Social Science Requirement	3.0
	Transfer Math/Science Requirement	3.0

TOTAL CREDIT HOURS: 30.0

Evening Program

FIRST SEMESTER   **CREDIT HOURS**

ENG 101   English Composition I (Required)...................................3.0

              Humanities/Fine Arts Requirement 3.0

              Social Science Requirement..3.0

SECOND SEMESTER

ENG 102   English Composition II (Required) 3.0

              Social Science Requirement..3.0

              Transfer Math/Science Requirement..............................3.0

THIRD SEMESTER

              Humanities/Fine Arts Requirement 3.0

SPC 205   Public Speaking 3.0

              or COL 103 College Skills (Recommended)

FOURTH SEMESTER

              Humanities/Fine Arts Requirement 3.0

              Transfer Math/Science Requirement..............................3.0

TOTAL CREDIT HOURS: 30.0

Business Technologies Curricula

The Business Technologies Department incorporates five separate curricula: Business, Administrative Office Technology, Funeral Service Education, Professional Pottery 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.

APPROVED BUSINESS ELECTIVES:

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

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in Administrative Office Technology

By developing skills in typing, word processing, spreadsheet applications, dictation 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 electives in the field of work in which they are most interested. The student may choose a legal, medical, accounting, medical coding/billing or Spanish concentration.

Students enrolled in the Medical Coding/Billing concentration will take AHS 174 (Medical Coding Practicum) for internship experience. All other students will take AOT 270 (SCWE in Administrative Office Technology).

Day Program

FIRST SEMESTER   **CREDIT HOURS**

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 | CREDIT HOURS

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

THIRD SEMESTER

CPT 274	Advanced Microcomputer Spreadsheets	3.0
AOT 120	Introduction to Machine Transcription	3.0
AOT 251	Administrative Systems and Procedures	3.0
SPC 205	Public Speaking	3.0
	Elective Humanities/Fine Arts	3.0

FOURTH SEMESTER

CPT 272	Advanced Microcomputer Data Base	3.0
AOT 161	Information Management	3.0
AOT 270	SCWE in Administrative Office Technology	3.0
	Elective	3.0/5.0

TOTAL CREDIT HOURS: 63.0/65.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in Administrative Office Technology, Accounting Concentration

Day Program

FIRST SEMESTER | CREDIT HOURS

ENG 165	Office Communications	3.0
MAT 155	Contemporary Mathematics	3.0
AOT 105	Keyboarding	3.0
AOT 134	Office Communications	3.0
CPT 101	Introduction to Computers	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 Office Technology	3.0
CPT 272	Advanced Microcomputer Data Base	3.0

TOTAL CREDIT HOURS 63.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in Administrative Office Technology, Legal Concentration

Day Program

FIRST SEMESTER | CREDIT HOURS

AOT 105	Keyboarding	3.0
AOT 134	Office Communications	3.0
CPT 101	Introduction to Computers	3.0
ENG 165	Office Communications	3.0
MAT 155	Contemporary Mathematics	3.0

SECOND SEMESTER

BUS 121	Business Law I	3.0
ECO101	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 Office Technology	3.0
CPT 272	Advanced Microcomputer Data Base	3.0
SPC 205	Public Speaking	3.0

TOTAL CREDIT HOURS: 63.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in Administrative Office Technology, Medical Concentration

Day Program

FIRST SEMESTER | CREDIT HOURS

AOT 105	Keyboarding	3.0
AOT 134	Office Communications	3.0
CPT 101	Introduction to Computers	3.0
ENG 165	Office 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

		CREDIT HOURS
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 Office Technology	3.0
CPT 272	Advanced Microcomputer Data Base	3.0

TOTAL CREDIT HOURS: 63.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
*Major in Administrative Office Technology,
Medical Coding/Billing Concentration*

Day Program

FIRST SEMESTER

		CREDIT HOURS
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
CPT 274	Advanced Microcomputer Spreadsheets	3.0
AOT 165	Information Processing Software	3.0
ENG 101	English Composition I	3.0
PSY 103	Human Relations	3.0

SUMMER TERM

CPT 272	Advanced Microcomputer Data Base	3.0
IST 281	Presentation Graphics	3.0
	Elective Humanities/Fine Arts	3.0

THIRD SEMESTER

AHS 102	Medical Terminology	3.0
AOT 120	Introduction to Machine Transcription	3.0
AHS 171	Introduction to Medical Coding	4.0
AHS 116	Patient Care Relations	3.0

FOURTH SEMESTER

AOT 161	Records Management	3.0
AHS 172	Medical Coding & Classification System	5.0
AHS 173	Medical Coding Special Topics	2.0
AHS 174	Medical Coding Practicum	3.0

TOTAL CREDIT HOURS: 65.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
*Major in Administrative Office Technology,
Spanish Concentration*

Day Program

FIRST SEMESTER

		CREDIT HOURS
AOT 105	Keyboarding	3.0
AOT 134	Office Communications	3.0
CPT 101	Introduction to Computers	3.0
ENG 165	Office 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

CPT 272	Advanced Microcomputer Data Base	3.0
AOT 161	Records Management	3.0
AOT 270	SCWE in Administrative Office Technology	3.0
PSY 103	Human Relations	3.0

TOTAL CREDIT HOURS: 65.0

OFFICE TECHNICIAN CERTIFICATE

The Office Technician certificate is designed for students who wish to obtain an entry-level data-entry position in a short period of time.

Many job postings require keyboarding, word processing and spreadsheet manipulation skills. This certificate exposes the student to all three areas with the major emphasis on intermediate and advanced word processing applications. Document production (quantity and quality) is also addressed.

These skills facilitate the student's entry into the job market, and completing an associate degree can lead to job advancement. These certificate courses naturally feed into the Administrative Office Technology and Office Management associate degree programs.

Day Program

FIRST SEMESTER

		CREDIT HOURS
BUS 101	Introduction to Business	3.0
CPT 101	Introduction to Computers	3.0
MGT 101	Principles of Management	3.0
AOT 105	Keyboarding	3.0

SECOND SEMESTER		CREDIT HOURS
ACC 101	Accounting Principles I	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
AOT 161	Information Management	3.0

SUMMER TERM		
CPT 272	Advanced Microcomputer Data Base	3.0
IST 281	Presentation Graphics	3.0
AOT 165	Information Processing Software	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

FIRST SEMESTER		CREDIT HOURS
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 & Programming	3.0
AOT 105	Keyboarding	3.0

SECOND SEMESTER		
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
AOT 165	Information Processing Software	3.0

TOTAL CREDIT HOURS: 30.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in General Business

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

The field of business offers numerous opportunities. Probably no other occupational area encompasses the diverse range of activities that is 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 either day or night classes, if sufficient enrollment is maintained.

The major 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.

Day Program

FIRST SEMESTER		CREDIT HOURS
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
	Elective Business	3.0
	Elective Business	3.0
	Elective Business	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
	Elective Business	3.0

TOTAL CREDIT HOURS: 66.0

Evening Program

FIRST SEMESTER		CREDIT HOURS
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
	Elective Business	3.0

THIRD SEMESTER   **CREDIT HOURS**

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

TOTAL CREDIT HOURS: 66.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in General Business,
Accounting Concentration

Day Program

FIRST SEMESTER   **CREDIT HOURS**

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

FIRST SEMESTER   **CREDIT HOURS**

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

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in General Business,
Management Concentration

Day Program

FIRST SEMESTER   **CREDIT HOURS**

BUS 101	Introduction to Business	3.0
CPT 101	Introduction to Computers	3.0
MGT 101	Principles of Management	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
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

		CREDIT HOURS
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 240	Management Decision Making	3.0
MGT 201	Human Resource Management	3.0

TOTAL CREDIT HOURS: 66.0

Evening Program

FIRST SEMESTER

		CREDIT HOURS
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
MGT 240	Management Decision Making	3.0
ECO 211	Microeconomics	3.0
MGT 201	Human Resource Management	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

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
*Major in General Business,
Office Management Concentration*

Day Program

FIRST SEMESTER

		CREDIT HOURS
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 Mathematic	3.0
MGT 101	Principles of Management	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

FIRST SEMESTER

		CREDIT HOURS
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
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   **CREDIT HOURS**

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

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in General Business, Lander University Business Transfer Concentration

Day Program

PTC COURSE SEQUENCE		CREDIT HOURS	LANDER EQUIVALENT
FIRST SEMESTER			
BUS 101	Introduction to Business	3.0	BA 101
CPT 101	Introduction to Computers	3.0	BA 205
ENG 101	English Composition I	3.0	ENGL 101 (Writing Requirement)
MAT 120	Probability and Statistics	3.0	BA 225
MGT 101	Principles of Management	3.0	General Elective
SECOND SEMESTER			
ACC 101	Accounting Principles I	3.0	ACCT 201
ECO 211	Microeconomics	3.0	ECON 202
ENG 102	English Composition II	3.0	ENGL 102 (Writing Requirement)
MAT 122	Finite College Mathematics	3.0	MATH 121
SOC 101	Introduction to Sociology	3.0	SOCI 101 (Behavioral Science Elective)
SUMMER TERM			
ACC 102	Accounting Principles II	3.0	ACCT 202
HIS 201	American History: Discovery to 1877	3.0	History Requirement
	Elective Humanities/Fine Arts	3.0	
THIRD SEMESTER			
BAF 260	Financial Management	3.0	General Elective
CPT 274	Advanced Microcomputer Spreadsheets	3.0	General Elective
ECO 210	Macroeconomics	3.0	ECON 201
SPC 205	Public Speaking	3.0	SPCH 101 (Requirement)
FOURTH SEMESTER			
ACC 230	Cost Accounting	3.0	General Elective
BUS 121	Business Law I	3.0	General Elective
MGT 120	Small Business Management	3.0	General Elective
MGT 240	Management Decision Making	3.0	General Elective
MKT 101	Marketing	3.0	General Elective

TOTAL CREDIT HOURS: 66.0

Evening Program

PTC COURSE SEQUENCE	CREDIT HOURS	LANDER EQUIVALENT
FIRST SEMESTER		
BUS 101 Introduction to Business	3.0	BA 101
ENG 101 English Composition I	3.0	ENGL 101 (Writing Requirement)
MAT 120 Probability and Statistics	3.0	BA 225
CPT 101 Introduction to Computers	3.0	BA 205
SECOND SEMESTER		
ACC 101 Accounting Principles I	3.0	ACCT 201
ENG 102 English Composition II	3.0	ENGL 102 (Writing Requirement)
MAT 122 Finite College Mathematics	3.0	MATH 121
MGT 101 Principles of Management	3.0	General Elective
SUMMER TERM		
ACC 102 Accounting Principles II	3.0	ACCT 202
MGT 120 Small Business Management	3.0	General Elective
SOC 101 Introduction to Sociology	3.0	SOCI 101 (Behavioral Science Requirement)
THIRD SEMESTER		
CPT 274 Advanced Microcomputer Spreadsheets	3.0	General Elective
ECO 210 Macroeconomics	3.0	ECON 201
SPC 205 Public Speaking	3.0	SPCH 101 (Requirement)
Elective Humanities/Fine Arts	3.0	
FOURTH SEMESTER		
BUS 121 Business Law I	3.0	BA 101
ECO 211 Microeconomics	3.0	ECON 202
MGT 240 Management Decision Making	3.0	General Elective
MKT 101 Marketing	3.0	General Elective
SUMMER TERM		
ACC 230 Cost Accounting	3.0	General Elective
BAF 260 Financial Management	3.0	General Elective
HIS 201 American History: Discovery to 1877	3.0	History Requirement

TOTAL CREDIT HOURS: 66.0

ACCOUNTING CERTIFICATE

The certificate in accounting is designed to provide students with a specialized body of knowledge in accounting. The courses are sequenced to advance from the basic principles through more advanced applications. The courses in the Accounting certificate apply toward the major in Business, Accounting concentration.

Day Program

FIRST SEMESTER		CREDIT HOURS
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

FIRST SEMESTER		CREDIT HOURS
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	3.0

FOURTH SEMESTER		
ACC 202	Intermediate Accounting II	3.0
ACC 240	Computerized Accounting	3.0

TOTAL CREDIT HOURS: 33.0

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 skill, 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

FIRST SEMESTER		CREDIT HOURS
ACC 110	Accounting for Entrepreneurs	3.0
CPT 101	Introduction to Computers	3.0
MGT 120	Small Business Management	3.0
MKT 101	Marketing	3.0

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

TOTAL CREDIT HOURS: 24.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in Funeral Service

The Funeral Service Education program provides the educational foundation needed to seek a South Carolina or other state licensure, both as a funeral director and an embalmer. The Funeral Service Education program at Piedmont Technical College is accredited by the:

American Board of Funeral Service Education (ABFSE)
3414 Ashland Avenue, Suite G
St. Joseph, MO 64506
(816) 223-3747, www.abfse.org

The annual passage rate for first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE Web site at **www.abfse.org**.

Candidates for the associate 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 degree or the certificate must progress in meeting the requirements of their program according to the following policy:

1. Students must complete all of their required classes with a "C" or better. 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.

2. 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.

3. All students must take the National Board Exam before graduating.

4. All potential students will have to meet with a Funeral Service Education faculty member prior to entering into the Funeral Service Education program.

5. All potential students must submit three professional letters of recommendation before enrolling in their first Funeral Service Education course.

6. A student must complete the Funeral Service Education course load within two consecutive academic years.

7. Students must complete their general education requirements before consideration into the Funeral Service Education program.

8. If the student plans on working in South Carolina, they are allowed to complete their two year apprenticeship concurrently while attending Piedmont Technical College.

9. Students must obtain a Student Permit from the South Carolina State Board of Funeral Service prior to enrolling in the Funeral Service Education program. Failure to obtain the Student Permit will limit your ability to complete certain classes within the program.

10. If a student fails more than two Funeral Service Education core classes (last three semesters), they will be dropped from the program.

11. All academic transcripts must be submitted to Student Records prior to starting the FSE curriculum.

12. The Funeral Service Education program does not accept FSE courses over two years old.

13. Students will be required to pay a lab fee for each semester they are on campus.

In accordance with the South Carolina State Board of Funeral Service, an individual must be at least 18 years old; have a high school diploma or the equivalent; have completed at least a 60-credit program of study with an accredited school and approved by the board (with a full associate degree required for an embalmer); have completed two years of approved apprenticeship; not have been convicted of a violent crime, felony or crime of moral turpitude; and have successfully passed the South Carolina and National Examining Board licensing examinations for embalming and/or funeral directing.

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:

- members of a human services profession;
- members of the community in which they serve;
- participants in the relationship between bereaved families and those engaged in the funeral service profession;
- professionals knowledgeable of and compliant with federal, state and local regulatory guidelines (in the geographic area where they practice) as well as
- 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 to 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 Program

FIRST SEMESTER		CREDIT HOURS
ENG 165	Professional Communications	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		
SPC 205	Public Speaking	3.0
HIS 101	Western Civilization to 1689[1]	3.0
MAT 155	Contemporary Mathematics	3.0
	Elective Humanities/Fine Arts	3.0

THIRD SEMESTER[2]		
FSE 101	Introduction to Funeral Service	2.0
FSE 115	Funeral Service Directing	3.0
FSE 112	Anatomy and Physiology for Funeral Service	3.0
FSE 130	Business and Mortuary Law	2.0
FSE 170	Embalming Chemistry	4.0

FOURTH SEMESTER   **CREDIT HOURS**

FSE 105	Accounting for Funeral Service	3.0
FSE 113	Microbiology/Pathology for Funeral Service	4.0
FSE 131	Funeral Service Ethics, Regulations and Statutes	2.0
FSE 165	Sociology of Funeral Services	2.0
FSE 140	Restorative Arts	4.0

FIFTH SEMESTER

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

TOTAL CREDIT HOURS: 67.0

[1] HIS 102, 201, or 202 may be substituted for HIS 101.

[2] Starts in Fall or Spring semester.

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.

Advisement Information

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 was developed for persons already holding an associate or bachelor's degree and who have interests in becoming licensed funeral directors in SC only. The courses in this program will prepare students to take the SC Funeral Directors' Exam. Students will also be eligible to sit for the exam if they have earned at least 60 credit hours (including the certificate requirements).

FIRST SEMESTER   **CREDIT HOURS**

FSE 105	Accounting for Funeral Service	3.0
ENG 101	English Composition I	3.0
MGT 120	Small Business Management	3.0

SECOND SEMESTER

FSE 101	Introduction to Funeral Services	2.0
FSE 130	Business and Mortuary Law	2.0
ENG 165	Professional Communications	3.0
SPC 205	Speech Communications	3.0

SUMMER TERM

FSE 110	Funeral Service Management and Merchandising	3.0
FSE 131	Funeral Service Ethics, Regulations and Statutes	2.0
FSE 165	Sociology of Funeral Services	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: 35.0

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 will help students build a portfolio of work to show potential employers. Students will learn on the latest hardware and software available.

This certificate provides students with a primary technical specialty. Students completing this certificate can, by taking selected general education courses and a secondary technical specialty, have the opportunity to obtain an Associate Degree in Occupational Technology with a major in General Technology. Students should meet with their advisor(s) to select the proper courses to meet their particular educational goals.

Day or Evening Program

FIRST SEMESTER   **CREDIT HOURS**

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. Since 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.

This certificate provides students with a primary technical specialty. Students completing this certificate can, by taking selected general education courses and a secondary technical specialty, have the opportunity to obtain an Associate Degree in Occupational Technology with a major in General Technology. Students should meet with their advisor(s) to select the proper courses to meet their particular educational goals.

Day or Evening Program

FIRST SEMESTER		CREDIT HOURS
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
CGC 110	Electronic Publishing	3.0
ARV 266	Seminar in Graphics Art	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

DIGITAL RENDERING AND GAMING DEVELOPMENT

This certificate will offer training and preparation for career opportunities in entry-level positions in the fast-growing Digital Rendering, Game Development, and Multimedia fields. Industry standard software and equipment will be used to provide exposure to Digital Gaming technology, game design process, animation, computer graphics and multimedia design subjects.

Day Program

FIRST SEMESTER		CREDIT HOURS
ARV 120	Drawing	3.0
ARV 121	Design	3.0
CPT 160	Digital Vector Graphics I	3.0
CPT 161	Introduction to Digital Raster Graphics II	3.0

SECOND SEMESTER		
ARV 205	Graphic Illustration[1]	3.0
ARV 124	Sequential Drawing[2]	3.0
ARV 125	Drawing for Animators[3]	3.0
CPT 232	C++ Programming I	3.0

THIRD SEMESTER		CREDIT HOURS
CPT 288	Computer Game Development[4]	3.0
ARV 222	Computer Animation[5]	3.0
CPT 293	Advanced Multimedia Applications	3.0
CPT 295	Desktop Publishing Applications	3.0

TOTAL CREDIT HOURS: 36.0

Prerequisites:
[1] ARV 205 will require that ARV 120 be taken first.
[2] ARV 124 will require that ARV 120 be taken first.
[3] ARV 125 will require that ARV 120 be taken first.
[4] CPT 288 will require that CPT 232 be taken first.
[5] ARV 222 will require that ARV 125 & CPT 232 be taken first.

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.

This certificate provides students with a primary technical specialty. Students completing this certificate can, by taking selected general education courses and a secondary technical specialty, have the opportunity to obtain an Associate Degree in Occupational Technology with a major in General Technology. Students should meet with their advisor(s) to select the proper courses to meet their particular educational goals.

Day or Evening Program

FIRST SEMESTER		CREDIT HOURS
ARV 110	Computer Graphics I	3.0
ARV 120	Drawing	3.0
ARV 121	Design	3.0
CGC 106	Typography I	3.0
ART 101	Art History and Appreciation	3.0

SECOND SEMESTER		
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
ARV 102	Modern Art Communications	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 how to take pictures on assignment. Beginning, intermediate and advanced photography classes are offered in addition to core courses.

This certificate provides students with a primary technical specialty. Students completing this certificate can, by taking selected general education courses and a secondary technical specialty, have the opportunity to obtain an Associate Degree in Occupational

Technology with a major in General Technology. Students should meet with their advisor(s) to select the proper courses to meet their particular educational goals.

Day or Evening Program

FIRST SEMESTER		CREDIT HOURS
ARV 110	Computer Graphics I	3.0
ARV 114	Photography I	3.0
ARV 121	Design	3.0
CGC 106	Typography	3.0
ART 101	Art History and Appreciation	3.0

SECOND SEMESTER		CREDIT HOURS
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

PROFESSIONAL CLAY CERTIFICATE

The Professional Clay certificates are designed to prepare individuals for employment as professional potters or for pottery related fields. The Professional Clay program will combine production classes with courses in small business management, entrepreneurship and craft marketing. Using traditional and contemporary concepts, students will learn basic and advanced throwing skills with an emphasis on form and design, as well as a comprehensive understanding of clays, firing techniques, glaze formulation and glazing and finishing methods. Kiln building and pottery studio design will also be covered.

The Professional Clay studio, located in Edgefield, has been designed to be inviting, comprehensive and conducive to hands-on learning and creativity. Students will have access to a variety of pottery wheels, clay and glaze making equipment, and several different types of kilns, including a traditional ground-hog kiln, and will have an opportunity to highlight their work at special events held in the adjacent gallery.

Students enrolling in the Professional Clay certificate will not need any prior training or classes in the arts, pottery or business to enter the program. Advanced Clay certificate students should have completed the first certificate or have previous experience in pottery throwing and production prior to entry. An interview with the Professional Clay faculty is required for entrance in either certificate.

Day Program

FIRST SEMESTER		CREDIT HOURS
PCC 110	Introduction to Pottery	7.0
PCC 112	History of Pottery	1.0
PCC 117	Clay Design	2.0

SECOND SEMESTER		
PCC 111	Functional Pottery I	7.0
PCC 113	Contemporary Pottery	1.0
PCC 132	Glaze Theory and Testing	2.0
	Elective Professional Clay	2.0

SUMMER TERM		
PCC 210	Functional Pottery II	7.0
PCC 215	Craft Marketing	2.0
PCC 230	Kiln Design and Construction	2.0

TOTAL CREDIT HOURS: 33.0

ADVANCED PROFESSIONAL CLAY CERTIFICATE

Advanced Clay certificate students should have completed the first certificate or have previous experience in pottery throwing and production prior to entry. An interview with the Professional Clay faculty is required for entrance in either certificate.

Day Program

FIRST SEMESTER		CREDIT HOURS
PCC 116	Pottery Tool Making	2.0
PCC 212	Decorative Pottery	7.0
PCC 230	Advanced Glaze Testing	2.0

SECOND SEMESTER		
PCC 130	Pottery Production	7.0
PCC 213	Craft Enterprise	2.0
	Elective Professional Clay	2.0

TOTAL CREDIT HOURS: 22.0

Computer Technology Curricula

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

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in Computer Technology, Programming Concentration

Computer Technology students will explore many different topics relating to computers. The course study includes computer maintenance, local and wide area networks, as well as popular programming languages.

The Programming concentration in Computer Technology 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 course work focuses on elective courses in administration of both Microsoft and UNIX based operating systems. PC repair 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 course work 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.

The Information Technology concentration is only offered in the evenings. This gives students that are currently working during the day the opportunity to study in the evenings. A wide range of courses allows students to understand all aspects of computer technology.

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

Day Program

FIRST SEMESTER		CREDIT HOURS
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
	Elective Behavioral Science	3.0
ENG 101	English Composition I	3.0
MAT 120	Probability and Statistics	3.0

THIRD SEMESTER		CREDIT HOURS
CPT 232	C++ Programming	3.0
CPT 286	Visual Basic.NET II	3.0
IST 256	LAN Desktop Technologies	3.0
ENG 102	English Composition II	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		CREDIT HOURS
CPT 247	UNIX Operating Systems	3.0
CPT 237	Advanced JAVA Programming	3.0
CPT 276	CPT Internship	3.0
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 75.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S)
Major in Computer Technology, Network Concentration

Day Program

FIRST SEMESTER		CREDIT HOURS
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
	Elective Behavioral Science	3.0
ENG 101	English Composition I	3.0
MAT 120	Probability and Statistics	3.0

THIRD SEMESTER		
IST 150	Project Management for IT Professionals	3.0
IST 209	Fundamentals of Wireless LANS	3.0
IST 256	LAN Desktop Technologies	3.0
IST 257	LAN Network Server Technology	3.0

FOURTH SEMESTER		
CPT 267	Technical Support Concepts	3.0
IST 270	Client/Server Systems	3.0
IST 241	Network Architecture I	3.0
CPT 242	Advanced Database	3.0

SUMMER TERM

		CREDIT HOURS
CPT 247	UNIX Operating Systems	3.0
CPT 276	CPT Internship	3.0
	Elective Humanities/Fine Arts	3.0
ENG 102	English Composition II	3.0

TOTAL CREDIT HOURS: 75.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major In Computer Technology,
Internet Concentration

Day Program

FIRST SEMESTER

		CREDIT HOURS
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
	Elective Behavioral Science	3.0
ENG 101	English Composition I	3.0
MAT 120	Probability and Statistics	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 247	UNIX Operating Systems	3.0
CPT 240	Internet Programming with Database	3.0
CPT 276	CPT Internship	3.0
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 75.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in Computer Technology,
Information Technology Concentration

Day Program

FIRST SEMESTER

		CREDIT HOURS
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

		CREDIT HOURS
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
	Elective Behavioral Science	3.0
ENG 101	English Composition I	3.0
MAT 120	Probability and Statistics	3.0

THIRD SEMESTER

IST 150	Project Management for IT Professionals	3.0
IST 209	Fundamentals of Wireless LANS	3.0
IST 256	LAN Desktop Technologies	3.0
CPT 286	Visual Basic.NET II	3.0

FOURTH SEMESTER

CPT 267	Technical Support Concepts	3.0
IST 270	Client/Server Systems	3.0
CPT 208	Special Topics in Computer Technology	3.0
CPT 242	Advanced Database	3.0

SUMMER TERM

CPT 247	UNIX Operating Systems	3.0
CPT 276	CPT Internship	3.0
	Elective Humanities/Fine Arts	3.0
ENG 102	English Composition II	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

FIRST SEMESTER		CREDIT HOURS
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 Computer Technology, Network concentration.

Day Program

FIRST SEMESTER		CREDIT HOURS
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 270	Client/Server Systems	3.0
IST 272	Relational Database	3.0
IST 241	Network Architecture	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

Engineering Technology Curricula

The degree in Engineering Technology provides graduates with a wide variety of career opportunities. 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.

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
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, MD 21202, this program offers a comprehensive introduction both to the theoretical principles governing electronic systems and the practical application of those principles.

Day Program

FIRST SEMESTER   CREDIT HOURS
EET 111   D.C. Circuits 4.0
EGR 130   Engineering Technology Applications
            & Programming 3.0
ENG 101   English Composition I..3.0
EGT 151   Introduction to CAD 3.0
            or EGT 152 Fundamentals of CAD
MAT 110   College Algebra...3.0

SECOND SEMESTER
EET 112   A.C. Circuits...4.0
ENG 102   English Composition II 3.0
            or ENG 165 Professional Communications
MAT 111   College Trigonometry..3.0
PHY 201   Physics I..4.0
PSY 103   Human Relations 3.0
            or PSY 201 General Psychology

SUMMER TERM   CREDIT HOURS
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 3.0
            or MAT 140 Analytical Geometry & Calculus I................4.0

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: 74.0/75.0

Evening Program

FIRST SEMESTER   CREDIT HOURS
EET 111   D.C. Circuits 4.0
EGT 151   Introduction to CAD 3.0
            or EGT 152 Fundamentals of CAD
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
ENG 102   English Composition II 3.0
            or ENG 165 Professional Communications

THIRD SEMESTER
EET 131   Active Devices 4.0
PHY 201   Physics I..4.0
            Elective Humanities/Fine Arts 3.0

FOURTH SEMESTER
EET 141   Electronic Circuits 4.0
EGR 130   Engineering Technology Applications
            & 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

		CREDIT HOURS
EET 243	Data Communications	3.0
EET 251	Microprocessor Fundamentals	4.0
MAT 130	Elementary Calculus	3.0
	or MAT 140 Analytical Geometry & Calculus I	4.0

SIXTH SEMESTER

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

TOTAL CREDIT HOURS: 74.0/75.0

ELECTRONIC ENGINEERING TRANSFER CERTIFICATE

This certificate is designed to facilitate the transfer of Piedmont Technical College students into the University of South Carolina's Electronic Engineering program. The certificate is part of the college's partnership efforts with the University's College of Engineering and Computing to establish a pathway and coordinated advising system.

These courses are the equivalent of the first year at USC's Electronic Engineering Bachelor of Science program. Piedmont Technical College students may apply for admission to the USC College of Engineering and Computing through USC's Office of Admissions after successful completion of a minimum of 30 semester hours of the transfer program at Piedmont Technical College. Piedmont Technical College students must maintain an overall grade point average of at least 2.75 to be eligible for admission to USC.

Day or Evening Program

FIRST SEMESTER

		CREDIT HOURS
CHM 110	Chemistry I	4.0
ENG 101	English Composition I	3.0
EET 140	Digital Electronics	3.0
MAT 140	Calculus I	4.0

SECOND SEMESTER

CHM 111	Chemistry II	4.0
CPT 186	Visual Basic.Net I	3.0
ENG 102	English Composition II	3.0
MAT 141	Calculus II	4.0
PHY 221	University Physics I	4.0

SUMMER TERM

CPT 286	Visual Basic.NET II	3.0
PHY 222	University Physics II	4.0

TOTAL CREDIT HOURS: 39.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in Engineering Graphics Technology

All phases of manufacturing or construction require the conversion of new ideas and design concepts into the basic line language of graphics. 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 computer aided drafting (CAD) systems, and the selection and design of architectural and mechanical systems. The senior year includes advanced CAD techniques using solid modeling, wire frame and assembly techniques. Internship opportunities may also be available with local industries for senior EGT students.

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET), 111 Market Place, Suite 1050, Baltimore, MD 71202.

Day Program

FIRST SEMESTER

		CREDIT HOURS
EGR 130	Engineering Technology Applications & 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	3.0
	or ENG 165 Professional Communications	
MAT 111	College Trigonometry	3.0
PHY 201	Physics I	4.0

SUMMER TERM

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

THIRD SEMESTER

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

FOURTH SEMESTER

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

TOTAL CREDIT HOURS: 74.0/75.0

Evening Program

FIRST SEMESTER   CREDIT HOURS

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
            Elective Humanities/Fine Arts 3.0
ENG 101   English Composition I...3.0

THIRD SEMESTER

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

FOURTH SEMESTER

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

SUMMER TERM

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

FIFTH SEMESTER

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

SIXTH SEMESTER

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

TOTAL CREDIT HOURS: 74.0/75.0

COMPUTER AIDED DRAFTING & DESIGN CERTIFICATE

This program provides training in basic computer aided drafting and design. Specific skills include emphasis on drawing and 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 in Applied Science, with a major in Engineering Graphics Technology.

Day or Evening Program

FIRST SEMESTER   CREDIT HOURS

EGT 110   Engineering Graphics I 4.0
EGT 151   Introduction to CAD 3.0
MAT 170   Algebra, Geometry, & 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....................................4.0
            or EGT 225 Architectural Drawing Applications

TOTAL CREDIT HOURS: 26.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
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

FIRST SEMESTER   CREDIT HOURS

EGR 130   Engineering Technology Applications
            & 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 3.0
            or ENG 165 Professional Communications
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

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

FOURTH SEMESTER

		CREDIT HOURS
AET 101	Building Systems I	3.0
	or BTN 101 Introduction to Biotechnical Engineering	
EET 235	Programmable Controllers	3.0
EGR 184	Problem Based Integrated Technology I	3.0
	Elective Humanities/Fine Arts	3.0
PSY 103	Human Relations	3.0
	or PSY 201 General Psychology	

TOTAL CREDIT HOURS: 69.0/70.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
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; performing general maintenance functions.

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.

Students may choose straight mechanical electives or electro-mechanical electives.

Day Program

FIRST SEMESTER

		CREDIT HOURS
EGR 130	Engineering Technology Applications & 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

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

SUMMER TERM

EET 131	Active Devices**	4.0
EGR 170	Engineering Materials	3.0
PHY 202	Physics II	4.0
	Elective Humanities/Fine Arts	3.0

THIRD SEMESTER

CIM 131	Computer Integrated Manufacturing	3.0
EET 231	Industrial Electronics**	4.0
EGR 194	Statics and Strengths of Materials	4.0
MAT 130	Elementary Calculus	3.0
	or MAT 140 Analytical Geometry & Calculus I	4.0
MET 224	Hydraulics and Pneumatics	3.0

FOURTH SEMESTER

		CREDIT HOURS
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	3.0
	or PSY 201 General Psychology	

TOTAL CREDIT HOURS: 71.0/72.0 (*ME ELECTIVES)
72.0/73.0 (EME ELECTIVES)**

Evening Program

FIRST SEMESTER

		CREDIT HOURS
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	3.0
MAT 111	College Trigonometry	3.0

SUMMER TERM

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

THIRD SEMESTER

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

FOURTH SEMESTER

EGR 130	Engineering Technology Applications & Programming	6.0
EGR 170	Engineering Materials	3.0
PHY 202	Physics II	4.0

SUMMER TERM

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

FIFTH SEMESTER

CIM 131	Computer Integrated Machinery	3.0
MAT 130	Elementary Calculus	3.0
	or MAT 140 Analytical Geometry & Calculus I	4.0
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: 71.0/72.0

MECHANICAL ENGINEERING TRANSFER CERTIFICATE

This certificate is designed to facilitate the transfer of Piedmont Technical College students into the University of South Carolina's Mechanical Engineering program. The certificate is part of the college's partnership efforts with the University's College of Engineering and Computing to establish a pathway and coordinated advising system.

These courses are the equivalent of the first year at USC's Mechanical Engineering Bachelor of Science program. Piedmont Technical College students may apply for admission to the USC College of Engineering and Computing through USC's Office of Admissions after successful completion of a minimum of 30 semester hours of the transfer program at Piedmont Technical College. Piedmont Technical College students must maintain an overall grade point average of at least 2.75 to be eligible for admission to USC.

Day or Evening Program

FIRST SEMESTER		CREDIT HOURS
CHM 110	Chemistry I	4.0
EGR 130	Engineering Technology Applications & Programming	3.0
ENG 101	English Composition I	3.0
MAT 140	Calculus I	4.0

SECOND SEMESTER		
CHM 111	Chemistry II	4.0
EGT 152	Fundamentals of CAD	3.0
ENG 102	English Composition II	3.0
MAT 141	Calculus II	4.0
PHY 221	University Physics I	4.0

SUMMER TERM		
	Elective Humanities/Fine Arts	3.0
PHY 222	University Physics II	4.0

TOTAL CREDIT HOURS: 39.0

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 seven majors: Automotive Technology; Building Construction Technology; Heating, Ventilation and Air Conditioning Technology; Industrial Electronics Technology; Machine Tool Technology; Mechatronics Technology and Welding.

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in Automotive Technology

With concern for automotive efficiency, 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 in Applied Science with a major in Automotive 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

FIRST SEMESTER		CREDIT HOURS
MAT 170	Algebra, Geometry, & Trigonometry I	3.0
AUT 101	Engine Fundamentals	3.0
AUT 104	Engine Rebuilding	5.0
AUT 133	Electrical Fundamentals	3.0
ENG 165	Professional Communications	3.0

SECOND SEMESTER		
AUT 152	Automatic Transmissions	4.0
AUT 251	Automatic Transmission Overhaul	5.0
AUT 116	Manual Transmissions and Axles	4.0
	Elective Behavioral/Social Science	3.0

SUMMER TERM		
AUT 141	Introduction to Heating & Air Conditioning	4.0
AUT 112	Braking Systems	4.0
AUT 122	Suspension and Alignment	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		
	Elective Humanities/Fine Arts	3.0
AUT 232	Automotive Accessories	2.0
AUT 245	Advanced Engine Performance	5.0
AUT 156	Auto Diagnosis and Repair	4.0
AUT 143	Active Devices and Sensors	4.0

TOTAL CREDIT HOURS: 80.0

AUTOMOTIVE FUNDAMENTALS CERTIFICATE

The Automotive Fundamentals certificate provides a fundamental understanding of diagnosis and repair service for the engine, automatic transmission, brake, heating and air conditioning, suspension and steering and electrical systems. The certificate will provide the first step towards the completion of an Associate in Applied Science with a major in Automotive Technology. The courses will be assessed using applicable NATEF metrics.

Evening Program

FIRST SEMESTER		CREDIT HOURS
AUT 101	Engine Fundamentals	3.0
AUT 104	Engine Rebuilding	5.0
AUT 133	Electrical Systems	3.0

SECOND SEMESTER		
AUT 112	Braking Systems	4.0
AUT 122	Suspension and Alignment	4.0
AUT 141	Introduction to Heating and Air Conditioning	4.0

SUMMER TERM		
AUT 152	Automatic Transmission	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 Associate in Applied Science with a major in Automotive Technology. The courses will be assessed using applicable NATEF metrics. The Automotive Fundamentals certificate is a prerequisite to the Advanced Automotive Fundamentals certificate.

Evening Program

FIRST SEMESTER		CREDIT HOURS
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 APPLIED SCIENCE (A.A.S.)
Major in Building Construction Technology

Concerns about building costs, home maintenance and repair and energy efficient dwellings have 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 Greenwood 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 completion of 80 credit hours, a student will be awarded an Associate in Applied Science degree with a major in Building Construction Technology.

Day Program

FIRST SEMESTER		CREDIT HOURS
BCT 101	Introduction to Building Construction	5.0
BCT 142	Fundamentals of Construction Safety	4.0
BCT 113	Fundamentals of Construction Prints	4.0
ENG 165	Professional Communications	3.0

SECOND SEMESTER		
BCT 102	Fundamentals of Building Construction	4.0
BCT 138	Residential Wiring	5.0
BCT 131	Estimating Quantity Take-Off	2.0
BCT 212	Construction Methods and Design	3.0
MAT 170	Algebra, Geometry, & Trigonometry I	3.0

SUMMER TERM		
BCT 201	Principles of Roof Construction	4.0
BCT 103	Construction Site Layout	4.0
BCT 204	Cabinet Making	4.0

THIRD SEMESTER		
BCT 202	Principles of Form Construction	4.0
MSY 101	Masonry Fundamentals I	5.0
BCT 221	Construction Building Code	3.0
BCT 231	Construction Labor and Expediting	3.0
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 Social/Behavioral Sciences	3.0
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 80.0

CARPENTRY CERTIFICATE

This program 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

FIRST SEMESTER		CREDIT HOURS
BCT 101	Introduction to Building Construction	5.0
BCT 142	Fundamentals of Construction Safety	4.0
BCT 113	Fundamentals of Construction Prints	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

TOTAL CREDIT HOURS: 22.0

CONSTRUCTION MANAGEMENT CERTIFICATE

This certificate gives the student who has some construction experience/background instruction in the business and management side of the construction industry.

Day Program

FIRST SEMESTER		CREDIT HOURS
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 231	Construction Labor and Expediting	3.0
BCT 221	Construction Building Code	3.0

THIRD SEMESTER		
BCT 209	Construction Project Management	3.0

TOTAL CREDIT HOURS: 22.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in Heating, Ventilation, and Air Conditioning Technology

One of the fastest-growing service occupations, Heating, Ventilation and Air Conditioning has seen major changes over the past years as a result of the national emphasis on fuel conservation and environmental concerns.

Every private residence, business, industry and agency needs the skill of technicians trained in the installation, maintenance and repair of air conditioning, refrigeration and heating systems.

Students are trained to diagnose and repair malfunctions; size, fabricate and install air duct systems; and estimate cooling and heating loads for selection of the most efficient systems for a given building. Practical training in a well-equipped shop and outside installation of service projects gives 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

FIRST SEMESTER		CREDIT HOURS
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
MAT 170	Algebra, Geometry, & Trigonometry I	3.0
ENG 165	Professional Communications	3.0

SUMMER TERM		CREDIT HOURS
ACR 130	Domestic Refrigeration	4.0
ACR 122	Principles of Air Conditioning	5.0
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

FIRST SEMESTER		CREDIT HOURS
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 223	Testing and Balancing	3.0
ACR 220	Advanced Air Conditioning	4.0
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

FIRST SEMESTER		CREDIT HOURS
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 exam and the Electrical Certification exam.

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

FIRST SEMESTER		CREDIT HOURS
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

THIRD SEMESTER		CREDIT HOURS
ACR 231	Advanced Refrigeration	4.0

TOTAL CREDIT HOURS: 34.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
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; DC/AC Motors and 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 toward the Associate in Applied Science degree with a major in Industrial Electronics.

Day Program

FIRST SEMESTER		CREDIT HOURS
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
MAT171	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		
AMT 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

FIRST SEMESTER		CREDIT HOURS
EEM 107	Industrial Computer Techniques	2.0
EEM 117	AC/DC Circuits	4.0
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

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 Control	3.0

FOURTH SEMESTER		
AMT 205	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 in Applied Science with a major in Industrial Electronics Technology and may also be used as the secondary specialty for an Associate Degree in Occupational Technology with a major in General Technology.

Day or Evening Program

FIRST SEMESTER		CREDIT HOURS
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

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
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 practically 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 completion of 70 credit hours, a student will be awarded an Associate Degree in Applied Science with a major in Machine Tool Technology. A student may elect to receive a Diploma in Applied Science with a major in Machine Tool after completion of 45 credit hours.

Day or Evening Program

FIRST SEMESTER		CREDIT HOURS
MAT 170	Algebra, Geometry, & 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
MTT 123	Machine Tool Theory II	3.0
MTT 124	Machine Tool Practice II	4.0
ENG 165	Professional Communications	3.0

SUMMER TERM		
MTT 141	Metals and Heat Treatment	3.0
MTT 162	Machine Tool Maintenance Practice	4.0
MTT 250	Principles of CNC	3.0
MTT 161	Machine tool Maintenance Theory	2.0

THIRD SEMESTER		
MAT 171	Algebra, Geometry, & Trigonometry II	3.0
MTT 130	Fundamentals of Geometric Dimensions & Tolerancing	2.0
MTT 222	Tool and Diemaking Practice I	4.0
PSY 103	Human Relations	3.0
MTT 251	CNC Operations	3.0

FOURTH SEMESTER		CREDIT HOURS
MTT 224	Tool and Diemaking Practice II	4.0
MTT 253	CNC Programming and Operation	3.0
	Elective Humanities/Fine Arts	3.0
MTT 259	EDM Programming and Operations	5.0

TOTAL CREDIT HOURS: 72.0

DIPLOMA IN APPLIED SCIENCE (D.A.S.)
Major in Machine Tool

This certificate provides students with a primary technical specialty. Students completing this certificate can, by taking selected general education courses and a secondary technical specialty, have the opportunity to obtain an Associate Degree in Occupational Technology with a major in General Technology. Students should meet with their advisor to select the proper courses to meet their particular educational goals.

Day or Evening Program

FIRST SEMESTER		CREDIT HOURS
MAT 170	Algebra, Geometry, & Trigonometry I	3.0
MTT 120	Machine Tool Printing	3.0
MTT 121	Machine Tool Theory I	3.0
MTT 122	Machine Tool Practice I	4.0
MTT 143	Precision Measurement	2.0
PSY 103	Human Relations	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 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 given in the first two semesters of the diploma program. All the classes can be used for credit toward a diploma or associate degree.

Day or Evening Program

FIRST SEMESTER		CREDIT HOURS
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		CREDIT HOURS
MTT 123	Machine Tool Theory II	3.0
MTT 124	Machine Tool Practice II	4.0
MTT 253	CNC Programming and Operations	3.0
	Elective	4.0

TOTAL CREDIT HOURS: 26.0

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 shop class, the student will also be working on a final project that will be completed in the second semester of the certificate program.

Students interested in this program will be required to undergo a criminal background check before enrolling.

Day Program

FIRST SEMESTER		CREDIT HOURS
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 122	General Repair	3.0
MTT 120	Machine Tool Print Reading	3.0
GSM 105	Gunsmith Welding	2.0

TOTAL CREDIT HOURS: 25.0

ADVANCED GUNSMITHING CERTIFICATE

This certificate is 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.

Day Program

FIRST SEMESTER		CREDIT HOURS
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 221	Advanced Repair Technology	3.0
GSM 222	Handgun Technology	3.0
GSM 223	Gunsmithing Techniques	3.0
	Elective	3.0

TOTAL CREDIT HOURS: 26.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in Mechatronics Technology

Combining electronic, mechanical, robotics and information system technologies, this program provides the graduate with the skill set needed for today's automated manufacturing facilities. These skills will align with current needs of manufacturers as well as align with one or more industrial standards/certifications. Instruction covers hydraulics and pneumatics, robotics and automated controls, programmable controllers, process control and mechanical applications. The student will receive practical hands-on experience and computer simulation on automated assembly line processes.

Day Program

FIRST SEMESTER		CREDIT HOURS
EEM 107	Industrial Computer Techniques	2.0
EEM 117	AC/DC Circuits I	4.0
IMT 102	Industrial Safety	2.0
IMT 112	Hand Tool Operations	3.0
MAT 170	Algebra, Geometry, & Trigonometry I	3.0

SECOND SEMESTER		
EEM 200	Semiconductor Devices	4.0
EEM 221	DC/AC Drives	3.0
IMT 131	Hydraulics & Pneumatics	4.0
IMT 161	Mechanical Power Applications	4.0
	Elective Social/Behavioral Science	3.0

SUMMER TERM		
EEM 151	Motor Control I	4.0
EEM 231	Digital Circuits I	3.0
IMT 104	Schematics	2.0
	Elective Humanities/Fine Arts	3.0

THIRD SEMESTER		
AMT 105	Robotics and Automated Control I	3.0
EEM 162	Introduction to Process Control	3.0
EEM 251	Programmable Controllers	3.0
IMT 170	Statistical Process Control	3.0
MAT 171	Algebra, Geometry, & Trigonometry II	3.0

FOURTH SEMESTER		
AMT205	Robotics and Automated Controls II	3.0
EEM 252	Programmable Controller Applications	3.0
EEM 271	Sensors and System Interfacing	2.0
EEM 274	Technical/System Troubleshooting	4.0
ENG165	Professional Communications	3.0

TOTAL CREDIT HOURS: 74.0

MECHATRONICS TECHNOLOGY I CERTIFICATE

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

Day or Evening Program

FIRST SEMESTER		CREDIT HOURS
EEM 107	Industrial Computer Techniques	2.0
EEM 117	AC/DC Circuits I	4.0
IMT 102	Industrial Safety	2.0
IMT 112	Hand Tool Operations	3.0
MAT 170	Algebra, Geometry, & Trigonometry I	3.0

SECOND SEMESTER		
EEM 200	Semiconductor Devices	4.0
EEM 221	DC/AC Drives	3.0
IMT 131	Hydraulics & Pneumatics	4.0
IMT 161	Mechanical Power Applications	4.0

SUMMER TERM		
EEM 151	Motor Control I	4.0
EEM 231	Digital Circuits I	3.0
IMT 104	Schematics	2.0

TOTAL CREDIT HOURS: 38.0

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

FIRST SEMESTER		CREDIT HOURS
AMT 105	Robotics and Automated Controls I	3.0
EEM 162	Introduction to Process Control	3.0
EEM 251	Programmable Controllers	3.0
IMT 170	Statistical Process Control	3.0

SECOND SEMESTER		
AMT 205	Robotics and Automated Controls II	3.0
EEM 252	Programmable Controller Applications	3.0
EEM 271	Sensors and System Interfacing	3.0
EEM 274	Technical/System Troubleshooting	4.0

TOTAL CREDIT HOURS: 24.0

DIPLOMA IN APPLIED SCIENCE (D.A.S.)
Major in Welding

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 weld ability 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. Students completing this certificate can, by taking selected general education courses and a secondary technical specialty, have the opportunity to obtain an Associate Degree in Occupational Technology with a major in General Technology. Students should meet with their advisor(s) to select the proper courses to meet their particular educational goals.

Day Program

FIRST SEMESTER   **CREDIT HOURS**
MAT 170   Algebra, Geometry, & 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

FOURTH SEMESTER
WLD 132   Inert Gas Weld Ferrous...4.0
WLD 136   Advanced Inert Gas Welding...2.0
WLD 208   Advanced Pipe Welding 3.0
PSY 103   Human Relations...3.0
                 or ECO 101 Basic Economics

TOTAL CREDIT HOURS: 42.0

Evening Program

FIRST SEMESTER   **CREDIT HOURS**
MAT 170   Algebra, Geometry, & 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   Technical 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...3.0
                 or ECO 101 Basic Economics
WLD 115   Arc Welding III 4.0
WLD 208   Advanced Pipe Welding 3.0

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 are 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

FIRST SEMESTER   **CREDIT HOURS**
WLD 102   Introduction to Welding 2.0
WLD 103   Print Reading I..1.0
WLD 142   Maintenance Welding 3.0
WLD 106   Gas and Arc Welding...4.0

SECOND SEMESTER
WLD 105   Print Reading II 1.0
WLD 113   Arc Welding II..4.0
WLD 115   Arc Welding III 4.0

TOTAL CREDIT HOURS: 19.0

COMPUTERIZED NUMERICAL CONTROL CERTIFICATE

The CNC certificate is designed for people with a machinist background who desire 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. The student 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

FIRST SEMESTER		CREDIT HOURS
MAT 170	Algebra, Geometry, & Trigonometry I	3.0
MTT 101	Intro 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

ELECTRONIC DISCHARGE MACHINING OPERATIONS CERTIFICATE

EDM (Electronic Discharge Machining) is a skill required by many high technology machining companies. The operation of both the wire and sinker type EDM machines is a necessity for some products which can only be achieved by the use of these processes. This certificate will cover the CNC (Computer Numerical Control) programming necessary to operate an EDM machine. It will also cover the setup and operation of both wire and sinker type machines as well as the electrical and safety requirements.

Day or Evening Program

FIRST SEMESTER		CREDIT HOURS
MTT 101	Introduction to Machine Tool Applications	2.0
MTT 105	Machine Tool Math Applications	3.0
MTT 143	Precision Measurements	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

Health Science Curricula

With the complexity and diversity of today's health care system, varieties of health care professionals are needed. To function effectively by providing safe, knowledgeable patient care, the health care professional needs a thorough understanding of basic sciences and individual curriculum theory. To provide the broad education necessary for the development of this understanding, Piedmont Technical College and area health care facilities cooperatively provide students with excellent opportunities in didactic and clinical experiences. The overall objective of this program is to provide quality education that will lead to highly proficient, competent graduates. The clinical phase of instruction is an integral and important part of all Health Science programs. During this phase, students may be involved either in direct or indirect patient care, as well as 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 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 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. Pending criminal charges or conviction may make the student ineligible for enrollment or participation in clinical courses:

Drug Screening: The drug screen will be done on an unannounced basis after classes begin but before clinical assignments. Prescription medications must 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)
- Barbiturates
- 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 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 agency. The agency has the right to refuse admission for clinical courses based on student background checks and drug screens.

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

Candidates for associate degrees, diplomas or certificates in Nursing and Health Science must meet the requirements for graduation of the college. In addition, students enrolled in Health Science programs leading to associate 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, electives and BIO 112, BIO 210 and BIO 211 with grades of "C" or better. Students are required to complete the following courses with a grade of "C" or higher: ENG 101, MAT 102 or MAT 120, PSY 201 and BIO 210; however, one must have a cumulative grade point average (GPA) or 2.5 or higher to be considered.

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 112, 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 in-services.

5. Students must maintain annual documentation of required OSHA educational programs, including blood-borne 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 or Health Science program combined.

GENERAL HEALTH SCIENCE CERTIFICATE

The General Health Science Certificate offers Health Science and Nursing students awaiting program entry a sequence of courses that meet the general education requirements of programs and prepares the student to become program-ready. Other courses may be recommended by students' advisors to strengthen the academic skills needed to successfully complete course requirements of their chosen health science or nursing programs.

Day or Evening Program

FIRST SEMESTER		CREDIT HOURS
AHS 102	Medical Terminology	3.0
BIO 112	Basic Anatomy & Physiology	4.0
	or BIO 210 Anatomy & Physiology I	
ENG 101	English Composition I	3.0
	Elective[1]	3.0

SECOND SEMESTER		
AHS 205	Ethics and Law for Allied Health Professions[2]	3.0
	or AHS 117 The Care of Patients[3]	4.0
BIO 210	Anatomy and Physiology I	4.0
	or BIO 211 Anatomy and Physiology II	
PSY 201	General Psychology	3.0
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 26.0/27.0

[1] Recommended Electives		Credit Hours
CPT 101	Introduction to Computers	3.0
EMS 101	Emergency Care for First Responders	5.0
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
AHS 107	Clinical Computation	2.0

[2] AHS 205 is recommended for all Health Science students.

[3] Nursing students may take either AHS 205 or AHS117, but AHS 117 is strongly recommended.

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
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 cauterization team. The Invasive Technologist assists a qualified cardiologist in all aspects of the cardiac cauterization.

Non-Invasive Cardiology utilizes ultrasound to perform diagnostics 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.

Admission: Nursing and Health Science programs have special program admission criteria which must be completed prior to applying for the clinical phase of the program. A student may be admitted to the college at any time in order to complete prerequisite and general education course work. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/healthscienceresources**.

Students must meet one of the following three options to meet admissions criteria:

> **Option 1:** Course work completion. Completion of program ready course work: ENG 101, MAT 102, PSY 201, AHS 102 and BIO 210.
>
> **Option 2:** SAT or ACT scores within 4 years of submission of an application:
> - SAT: Composite 960, Reading 480, Math 480
> - ACT: Composite 20, Verbal 20, Math 23
>
> and completion or exemption of BIO 112
>
> **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 and completion or exemption of BIO 112.

A GPA of 2.5 at Piedmont Technical College is required for program acceptance. Students are also required to have CPR certification or take AHS 106.

		CREDIT HRS.	CREDIT HRS.
PROGRAM-READY COURSES		Invasive	Non-Invasive
AHS 102	Medical Terminology	3.0	3.0
BIO 210	Human Anatomy & Physiology I	4.0	4.0
ENG 101	English Composition I	3.0	3.0
MAT 102	Intermediate Algebra	3.0	3.0
PSY 201	General Psychology	3.0	3.0

GENERAL EDUCATION COURSES		Invasive	Non-Invasive
BIO 211	Human Anatomy & Physiology II	4.0	4.0
	Elective Humanities/Fine Arts	3.0	3.0

Major Studies Courses: Completion of the Associate in Applied Science with a major in Cardiovascular Technology requires five (5) semesters upon acceptance to the major studies course work.

FIRST SEMESTER (SPRING)		CREDIT HRS.	CREDIT HRS.
		Invasive	Non-Invasive
AHS 112	Chemistry for Health Science	4.0	4.0
CVT 101	Introduction to Cardiovascular	2.0	2.0
CVT 102	Cardiac and Vascular Pathophysiology	3.0	3.0

SECOND SEMESTER			
CVT 103	Cardiovascular Pharmacology	3.0	3.0
CVT 120	Invasive Cardiology I	3.0	3.0
CVT 140	Non-Invasive Cardiology I	3.0	3.0

THIRD SEMESTER		CREDIT HOURS
AHS 178	Health Science Physics & Medical Instrumentation...............4.0	4.0
CVT 104	Cardiovascular Patient Assessment....3.0	3.0
CVT 121	Cardiovascular Patient Assessment....3.0	
CVT 122	Invasive Cardiology Clinical I...........5.0	

FOURTH SEMESTER		
CVT 105	Cardiovascular Rehabilitation & Prevention..3.0	3.0
CVT 123	Invasive Cardiology III 3.0	
CVT 124	Invasive Cardiology Clinical II 5.0	
	Elective Humanities/Fine Arts 3.0	3.0

FIFTH SEMESTER		
CVT 125	Invasive Cardiology Clinical III........6.0	
CVT 126	Invasive Cardiology Special Topics ..2.0	

Non-Invasive track:

THIRD SEMESTER		
AHS 178	Health Science Physics & Medical Instrumentation...............4.0	4.0
CVT 104	Cardiovascular Patient Assessment ..3.0	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 & Prevention..3.0	3.0
CVT 143	Non-Invasive Cardiology III 3.0	
CVT 144	Non-Invasive Cardiology Clinical II 5.0	
	Elective Humanities/Fine Arts 3.0	3.0

FIFTH SEMESTER		
CVT 145	Non-Invasive Cardiology Clinical III...............................6.0	
CVT 146	Non-Invasive Cardiology Special Topics 2.0	

TOTAL CREDIT HOURS: 76.0/76.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
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 state of the art 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 an advanced degree. Graduates qualify to sit for the American Registry of Radiologic Technology.

Admission: Health Science programs have special program admission criteria which must be completed prior to applying for the clinical phase of the program. A student may be admitted to the college at any time in order to complete pre-requisite and general education coursework. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/healthscienceresources**.

Students must meet one of the following three options to meet admissions criteria:

> **Option 1:** Course work completion. Complete the following courses with a grade of "C" or higher: ENG 101, MAT 102, PSY 201 and BIO 210.

> **Option 2:** SAT or ACT scores within 4 years of submission of an application:
> - SAT: Composite 960, Reading 480, Math 480
> - ACT: Composite 20, Verbal 20, Math 23
>
> and completion or exemption of BIO 112.

> **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 and completion or exemption of BIO 112.

A GPA of 2.5 at Piedmont Technical College is required for students to be program ready. Students are also required to have CPR certification or take AHS 106.

Day Program

PROGRAM-READY COURSES		CREDIT HOURS
BIO 210	Anatomy and Physiology I	4.0
MAT 102	Intermediate Algebra	3.0
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0

GENERAL EDUCATION COURSES		
CPT 101	Introduction to Computers	3.0
BIO 211	Anatomy and Physiology II	4.0
	Elective Humanities/Fine Arts	3.0

Major Studies Courses: Completion of the Associate in Applied Science with a major in Radiologic Technology requires six (6) semesters upon acceptance to the major studies course work.

FIRST SEMESTER		CREDIT HOURS
RAD 102	Patient Care Procedures	2.0
RAD 101	Introduction to Radiology	2.0
RAD 130	Radiographic Procedures I	3.0
RAD 152	Applied Radiography I	2.0

SECOND SEMESTER		
RAD 110	Radiographic Imaging I	3.0
RAD 136	Radiographic Procedures II	3.0
RAD 165	Applied Radiography II	5.0

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

THIRD SEMESTER		
RAD 121	Radiographic Physics	4.0
RAD 115	Radiographic Imaging II	3.0
RAD 230	Radiographic Procedures III	3.0
RAD 256	Advanced Radiography I	6.0

FOURTH SEMESTER		CREDIT HOURS
RAD 235	Radiographic Seminar I	1.0
RAD 225	Selected Radiographic Topics	2.0
RAD 268	Advanced Radiography II	8.0
RAD 282	Imaging Practicum	2.0

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

TOTAL CREDIT HOURS: 89.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in Respiratory Care

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

Proficiency in all aspects of respiratory care, including diagnostic, rehabilitative and therapeutic applications, prepares the student to take the entry and advanced level exam. The graduate will be awarded an Associate in Applied Science with a major in Respiratory Care.

Completion of the Associate in Applied Science with a major in Respiratory Care requires six semesters once accepted to the major studies course work.

The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021, (817) 283-2835 (www.coarc.com).

Admission: Health Science programs have special program admission criteria which must be completed prior to applying for the clinical phase of the program. A student may be admitted to the college at any time in order to complete prerequisite and general education coursework. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/healthscienceresources**.

Students must meet one of the following three options to meet admissions criteria:

> **Option 1:** Course work completion: Complete the following courses with a grade of "C" or higher: ENG 101, MAT 102 or MAT 120, PSY 201 and BIO 210.

> **Option 2:** SAT or ACT scores within 4 years of submission of an application:
> - SAT: Composite 960, Reading 480, Math 480
> - ACT: Composite 20, Verbal 20, Math 23
> and completion or exemption of BIO 112 and BIO 210.

> **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 and completion or exemption of BIO 112 and BIO 210.

A GPA of 2.5 at Piedmont Technical College is required for program acceptance. Students are also required to have CPR certification or take AHS 106.

Day Program

PROGRAM-READY COURSES		CREDIT HOURS
BIO 210	Anatomy and Physiology I	4.0
MAT 102	Intermediate Algebra	3.0
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0

GENERAL EDUCATION COURSES		
BIO 211	Anatomy and Physiology II	4.0
	Elective Humanities/Fine Arts	3.0

Major Studies Courses: Completion of the Associate in Applied Science with a major in Respiratory Care requires six (6) semesters upon acceptance to the major studies course work.

FIRST SEMESTER		CREDIT HOURS
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		
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		
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

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

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
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. In order to become a Credentialed Veterinary Technician, you must graduate from an AVMA-accredited program in order to sit for the Veterinary Technician National Examination (VTNE.)The Veterinary Technology program is accredited by the American Veterinary Medical Association, 1931 North Meacham Road, Suite 100, Schaumberg IL 60173-4360; (847) 925-8070; fax (827) 925-1329; www.avma.org.

Admission: Nursing and Health Science programs have special program admission criteria which must be completed prior to applying for the clinical phase of the program. A student may be admitted to the college at any time in order to complete prerequisite and general education course work. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/healthscienceresources**.

Students must meet one of the following three options to meet admissions criteria:

> **Option 1:** Course work completion. Complete the following courses with a grade of "C" or higher: ENG 101, MAT 102, PSY 201 and BIO 102.

> **Option 2:** SAT or ACT scores within 4 years of submission of an application:
> - SAT: Composite 960, Reading 480, Math 480
> - ACT: Composite 20, Verbal 20, Math 23
> and completion of BIO 102.

> **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 and completion of BIO 102.

Day Program

PROGRAM-READY COURSES		CREDIT HOURS
BIO 102	Biological Science I	4.0
ENG 101	English Composition	3.0
MAT 102	Intermediate Algebra	3.0
PSY 201	General Psychology	3.0

GENERAL EDUCATION COURSES		
BIO 115	Basic Microbiology	3.0
	Elective Humanities/Fine Arts	3.0

Major Studies Courses: Completion of the Associate in Applied Science with a major in Veterinary Technology requires five (5) semesters upon acceptance to the major studies course work.

FIRST SEMESTER		CREDIT HOURS
VET 101	Animal Breeds and Husbandry	3.0
VET 103	Veterinary Terminology	2.0
VET 104	Veterinary Anatomy and Physiology	3.0
VET 105	Orientation to Veterinary Technology	1.0

SECOND SEMESTER		
VET 109	Veterinary Parasitology	2.0
VET 140	Veterinary Pharmacology	2.0
VET 150	Clinical Techniques I	3.0
VET 117	Animal Nutrition	2.0

SUMMER TERM		
VET 152	Clinical Pathology	4.0
VET 180	Preceptorship	2.0
VET 215	Lab Animal Medicine	2.0

FOURTH 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

FIFTH SEMESTER		
VET 170	Veterinary Technology 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

DIPLOMA IN APPLIED SCIENCE (D.A.S.)
Major in Medical Assisting

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 in both 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 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) credential 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). Students enrolled in this program must be enrolled on a full-time basis.

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) (http://www.caahep.org/) accredits programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Programs: 1361 Park Street, Clearwater, Florida, (727) 210-2350.

Admission: Health Science programs have special program admission criteria which must be completed prior to applying for the clinical phase of the program. A student may be admitted to the college at any time in order to complete prerequisite and general education course work. A brief description of program admission options is below. For more detailed information, go to **www.ptc.edu/healthscienceresources**.

Students must meet one of the following three options to meet admissions criteria:

> **Option 1:** Course work completion. Complete the following courses with a grade of "C" or higher: ENG 101, MAT 152 or exemption (Algebra), PSY 201, BIO 112, or exemption.

> **Option 2:** SAT or ACT scores within 4 years of submission of an application:
> - SAT: Composite 960, Reading 480, Math 480
> - ACT: Composite 20, Verbal 20, Math 23

> **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.

A GPA of 2.0 at Piedmont Technical College is required for program acceptance. Students are also required to have CPR certification or take AHS 106.

Day Program

PROGRAM-READY COURSES		CREDIT HOURS
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
MAT 152	Elementary Algebra	5.0
	or exemption (Algebra)	
BIO 112	Basic Anatomy & Physiology	4.0
	or exemption	

GENERAL EDUCATION COURSES

AHS 102	Medical Terminology	3.0
CPT 101	Introduction to Computers	3.0

Major Studies Courses: Completion of the Diploma in Applied Science with a major in Medical Assisting requires three (3) semesters upon acceptance to the major studies course work.

FALL SEMESTER		CREDIT HOURS
MED 102	Introduction to 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		CREDIT HOURS
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 SEMESTER		
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

TOTAL CREDIT HOURS: 52.0

DIPLOMA IN APPLIED SCIENCE (D.A.S.)
Major in Pharmacy Technology

Graduates of the Pharmacy Technician diploma are health care professionals who assist the pharmacist in a hospital or clinical setting to provide quality health care related to medication administration. 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 Systems Pharmacists (http://www.ashp.org) 7272 Wisconsin Avenue, Bethesda MD, 20814 (301) 657-3000.

Admission: Health Science programs have special program admission criteria which must be completed prior to applying for the clinical phase of the program. A student may be admitted to the college at any time in order to complete prerequisite and general education course work. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/healthscienceresources**.

Students must meet one of the following three options to meet admissions criteria:

> **Option 1:** Course work completion. Complete the following courses with a grade of "C" or higher: AHS 102, ENG 101, MAT 102 and PHM 202.

> **Option 2:** SAT or ACT scores within 4 years of submission of an application:
> - SAT: Composite 960, Reading 480, Math 480
> - ACT: Composite 20, Verbal 20, Math 23

> **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.

Day Program

PROGRAM-READY COURSES		CREDIT HOURS
AHS 102	Medical Terminology	3.0
MAT 102	Intermediate Algebra	3.0
ENG 101	English Composition I	3.0
PHM 202	Pharmacological Anatomy & Physiology	4.0

GENERAL EDUCATION COURSES	CREDIT HOURS
AHS 116 Patient Care Relations	3.0
CPT 101 Introduction to Computers	3.0

Major Studies Courses: Completion of the Diploma in Applied Science with a major in Pharmacy Technology requires three (3) semesters upon acceptance to the major studies course work.

FALL SEMESTER	CREDIT HOURS
AHS 106 Cardiopulmonary Resuscitation	1.0
PHM 101 Introductory 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

SPRING SEMESTER	
PHM 110 Pharmacy Practice	4.0
PHM 124 Therapeutic Agents II	3.0
PHM 164 Pharmacy Technician Practicum II	4.0

SUMMER TERM	
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

DIPLOMA IN APPLIED SCIENCE (D.A.S.)
Major in Surgical Technology

Surgical technologists are members of the operating team who work closely with surgeons, anaesthesiologists, 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 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 endless. 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 Commission on Accreditation of Allied Health Programs (http://www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST) (http://www.arcst.org). Commission on Accreditation of Allied Health Programs: 1361 Park Street, Clearwater, Florida, (727) 210-2350.

Admission: Health Science programs have special program admission criteria which must be completed prior to applying for the clinical phase of the program. A student may be admitted to the college at any time in order to complete prerequisite and general education course work. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/healthscienceresources**.

Students must meet one of the following three options to meet admissions criteria:

Option 1: Course work completion: Complete the following courses with a grade of "C" or higher: ENG 101, PSY 201, BIO 210 and MAT 152 or algebra competency.

Option 2: SAT or ACT scores within 4 years of submission of an application:
- SAT: Composite 960, Reading 480, Math 480
- ACT: Composite 20, Verbal 20, Math 23

and completion or exemption of BIO 112.

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 and completion or exemption of BIO 112.

Day Program

PROGRAM-READY COURSES	CREDIT HOURS
AHS 102 Medical Terminology	3.0
BIO 210 Anatomy and Physiology I	4.0
ENG 101 English Composition I	3.0
MAT 152 Elementary Algebra	5.0
or exemption (Algebra)	

GENERAL EDUCATION COURSES	
BIO 211 Anatomy and Physiology II	4.0

Major Studies Courses: Completion of the Diploma in Applied Science with a major in Surgical Technology requires three (3) semesters upon acceptance to the major studies course work.

FALL SEMESTER	CREDIT HOURS
AHS 106 Cardiopulmonary Resuscitation	1.0
SUR 101 Introduction to Surgical Technology	5.0
SUR 102 Applied Surgical Technology	5.0
SUR 103 Surgical ProceduresI	4.0

SPRING SEMESTER	
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

BIOTECHNOLOGY CERTIFICATE

The Biotechnology certificate is a One-Plus-One program with Greenville Tech. 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 in Applied 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

FIRST SEMESTER		CREDIT HOURS
BIO 101	Biological Science I	4.0
CHM 110	College Chemistry	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 Biotechnology and Lab Rotation I	4.0
CHM 111	College Chemistry	4.0
CPT 101	Introduction to Computers	3.0
MAT 120	Probability and Statistics	3.0

TOTAL CREDIT HOURS: 34.0

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 or Dental Hygiene. 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 in Applied Science degree at Greenville Technical College.

Occupational Therapy Advising Option: Piedmont Technical College offers the first year (Phase I) of the associate 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.

Day Program

FIRST SEMESTER		CREDIT HOURS
BIO 112	Basic Anatomy & Physiology	4.0
ENG 101	English Composition I[†]	3.0
MAT 110	College Algebra[†]	3.0
	or MAT 120 Probability and Statistics[1]	
PSY 201	General Psychology[†]	3.0
AHS 102	Medical Terminology	3.0

SECOND SEMESTER		
BIO 210	Anatomy and Physiology I[†]	4.0
CPT101	Introduction to Computers[†]	3.0
ENG 102	English Composition II[†]	3.0
	Elective Humanities[2]	3.0

THIRD SEMESTER		
BIO 211	Anatomy and Physiology II[†]	4.0
SPC 205	Public Speaking[†]	3.0
PSY 212	Abnormal Psychology	3.0

TOTAL CREDIT HOURS: 39.0/40.0

[1] MAT 120 preferred.
[2] ART 101, MUS 105, PHI 110, THE 101, REL 103.
[†] Core courses for completion of the Health Science Transfer certificate.

Physical Therapy Assistant Advising Option: Piedmont Technical College offers the first year (Phase I) of the associate 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.

Day Program

FIRST SEMESTER		CREDIT HOURS
BIO 112	Basic Anatomy & Physiology	4.0
ENG 101	English Composition I[†]	3.0
MAT 120	Probability and Statistics[†]	3.0
PSY 201	General Psychology[†]	3.0
AHS 102	Medical Terminology	3.0

SECOND SEMESTER		
BIO 210	Anatomy and Physiology I[†]	4.0
CPT 101	Introduction to Computers[†]	3.0
PSY 203	Human Growth and Development	3.0

THIRD SEMESTER		
BIO 211	Anatomy and Physiology II[†]	4.0
SPC 205	Public Speaking[†]	3.0
	Elective Humanities[1]	3.0

TOTAL CREDIT HOURS: 36.0

[1] ART 101, MUS 105, THE 101, REL 103, PHI 110.
[†] Core courses for completion of the Health Science Transfer certificate.

Dental Hygiene Advising Option: Piedmont Technical College offers the majority of the first year (Phase I) of the associate 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.

Day Program

FIRST SEMESTER		CREDIT HOURS
BIO 112	Basic Anatomy & Physiology	4.0
ENG 101	English Composition I[†]	3.0
PSY 201	General Psychology[†]	3.0
CPT 101	Introduction to Computers[†]	3.0

SECOND SEMESTER		
BIO 210	Anatomy and Physiology[†]	4.0
MAT 120	Probability & Statistics[†]	3.0
SPC 205	Public Speaking[†]	3.0
AHS 102	Medical Terminology	3.0

THIRD SEMESTER		
BIO 211	Anatomy and Physiology[†]	4.0
BIO 225	Microbiology	3.0
ENG 102	English Composition II[†]	3.0
PHI 110	Ethics	3.0

TOTAL CREDIT HOURS: 39.0

[†] Core courses for completion of the Health Science Transfer certificate.

Medical Laboratory Technology Advising Option:
Piedmont Technical College offers the first year (Phase I) of the associate degree Medical Laboratory Technology program through an articulation agreement with Greenville Technical College. The student receives a certificate from Piedmont Technical College for the completion of the general education courses of Phase I. College Level CHM 100 is required during Phase I. AHS 106 (Cardiopulmonary Resuscitation) is also required during Phase I. The MLT student must attend a Career Talk at Greenville Tech within the last two years. The Career Talk is available online.

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

A 2.50 minimum technical GPA is required to submit the application. Completed Weighted Admission forms and the Letter of Intent form must be submitted along with the application.

Students must complete FAFSA forms if completing the Phase I program by May 1 at Greenville Technical College.

All Health Science students are required to have a 10-panel drug screening and a criminal background check completed for admission to any of the Health Science Transfer options.

Day Program

FIRST SEMESTER		CREDIT HOURS
BIO 210	Anatomy and Physiology I[†]	4.0
ENG 101	English Composition I[†]	3.0
CHM 100	Introductory Chemistry	4.0
	or CHM 110 College Chemistry I	
MAT 110	College Algebra[†]	3.0
	or MAT 120 Probability & Statistics	

SECOND SEMESTER		
BIO 211	Anatomy and Physiology II[†]	4.0
SPC 205	Public Speaking[†]	3.0
CPT 101	Introduction to Computers[†]	3.0
PSY 201	General Psychology[†]	3.0

THIRD SEMESTER		
ENG 102	English Composition II[†]	3.0
	Elective Humanities/Fine Arts[1]	3.0

TOTAL CREDIT HOURS: 30.0

[1] ART 101, MUS 105, PHI 110, THE 101, REL 103.

[†] Core courses for completion of the Health Science Transfer certificate.

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, a gentle relaxing massage, pressure point therapy and sports massage.

Admission: Health Science programs have special program admission criteria which must be completed prior to applying for the clinical phase of the program. A student may be admitted to the college at any time in order to complete prerequisite and general education course work. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/healthscienceresources**.

Students must meet one of the following three options to meet admissions criteria:

> **Option 1:** Course work completion. Complete the following courses with a grade of "C" or higher: RDG 100, ENG 100, MAT 032 or exemption by college placement test. Higher level English and Math course work would be acceptable.

Option 2: SAT or ACT scores within 4 years of submission of an application:
- SAT: Composite 960, Reading 480, Math 480
- ACT: Composite 20, Verbal 20, Math 23

Option 3: Bachelor's Degree (B.A. or B.S.) from a regionally accredited college or university with a cumulative GPA of 2.5.

A GPA of 2.0 at Piedmont Technical College is required for program acceptance.

Day Program

PROGRAM-READY COURSES		CREDIT HOURS
MAT 032	Developmental Mathematics	3.0
MAT 012	Developmental Mathematics Workshop	1.0
RDG 100	Critical Reading (Non-Degree Credit)	3.0
	or appropriate test scores	
ENG 100	Introduction to Composition (Non-Degree Credit)	3.0
	or appropriate test scores	

GENERAL EDUCATION COURSES

BIO 112	Basic Anatomy & Physiology	4.0

Major Studies Courses: Completion of the Massage Therapy Certificate requires three (3) semesters upon acceptance to the major studies course work.

FIRST SEMESTER		CREDIT HOURS
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 & 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

THIRD SEMESTER		
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

PATIENT CARE TECHNICIAN CERTIFICATE

Because health care is changing at an unprecedented pace, new or varied approaches to patient care 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 CNA certification and be qualified to sit for the National Certified Patient Care Technician (NCPCT) exam and the National Certified Phlebotomy Technician (NCPT) exam at the completion of the course and prior to graduation.

Students will hold a certification in Nursing Assistant, Patient Care Technician and Phlebotomy. Employment opportunities are available in hospitals, clinics, rehabilitation centers, long term care and assisted living facilities, hospice, home health as well as other health care 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 and certification can be the beginning pathway to other health care professions.

Admission: Health Science programs have special program admission criteria which must be completed prior to applying for the clinical phase of the program. A student may be admitted to the college at any time in order to complete prerequisite and general education course work. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/healthscienceresources**.

Students must meet one of the following three options to meet admissions criteria:

Option 1: Course work completion. Complete the following courses with a grade of "C" or higher: RDG 100, ENG 100, MAT 032 or exemption by college placement test. Higher level English and Math course work would be acceptable.

Option 2: SAT or ACT scores within 4 years of submission of an application:
- SAT: Composite 960, Reading 480, Math 480
- ACT: Composite 20, Verbal 20, Math 23

Option 3: Bachelor's Degree (B.A. or B.S.) from a regionally accredited college or university with a cumulative GPA of 2.5.

A GPA of 2.0 at Piedmont Technical College is required for program acceptance.

Day Program

PROGRAM-READY COURSES		CREDIT HOURS
MAT 032	Developmental Mathematics	3.0
MAT 012	Developmental Mathematics Workshop	1.0
RDG 100	Critical Reading (Non-Degree Credit)	3.0
	or appropriate test scores	
ENG 100	Introduction to Composition (Non-Degree Credit)	3.0
	or appropriate test scores	

GENERAL EDUCATION COURSES

AHS 102	Medical Terminology	3.0

Major Studies Courses: Completion of the Patient Care Technology Certificate requires three (3) semesters upon acceptance to the major studies course work.

FIRST SEMESTER		CREDIT HOURS
AHS 106	Cardiopulmonary Resuscitation	1.0
AHS 108	Nutrition	3.0
AHS 126	Health Calculations	1.0
AHS 128	Health Sciences Introduction	4.0
AHS 136	Basic Anatomy and Physiology[1]	3.0
AHS 160	Medical Law and Ethics[2]	1.0

SECOND SEMESTER		
AHS 139	Principles of Expanded Patient Care	3.0
AHS 140	Therapeutics for Health	3.0
AHS 145	Electrocardiography	2.0
AHS 176	Patient Care Clerical Principles	4.0

SUMMER TERM		
AHS 141	Phlebotomy	3.0
AHS 151	Health Care Procedures	5.0
AHS 175	Multi-Skilled Clinical Practicum	4.0

TOTAL CREDIT HOURS: 40.0

[1] BIO 112 can substitute for AHS 136.

[2] AHS 205 can substitute for AHS 160.

PHLEBOTOMY TECHNICIAN CERTIFICATE

This certificate program provides students with the basic skills necessary for the collection of laboratory blood specimens. This program is offered in fall and spring semesters with an enrollment of 15 students each semester.

Admission: Health Science programs have special program admission criteria which must be completed prior to applying for the clinical phase of the program. A student may be admitted to the college at any time in order to complete prerequisite and general education course work. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/healthscienceresources**.

Students must meet one of the following three options to meet admissions criteria:

> **Option 1:** Course work completion. Complete the following courses with a grade of "C" or higher: RDG 100, ENG 100, MAT 031/012, or exemption by college placement test. Higher level English and Math course work would be acceptable.

> **Option 2:** SAT or ACT scores within 4 years of submission of an application:
> - SAT: Composite 960, Reading 480, Math 480
> - ACT: Composite 20, Verbal 20, Math 23

> **Option 3:** Bachelor's Degree (B.A. or B.S.) from a regionally accredited college or university with a cumulative GPA of 2.5.

A GPA of 2.0 at Piedmont Technical College is required for program acceptance.

Day Program

PROGRAM-READY COURSES		CREDIT HOURS
MAT 032	Developmental Mathematics	3.0
MAT 012	Developmental Mathematics Workshop	1.0
RDG 100	Critical Reading (Non-Degree Credit)	3.0
	or appropriate test scores	
ENG 100	Introduction to Composition (Non-Degree Credit)	3.0
	or appropriate test scores	

GENERAL EDUCATION COURSES		
AHS 102	Medical Terminology	3.0
CPT 101	Introduction to Computers	3.0

Major Studies Courses: Completion of the Phlebotomy Certificate requires one (1) semester upon acceptance to the major studies course work.

FIRST SEMESTER		CREDIT HOURS
AHS 106	Cardiopulmonary Resuscitation	1.0
AHS 143	Phlebotomy Skills	6.0
AHS 146	Phlebotomy Experience	7.0

TOTAL CREDIT HOURS: 20.0

Nursing Curricula

The nursing programs meet the unique learning needs of students by providing a quality education. This enables the students to become caring nurses, committed to lifelong learning and service. The programs provide the students with knowledge and skills needed to apply the nursing process to individuals and families across the life span. Upon completion of the designated programs, students will be prepared to take the licensure examinations. They will be ready to respond to the changing health care demands in a variety of settings within the respective scopes of nursing practice.

Programs

- A.A.S., Major in Nursing
- Advanced Placement Nursing Program
- A.A., Lander University Nursing Transfer Track
- D.A.S., Major in Practical Nursing

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

Criminal Record Check: As required by the clinical 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. Pending criminal charges or conviction may make the student ineligible for enrollment or participation in clinical courses:

Drug Screening: The drug screen will be done on an unannounced basis after classes begin but before clinical assignments. Prescription medications must be validated by submission of a pharmacy printout of prescribed medications. The 10-panel urine drug screen will test for:

• Cocaine	• Phencyclidine (PCP)
• Marijuana	• Benzodiazepines (inhalants)
• Opiates/Morphine	• Barbiturates
• Amphetamines	• Methadone
• Methamphetamines	• 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 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 agency. The agency has the right to refuse admission for clinical courses based on student background checks and drug screens.

ASSOCIATE IN APPLIED SCIENCE
Major in Nursing

The Associate Degree in Nursing (ADN) curriculum is designed to provide the student with knowledge and skills needed to apply the nursing process to individuals and families across the lifespan in a variety of settings.

Graduates of the ADN program are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The ADN graduate is also qualified to transfer to a four-year university to continue their nursing career.

The ADN program is approved by the State Board of Nursing for South Carolina and is accredited by the National League for Nursing Accrediting Commission (3343 Peachtree Rd NE, Suite 500, Atlanta, GA 30326).

Nursing programs have special admission criteria which must be completed prior to being admitted into the nursing clinical courses. After completing the admission process and needed prerequisites, students have three options to meet the Associate Degree Nursing (ADN) program admission.

Option 1:
- ENG 101, MAT 102 OR MAT 120, PSY 201, AND BIO 210. Completion of these courses with a grade point average (GPA) of 2.5 or higher. The biology classes may be repeated only once to achieve a grade of "C" or higher.

- HOBET score of 65% or higher.

Option 2:
- SAT or ACT scores within four years of the date of submission of the Program-Ready application.
    SAT: Composite 960, Verbal 480 (reading score), Math 480.
    ACT: Composite 20, Verbal 20 (either reading or English score), Math 23.

- HOBET score of 65% or higher.

- Completion or exemption of BIO 112 or completion of BIO 210.

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 reviewed.

- HOBET score of 65% or higher.

- Completion or exemption of BIO 112 or completion of BIO 210.

For more detailed information, please go to **www.ptc.edu/ healthscienceresources**.

Day Program

PROGRAM-READY COURSES   **CREDIT HOURS**

BIO 210   Anatomy and Physiology I...................................4.0
ENG 101   English Composition I.......................................3.0
MAT 102   Intermediate Algebra..3.0
           or MAT 120 Probability & Statistics
PSY 201   General Psychology...3.0

GENERAL EDUCATION COURSES   **CREDIT HOURS**

BIO 211   Anatomy and Physiology II................................4.0
           Elective Humanities/Fine Arts 3.0

Major Studies Courses: Upon acceptance into the major course work of the ADN program, it will take five (5) semesters to complete the program.

FIRST SEMESTER   **CREDIT HOURS**

NUR 101   Fundamentals of Nursing 6.0
NUR 105   Pharmacology for Nurses 1.0
NUR 106   Pharmacological Basics for Nurses...................2.0

SECOND SEMESTER

NUR 165   Nursing Concepts and Clinical Practice I........6.0
NUR 131   Pharmacology 1.0
NUR 140   IV Therapy 1.0
NUR 107   Nutrition 1.0

THIRD SEMESTER

NUR 265   Nursing Concepts and Clinical Practice II 6.0
NUR 214   Mental Health Nursing 4.0

FOURTH SEMESTER

NUR 211   Care of Childbearing Family 4.0
NUR 212   Nursing Care of Children 4.0
NUR 206   Clinical Skills Application 2.0

FIFTH SEMESTER

NUR 210   Complex Health Problems.................................5.0
NUR 219   Nursing Management and Leadership 4.0
NUR 216   Nursing Seminar 1.0

TOTAL CREDIT HOURS: 68.0

ADVANCED PLACEMENT NURSING PROGRAM

The Advanced Placement curriculum is designed to prepare qualified licensed practical nurses (LPN) to obtain an associate degree in nursing (ADN). It will afford the opportunity for LPN's to obtain the knowledge and skills needed to apply the nursing process to individuals and families across the lifespan in a variety of settings. Graduates of the Advanced Placement Nursing program are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The student is also qualified to transfer to a four-year university to continue their nursing career.

Day Program

GENERAL EDUCATION COURSES   **CREDIT HOURS**

BIO 210   Anatomy and Physiology I................................4.0
BIO 211   Anatomy and Physiology II 4.0
ENG 101   English Composition I......................................3.0
MAT 102   Intermediate Algebra.......................................3.0
           or MAT 120 Probability and Statistics
PSY 201   General Psychology..3.0

CORE NURSING COURSES   **CREDIT HOURS**

NUR 265   Nursing Concepts and Clinical Practice II 6.0
NUR 214   Mental Health Nursing 4.0
NUR 211   Care of Childbearing Family 4.0
NUR 212   Nursing Care of Children 4.0
NUR 206   Clinical Skills 2.0
NUR 210   Complex Health Problems.................................5.0
NUR 219   Nursing Management and Leadership 4.0
NUR 216   Nursing Seminar 1.0

TOTAL CREDIT HOURS: 30.0

ASSOCIATE IN ARTS (A.A.)
Lander University Nursing Transfer Track,
ADN to BSN

Pre-Associate Degree in Nursing (ADN) students who plan to pursue a BSN upon completion of the nursing program have the option of enrolling in the AA with Nursing Focus. This curriculum has been designed to prepare the Pre-ADN student to become program-ready upon completion of the first semester and, at that time, apply for admission into the ADN program. The remaining AA general education courses are those needed for Lander's BSN; some of them also count for the ADN. While waiting to be admitted into the ADN program, the student will continue taking these courses. Once admitted, the student will change majors from AA to ADN. The student may integrate any remaining AA courses while in the ADN program or complete the AA after graduating from the ADN program. The licensed ADN graduate who has completed the AA will need to take only a pathophysiology course, an elective, 3 hours of PEES online, and 24 hours of nursing classes at Lander to obtain a BSN. Thirty-two credit hours must be taken at Lander University for graduation.

Day Program

PTC COURSE SEQUENCE		CREDIT HOURS	LANDER EQUIVALENT
FIRST SEMESTER			
ENG 101	English Composition	3.0	ENGL 101
MAT 110	College Algebra	3.0	Elective
AHS 102	Medical Terminology	3.0	Elective
PSY 201	General Psychology	3.0	PSYC 101
BIO 210	Anatomy and Physiology I†	4.0	BIOL 202
		16.0	
SECOND SEMESTER			
ENG 102	English Composition II	3.0	ENGL 102
MAT 120	Probability and Statistics	3.0	MATH 211
MUS 105	Music Appreciation	3.0	MUSI 101
	or ART 101 Art History and Appreciation		*or ART 101*
	or THE 101 Introduction to Theatre		*or THTR 101*
BIO 211	Anatomy and Physiology II†	4.0	BIOL 203
HIS 101	Western Civilization to 1689	3.0	HIST 101
	or HIS 102 Western Civilization Post 1689		*or HIST 102*
	or HIS 201 American History: Discovery to 1877		*or HIST 111*
	or HIS 202 American History: 1877 to Present		*or HIST 112*
		16.0	
THIRD SEMESTER			
ENG 202	American Literature II	3.0	ENGL 202
	or ENG 205 English Literature I		*or 201*
	or ENG 208 World Literature I		*or 214*
	or ENG 209 World Literature II		*or 221*
	or ENG 235 Southern Literature		*or 205*
PHI 101	Introduction to Philosophy	3.0	PHIL 102
	or any ENG class above		*or ENGL classes above*
BIO 225	Microbiology	4.0	BIOL 224
SPA 101	Elementary Spanish I	4.0	SPAN 101
		14.0	
FOURTH SEMESTER			
SPA 102	Elementary Spanish II	4.0	SPAN 102
CHM 110	College Chemistry I	4.0	CHEM 111
PHI 105	Introduction to Logic	3.0	PHIL 103
ECO 210	Macroeconomics	3.0	ECON 201
	or PSC 201 American Government		*or POLS 101*
		14.0	

TOTAL CREDIT HOURS: 60.0

† Both BIO 210 and BIO 211 must be taken in order to receive transfer credit.

DIPLOMA IN APPLIED SCIENCE (D.A.S.)
Major in Practical Nursing

The Practical Nursing (PN) curriculum is designed to afford the student the opportunity to acquire the knowledge and skills needed to provide supervised health care to individuals and families across the lifespan in a variety of settings.

Graduates of the PN program are eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). LPNs are qualified to continue their nursing education through the LPN to ADN- Advanced Placement.

The PN program is approved by the State Board of Nursing for South Carolina.

Nursing programs have special admission criteria which must be completed prior to being admitted into the nursing clinical courses. After completing the admission process and needed prerequisites, students have three options to meet the Practical Nursing (PN) program admission.

Option 1:
▪ ENG 101, MAT 102 OR MAT 120, PSY 201, AND BIO 210. Completion of these courses with a grade point average (GPA) of 2.5 or higher. The biology classes may be repeated only once to achieve a grade of "C" or higher.

▪ HOBET score of 65% or higher.

Option 2:
▪ SAT or ACT scores within four years of the date of submission of the Program-Ready application.

> SAT: Composite 960, Verbal 480 (reading score), Math 480.
> ACT: Composite 20, Verbal 20 (either reading or English score), Math 23.

▪ HOBET score of 65% or higher.

▪ Completion or exemption of BIO 112 or completion of BIO 210.

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 reviewed.

▪ HOBET score of 65% or higher.

▪ Completion or exemption of BIO 112 or completion of BIO 210.

For more detailed information, please go to **www.ptc.edu/ healthscienceresources**.

Day Program

PROGRAM-READY COURSES   CREDIT HOURS

BIO 210	Anatomy and Physiology I	4.0
ENG 101	English Composition I	3.0
MAT 102	Intermediate Algebra	3.0
	or MAT 120 Probability & Statistics	
PSY 201	General Psychology	3.0

GENERAL EDUCATION COURSES

BIO 211	Anatomy and Physiology II	4.0

Major Studies Courses: Upon acceptance into the major course work of the PN program, it will take three (3) semesters to complete the program.

FIRST SEMESTER   CREDIT HOURS

NUR 105	Pharmacology for Nurses	1.0
NUR 106	Pharmacological Basics	2.0
NUR 134	Beginning Nursing Skills	5.0

SECOND SEMESTER

NUR 150	Chronic Health Problems	6.0
NUR 107	Nutrition and Diet Therapy	1.0

THIRD TERM

NUR 158	Health Promotion for Families	4.0
NUR 159	Nursing Care Management II	6.0

TOTAL CREDIT HOURS: 42.0

Public Service Curricula

Students interested in a career in Public Service may choose majors in Criminal Justice, Early Care and Education or Human Services. Students majoring in Criminal Justice receive training in all aspects of American justice to include law enforcement, correctional and legal systems. Students majoring in Human Services receive skills training to meet societal needs with an emphasis on those who are vulnerable, disadvantaged or have special needs. Early Care and Education majors receive a combination of classroom instruction and supervised, hands-on experience that will prepare them for direct entry into the workforce or to transfer to a four-year institution.

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in Criminal Justice

The Associate in Applied Science with a major in Criminal Justice 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

FIRST SEMESTER   **CREDIT HOURS**

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 I	3.0
	or ENG 101 English Composition I	
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	3.0
	or ENG 102 English Composition II	
MAT 155	Contemporary Mathematics	3.0

SUMMER TERM   **CREDIT HOURS**

	Elective Criminal Justice/Human Services	3.0
	Elective Criminal Justice/Human Services	3.0

THIRD SEMESTER

CRJ 115	Criminal Law I	3.0
CRJ 120	Constitutional Law	3.0
HUS 230	Interviewing Techniques	3.0
CRJ 145	Juvenile Delinquency	3.0
	Elective Criminal Justice/Human Services	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 Criminal Justice/Human Services	3.0
	Elective Humanities	3.0/4.0

TOTAL CREDIT HOURS: 66.0/67.0

Evening Program

FIRST SEMESTER   **CREDIT HOURS**

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	3.0
	or ENG 101 English Composition I	

SECOND SEMESTER

CRJ 140	Criminal Justice Report Writing	3.0
ENG 101	English Composition I	3.0
	or ENG 102 English Composition II	
MAT 155	Contemporary Mathematics	3.0
CRJ 145	Juvenile Delinquency	3.0

SUMMER TERM

CRJ 120	Constitutional Law	3.0
SOC 101	Introduction to Sociology	3.0
	Elective Criminal Justice/Human Services	3.0

THIRD SEMESTER

CRJ 125	Criminology	3.0
CRJ 236	Criminal Evidence	3.0
CRJ 242	Correctional Systems	3.0
	Elective Criminal Justice/Human Services	3.0

FOURTH SEMESTER

CRJ 115	Criminal Law I	3.0
CRJ 250	Criminal Justice Internship I	3.0
HUS 230	Interviewing Techniques	3.0
	Elective Humanities	3.0/4.0

SUMMER TERM   **CREDIT HOURS**

PSY 201	General Psychology I	3.0
	Elective Criminal Justice/Human Services	3.0
	Elective Criminal Justice/Human Services	3.0

TOTAL CREDIT HOURS: 66.0/67.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
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 Care and Education. This program is accredited by the National Association for the Education of Young Children.

To succeed in the Early Care and Education program, students must score a grade of "C" or higher in all course work with an ECD prefix, 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 and drug screening. 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.

Day Program (Beginning Fall Semester)

FALL SEMESTER		CREDIT HOURS
ECD 101	Introduction to Early Childhood	3.0
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
MAT 155	Contemporary Mathematics	3.0
	Elective Humanities	3.0

SPRING SEMESTER		
ECD 102	Growth and Development I	3.0
ECD 107	Exceptional Children	3.0
ECD 131	Language Arts	3.0
CPT 101	Introduction to Computers	3.0
	Elective Early Childhood[1]	3.0

SUMMER TERM		
ECD 135	Health, Safety and Nutrition	3.0
ECD 203	Growth and Development II	3.0

FALL SEMESTER		
ECD 105	Guidance-Classroom Management	3.0
ECD 133	Science and Math Concepts	3.0
ECD 237	Methods and Materials	3.0
ECD 243	Supervised Field Experience I	3.0
	Elective Early Childhood[2]	3.0

SPRING SEMESTER		CREDIT HOURS
ECD 108	Family and Community Relations	3.0
ECD 132	Creative Experiences	3.0
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3.0
ECD 244	Supervised Field Experience II	3.0
SPC 205	Public Speaking	3.0

TOTAL CREDIT HOURS: 66.0

[1] ECD 200, 205, 207, or 246.
[2] ECD 200, 205, 207, or 246.

Evening Program (Beginning Fall Semester)

FALL SEMESTER		CREDIT HOURS
ECD 101	Introduction to Early Childhood	3.0
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
MAT 155	Contemporary Mathematics	3.0

SPRING SEMESTER		
ECD 102	Growth and Development I	3.0
ECD 107	Exceptional Children	3.0
ECD 131	Language Arts	3.0
CPT 101	Introduction to Computers	3.0

SUMMER TERM		
ECD 135	Health, Safety and Nutrition	3.0
ECD 203	Growth and Development II	3.0
	Elective Humanities	3.0

FALL SEMESTER		
ECD 105	Guidance-Classroom Management	3.0
ECD 133	Science and Math Concepts	3.0
ECD 237	Methods and Materials	3.0
ECD 243	Supervised Field Experience I	3.0

SPRING SEMESTER		
ECD 108	Family and Community Relations	3.0
ECD 132	Creative Experiences	3.0
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3.0
ECD 244	Supervised Field Experience II	3.0

SUMMER TERM		
	Elective Early Childhood[1]	3.0
	Elective Early Childhood[2]	3.0
SPC 205	Public Speaking	3.0

TOTAL CREDIT HOURS: 66.0

[1] ECD 200, 205, 207, or 246.
[2] ECD 200, 205, 207, or 246.

Day Program (Beginning Spring Semester)

SPRING SEMESTER		CREDIT HOURS
ECD 101	Introduction to Early Childhood	3.0
ECD 102	Growth and Development I	3.0
ECD 107	Exceptional Children	3.0
ECD 131	Language Arts	3.0
ENG 101	English Composition I	3.0

SUMMER TERM		
ECD 135	Health, Safety and Nutrition	3.0
ECD 203	Growth and Development II	3.0
PSY 201	General Psychology	3.0

FALL SEMESTER		
ECD 105	Guidance-Classroom Management	3.0
ECD 133	Science and Math Concepts	3.0
ECD 237	Methods and Materials	3.0
ECD 243	Supervised Field Experience I	3.0
	Elective Early Childhood[1]	3.0

SPRING SEMESTER		CREDIT HOURS
ECD 108	Family and Community Relations	3.0
ECD 132	Creative Experiences	3.0
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3.0
ECD 244	Supervised Field Experience II	3.0
SPC 205	Public Speaking	3.0

SUMMER TERM

CPT 101	Introduction to Computers	3.0
	Elective Early Childhood[2]	3.0
	Elective Humanities	3.0
MAT 155	Contemporary Mathematics	3.0

TOTAL CREDIT HOURS: 66.0

[1] ECD 200, 205, 207, or 246.

[2] ECD 200, 205, 207, or 246.

Evening Program (Beginning Spring Semester)

SPRING SEMESTER		CREDIT HOURS
ECD 101	Introduction to Early Childhood	3.0
ECD 102	Growth and Development I	3.0
ECD 107	Exceptional Children	3.0
ECD 131	Language Arts	3.0

SUMMER TERM

ECD 135	Health, Safety and Nutrition	3.0
ECD 203	Growth and Development II	3.0
	Elective Humanities	3.0

FALL SEMESTER

ECD 105	Guidance-Classroom Management	3.0
ECD 133	Science and Math Concepts	3.0
ECD 237	Methods and Materials	3.0
ECD 243	Supervised Field Experience I	3.0

SPRING SEMESTER		CREDIT HOURS
ECD 108	Family and Community Relations	3.0
ECD 132	Creative Experiences	3.0
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3.0
ECD 244	Supervised Field Experience II	3.0

SUMMER TERM

ENG 101	English Composition I	3.0
	Elective Early Childhood[1]	3.0
SPC 205	Public Speaking	3.0

FALL SEMESTER

CPT 101	Introduction to Computers	3.0
PSY 201	General Psychology	3.0
MAT 155	Contemporary Mathematics	3.0
	Elective Early Childhood[2]	3.0

TOTAL CREDIT HOURS: 66.0

[1] ECD 200, 205, 207, or 246.

[2] ECD 200, 205, 207, or 246.

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in Early Care and Education, Infant/Toddler Care Concentration

The Infant and Toddler Care concentration is designed to prepare students for a position in childcare programs working with children ages birth to three. This concentration provides students with the skills to prepare appropriate nurturing environments and skills to assist families in building positive and supportive family relationships. There are two field experiences in which students receive hands-on training in an Infant/Toddler childcare setting. A clean drug screening and criminal background check are required. The placements are designed to give students opportunities for practical application of theories learned in the classroom.

Day Program (Beginning Fall Semester)

FALL SEMESTER		CREDIT HOURS
ECD 101	Introduction to Early Childhood	3.0
ENG 101	English Composition I	3.0
MAT 155	Contemporary Mathematics	3.0
PSY 201	General Psychology	3.0
	Elective Humanities	3.0

SPRING SEMESTER

ECD 102	Growth and Development I	3.0
ECD 131	Language Arts	3.0
ECD 200	Curriculum Issues in Infant & Toddler Development	3.0
CPT 101	Introduction to Computers	3.0
	Elective Early Childhood[1]	3.0

SUMMER TERM

ECD 135	Health, Safety, and Nutrition	3.0
ECD 246	Designing Quality Infant & Toddler Environments	3.0

FALL SEMESTER		CREDIT HOURS
ECD 205	Socialization and Group Care of Infants & Toddlers	3.0
ECD 207	Inclusive Care for Infants & Toddlers	3.0
ECD 237	Methods and Materials	3.0
ECD 251	Supervised Field Experiences in Infant & Toddler Environments	3.0
	Elective Early Childhood[2]	3.0

SPRING SEMESTER

ECD 108	Family and Community Relations	3.0
ECD 132	Creative Experiences	3.0
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3.0
ECD 244	Supervised Field Experience II	3.0
SPC 205	Public Speaking	3.0

TOTAL CREDIT HOURS: 66.0

[1] ECD 105, 107 or 133.

[2] ECD 105, 107 or 133.

Evening Program (Beginning Fall Semester)

FALL SEMESTER		CREDIT HOURS
ECD 101	Introduction to Early Childhood	3.0
ENG 101	English Composition I	3.0
MAT 155	Contemporary Mathematics	3.0
PSY 201	General Psychology	3.0

SPRING SEMESTER

ECD 102	Growth and Development I	3.0
ECD 131	Language Arts	3.0
ECD 200	Curriculum Issues in Infant & Toddler Development	3.0
CPT 101	Introduction to Computers	3.0

SUMMER TERM

ECD 135	Health, Safety, and Nutrition	3.0
	Elective Early Childhood[1]	3.0
	Elective Humanities	3.0

FALL SEMESTER

ECD 205	Socialization and Group Care of Infants & Toddlers	3.0
ECD 207	Inclusive Care for Infants & Toddlers	3.0
ECD 237	Methods and Materials	3.0
ECD 251	Supervised Field Experiences in Infant & Toddler Environments	3.0

SPRING SEMESTER

ECD 108	Family and Community Relations	3.0
ECD 132	Creative Experiences	3.0
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3.0
ECD 244	Supervised Field Experience II	3.0

SUMMER TERM

ECD 246	Designing Quality Infant & Toddler Environments	3.0
SPC 205	Public Speaking	3.0
	Elective Early Childhood[2]	3.0

TOTAL CREDIT HOURS: 66.0

[1] ECD 105, 107 or 133.
[2] ECD 105, 107 or 133.

Day Program (Beginning Spring Semester)

SPRING SEMESTER		CREDIT HOURS
ECD 101	Introduction to Early Childhood	3.0
ECD 102	Growth and Development I	3.0
ECD 131	Language Arts	3.0
ECD 200	Curriculum Issues in Infant & Toddler Development	3.0
ENG 101	English Composition I	3.0

SUMMER TERM

ECD 135	Health, Safety, and Nutrition	3.0
ECD 246	Designing Quality Infant & Toddler Environments	3.0
PSY 201	General Psychology	3.0

FALL SEMESTER

ECD 205	Socialization & Group Care of Infants & Toddlers	3.0
ECD 207	Inclusive Care for Infants & Toddlers	3.0
ECD 237	Methods and Materials	3.0
ECD 251	Supervised Field Experiences in Infant & Toddler Environments	3.0
	Elective Early Childhood[1]	3.0

SPRING SEMESTER

ECD 108	Family and Community Relations	3.0
ECD 132	Creative Experiences	3.0
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3.0
ECD 244	Supervised Field Experience II	3.0
SPC 205	Public Speaking	3.0

SUMMER TERM

CPT 101	Introduction to Computers	3.0
MAT 155	Contemporary Mathematics	3.0
	Elective Humanities	3.0
	Elective Early Childhood[2]	3.0

TOTAL CREDIT HOURS: 66.0

[1] ECD 105, 107 or 133.
[2] ECD 105, 107 or 133.

Evening Program (Beginning Spring Semester)

SPRING SEMESTER		CREDIT HOURS
ECD 101	Introduction to Early Childhood	3.0
ECD 102	Growth and Development I	3.0
ECD 131	Language Arts	3.0
ECD 200	Curriculum Issues in Infant & Toddler Development	3.0

SUMMER SEMESTER

ECD 135	Health, Safety, and Nutrition	3.0
ENG 101	English Composition I	3.0
	Elective Humanities	3.0

FALL SEMESTER

ECD 205	Socialization and Group Care of Infants &Toddlers	3.0
ECD 207	Inclusive Care for Infants & Toddlers	3.0
ECD 237	Methods and Materials	3.0
ECD 251	Supervised Field Experiences in Infant & Toddler Environments	3.0

SPRING SEMESTER		CREDIT HOURS
ECD 108	Family and Community Relations	3.0
ECD 132	Creative Experiences	3.0
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3.0
ECD 244	Supervised Field Experience II	3.0

		CREDIT HOURS
ECD 246	Designing Quality Infant & Toddler Environments	3.0
	Elective Early Childhood[1]	3.0
SPC 205	Public Speaking	3.0

FALL SEMESTER

CPT 101	Introduction to Computers	3.0
	Elective Early Childhood[2]	3.0
PSY 201	General Psychology	3.0
MAT 155	Contemporary Mathematics	3.0

TOTAL CREDIT HOURS: 66.0

[1] ECD 105, 107 or 133.
[2] ECD 105, 107 or 133.

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. Students must receive a grade of "C" or higher in all course work with a prefix of ECD. 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 are required to have an acceptable criminal background check and drug screening to complete ECD 243. A criminal record could make you ineligible for enrollment or participation in ECD 243, creating an inability to graduate from the program. This program meets ECE TEACH Credential and Headstart CDA requirements

Day or Evening Program

FALL SEMESTER		CREDIT HOURS
ECD 101	Introduction to Early Childhood	3.0
ECD 105	Guidance & Classroom Management	3.0
ECD 133	Science and Math Concepts	3.0
ECD 243	Supervised Field Experience I	3.0

SPRING SEMESTER

ECD 102	Growth and Development I	3.0
ECD 107	Exceptional Children	3.0
ECD 131	Language Arts	3.0
ECD 132	Creative Experiences	3.0

SUMMER TERM

ECD 135	Health, Safety and Nutrition	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–and should emphasize child-directed learning.

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 and culture. Students are required to have an acceptable criminal background check and drug screening for ECD 251. A criminal record or failure to pass the drug screening could make you ineligible for enrollment or participation in ECD 251, creating an inability to graduate from the program. Students must score a "C" or higher in all course work with an ECD prefix. This program meets TEACH infant credential requirements.

Day or Evening Program

FIRST SEMESTER		CREDIT HOURS
ECD 101	Introduction to Early Childhood	3.0
ECD 205	Socialization and Group Care of Infants & Toddlers	3.0
ECD 207	Inclusive Care for Infants & Toddlers	3.0
ECD 251	Supervised Field Experiences in Infant & Toddler Environments	3.0

SECOND SEMESTER

ECD 102	Growth and Development I	3.0
ECD 131	Language Arts	3.0
ECD 200	Curriculum Issues in Infant & Toddler Development	3.0

TOTAL CREDIT HOURS: 21.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
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

FIRST SEMESTER CREDIT HOURS

ENG 165	Professional Communications	3.0
	or ENG 101 English Composition I	
MAT 155	Contemporary Mathematics	3.0
PSY 201	General Psychology	3.0
HUS 101	Introduction to Human Services	3.0
HUS 225	Personal/Interpersonal Adjustment	3.0

SECOND SEMESTER

ENG 101	English Composition I	3.0
	or ENG 102 English Composition II	
SOC 101	Introduction to Sociology	3.0
PSY 203	Human Growth and Development	3.0
	Elective Criminal Justice/Human Services	3.0
CPT 101	Introduction to Computers	3.0

SUMMER TERM

	Elective Criminal Justice/Human Services	3.0
SPA 105	Conversational Spanish	3.0
	or SPA 101 Elementary Spanish I	4.0
	or SPA 102 Elementary Spanish II	4.0

THIRD SEMESTER

HUS 150	Supervised Field Placement I	3.0
HUS 209	Case Management	3.0
HUS 216	Behavior Change Techniques	3.0
HUS 230	Interviewing Techniques	3.0
	Elective Criminal Justice/Human Services	3.0

FOURTH SEMESTER

HUS 151	Supervised Field Placement II	3.0
HUS 221	Professional Ethics in Human Service Practice	3.0
HUS 235	Group Dynamics	3.0
HUS 237	Crisis Intervention	3.0
	Elective Humanities	3.0

TOTAL CREDIT HOURS: 66.0/67.0

Evening Program

FIRST SEMESTER CREDIT HOURS

ENG 165	Professional Communications	3.0
	or ENG 101 English Composition I	
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	3.0
	or ENG 102 English Composition II	
HUS 225	Personal/Interpersonal Adjustment	3.0
PSY 203	Human Growth and Development	3.0
	Elective Criminal Justice/Human Services	3.0

SUMMER TERM

CPT 101	Introduction to Computers	3.0
SOC 101	Introduction to Sociology	3.0
SPA 105	Conversational Spanish	3.0
	or SPA 101 Elementary Spanish I	4.0
	or SPA 102 Elementary Spanish II	4.0

THIRD SEMESTER CREDIT HOURS

HUS 209	Case Management	3.0
HUS 216	Behavior Change Techniques	3.0
HUS 230	Interviewing Techniques	3.0
	Elective Criminal Justice/Human Services	3.0

FOURTH SEMESTER

HUS 235	Group Dynamics	3.0
HUS 150	Supervised Field Placement I	3.0
HUS 221	Professional Ethics in Human Services Practice	3.0
	Elective Criminal Justice/Human Services	3.0

SUMMER TERM

HUS 151	Supervised Field Placement II	3.0
HUS 237	Crisis Intervention	3.0
	Elective Humanities	3.0

TOTAL CREDIT HOURS: 66.0/67.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in Human Services,
Instructional Assistant Concentration

The Instructional Assistant concentration 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 in Applied Science, with a major in Human Services degree. 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 or participation in a cooperative work experience, creating an inability to graduate from the program.

Day Program

FIRST SEMESTER CREDIT HOURS

ENG 165	Professional Communications	3.0
	or ENG 101 English Composition I	
MAT 155	Contemporary Mathematics	3.0
PSY 201	General Psychology	3.0
HUS 101	Introduction to Human Services	3.0
HUS 225	Personal/Interpersonal Adjustment	3.0

SECOND SEMESTER

ENG 101	English Composition I	3.0
	or ENG 102 English Composition II	
HUS 134	Activity Therapy	3.0
SOC 101	Introduction to Sociology	3.0
PSY 203	Human Growth and Development	3.0
CPT 101	Introduction to Computers	3.0

SUMMER TERM

SPA 105	Conversational Spanish	3.0
	or SPA 101 Elementary Spanish I	4.0
	or SPA 102 Elementary Spanish II	4.0
	Elective Humanities	3.0

THIRD SEMESTER — **CREDIT HOURS**

HUS 150	Supervised Field Placement I	3.0
HUS 209	Case Management	3.0
HUS 215	Study of the Mentally Retarded	3.0
HUS 216	Behavior Change Techniques	3.0
HUS 230	Interviewing Techniques	3.0

FOURTH SEMESTER

HUS 151	Supervised Field Placement II	3.0
HUS 201	Family Systems Dynamics	3.0
HUS 221	Professional Ethics in Human Services Practice	3.0
HUS 235	Group Dynamics	3.0
PSY 212	Abnormal Psychology	3.0

TOTAL CREDIT HOURS: 66.0/67.0

Evening Program

FIRST SEMESTER — **CREDIT HOURS**

ENG 165	Professional Communications	3.0
	or ENG 101 English Composition I	
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	3.0
	or ENG 102 English Composition II	
HUS 134	Activity Therapy	3.0
HUS 225	Personal/Interpersonal Adjustment	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
SPA 105	Conversational Spanish	3.0
	or SPA 101 Elementary Spanish I	4.0
	or SPA 102 Elementary Spanish II	4.0

THIRD SEMESTER

HUS 215	Study of the Mentally Retarded	3.0
HUS 216	Behavior Change Techniques	3.0
HUS 230	Interviewing Techniques	3.0
PSY 212	Abnormal Psychology	3.0

FOURTH SEMESTER

HUS 150	Supervised Field Placement I	3.0
HUS 201	Family Systems Dynamics	3.0
HUS 209	Case Management	3.0
HUS 235	Group Dynamics	3.0

SUMMER TERM

HUS 151	Supervised Field Placement II	3.0
HUS 237	Crisis Intervention	3.0
	Elective Humanities	3.0

TOTAL CREDIT HOURS: 66.0/67.0

SPECIAL NEEDS AND DISABILITIES CERTIFICATE

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

Day Program

FIRST SEMESTER — **CREDIT HOURS**

HUS 215	Study of the Mentally Retarded	3.0
HUS 216	Behavior Change Techniques	3.0
HUS 134	Activity Therapy	3.0

SECOND SEMESTER

HUS 235	Group Dynamics	3.0
HUS 209	Case Management	3.0
PSY 212	Abnormal Psychology	3.0

TOTAL CREDIT HOURS: 18.0

Occupational Technology Curricula

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Major in General Technology

The major in General Technology 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 major in General Technology 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 an Associate in Applied Science with a major in General Technology.

- Advanced Agriculture
- Advertising Design
- Desktop Publishing
- Digital Rendering and Gaming Development
- Horticulture Landscape Management
- Illustration
- Machine Tool
- Mechatronics Technology I
- Medical Assisting
- Pharmacy Technician
- Photography
- Surgical Technology
- Welding

GENERAL EDUCATION
(MINIMUM 15 CREDIT HOURS)   CREDIT HOURS

MAT 170	Algebra, Geometry, & Trigonometry I	3.0
	or MAT 102 Intermediate Algebra	
PSY 103	Human Relations	3.0
	or PSY 201 General Psychology	
ENG 101	English Composition I	3.0
	or ENG 165 Professional Communications	
	Elective Social/Behavioral Science	3.0
	Elective Natural Science or Math	3.0
	Elective Humanities/Fine Arts	3.0

REQUIRED CORE SUBJECT AREAS
(MINIMUM 40 CREDIT HOURS)

The General Technology major allows a student and his/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 hour 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 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 CREDIT HOURS)

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: 60.0-84.0

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
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 major in Vocational-Technical Education will enable non-degreed vocational-technical instructors to gain the benefits of general and professional education courses while pursuing advanced studies in their occupational specialties. 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 CREDIT HOURS)   CREDIT HOURS

CPT 101	Introduction to Computers	3.0
ECO 101	Basic Economics	3.0
	or PSY 103 Human Relations	
ENG 160	Technical Communications	3.0
	or ENG 165 Professional Communications	
MAT 170	Algebra, Geometry, & Trigonometry I	3.0
	Elective Humanities/Fine Arts	3.0

PROFESSIONAL EDUCATION REQUIREMENTS
(MINIMUM 30 CREDIT HOURS)

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

Directed Vocational-Technical Education: Teaching Experience	3.0
Vocational-Technical Specialty	14.0

OTHER HOURS REQUIRED FOR GRADUATION
(15-32 CREDIT HOURS)

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: 60.0-77.0

Course Descriptions

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)

*Denotes college transfer courses.

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)

AGRICULTURE (AGR)

AGR 201   Introduction to   3 SHC
Sustainable Agriculture
This course provides an evaluation of the main goals of sustainable agriculture to include environmental health, economic profitability and social and economic equity. Students will evaluate management and technological approaches and policies that influence agricultural practices. (2/3)

AGR 203   Introduction to Animal Science   4 SHC
This course is a survey of animal industries and their role and importance to man and society from past to present. Labs will examine the basic principles in the handling of livestock and techniques of farm animal production. (3/3)

AGR 205   Pest Management   3 SHC
Students will study major pests (weeds, insects and disease) of the major South Carolina crops. Theory and practices of integrated pest management will be explored and compared to conventional pest management strategies. (2/3)

AGR 206   Basic Farm Maintenance   4 SHC
This course is a study of practical techniques for basic maintenance and repair in an agricultural environment. Students will learn applications and uses of hand tools, basic metal work and machinery maintenance. (3/3)

AGR 207   Field Crop Production   3 SHC
This is a lecture course with a laboratory component designed to familiarize students with the basic principles and theories for modern field crop production. Emphasis is placed on the major field crops of the Southeast. All aspects of production are covered from initial planning to market. (2/3)

AGR 208   Introduction to   3 SHC
Agricultural Economics
This course is a study of agricultural economics principles. Topics include the application of these principles to the solution of agricultural economics, farm organization, land economics, farm prices, government farm policies and farm business problems related to national/international economies. (2/3)

AGR 209   Introduction to   3 SHC
Agricultural Marketing
This is a technical course of marketing methods, practices and policies in agriculture. The course emphasizes the management applications of marketing techniques in an agricultural environment. (3/0)

AGR 210   SCWE in Agriculture   8 SHC
This course is a supervised comprehensive work experience in the agriculture industry. Work in an agriculture-related position under supervision of the instructor/employer is required. (1/28)

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. Prerequisite: EGR 130. (1/6)

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. Prerequisite: RDG 100 or appropriate placement scores (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 (CPR), and the use of Automated External Defibrillators. (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 108   Nutrition   3 SHC
This course is a study of nutrition and diet therapy as related to health care. (3/0)

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 126   Health Calculation   1 SHC
This course is a study of the mathematical concepts needed in health science studies. (1/0)

AHS 128   Health Sciences Introduction   4 SHC
This course is a study of the core competencies common to numerous health science professions. Corequisites: AHS 102, AHS 136, AHS 160, AHS 108, AHS 126. (3/3)

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   3 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. Prerequisites: AHS 128, AHS 102, AHS 160, AHS 108, AHS 126. Corequisites: AHS 176, AHS 106, AHS 145, AHS 140, AHS 136. (1/6)

AHS 140   Therapeutics for Health   3 SHC
This course provides a basic study of therapeutic agents applicable to health science and nursing professions. (3/0)

AHS 141   Phlebotomy for the   3 SHC
Health Care Provider
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 175. (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 145   Electrocardiography   2 SHC
This course provides the basic skills 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. (2/0)

AHS 146   Phlebotomy Experience   7 SHC
This course includes comprehensive clinical experiences in medical laboratory specimen collections, transport, storage, and basic test procedures. (0/21)

AHS 150   Patient Care and   5 SHC
Diagnostic Procedures
This course provides a study of patient care and basic diagnostic procedures. (3/6)

AHS 151   Health Care Procedures I   5 SHC
This course includes a study of fundamental health skills related to the patient/client in all of life's stages. (5/0)

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 160   Introduction to Health   1 SHC
This course focuses on the definition and importance of workplace ethics, knowledge and behaviors essential for the health care worker, and on the various roles of the interdisciplinary health care team. (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   5 SHC
Classification System
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 106, AHS 139, AHS 140, AHS 145, AHS 176. Corequisites: AHS 141 and AHS 151. (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, AHS 128, AHS, 136, AHS 160, AHS 108, AHS 126. Corequisites: AHS 139, AHS 106, AHS 145, AHS 140. (2/6)

AHS 178   Health Science Physics   4 SHC
& Medical Instrumentation
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   3 SHC
Allied Health Professions
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   3 SHC
Machine Transcription
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 covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production. Prerequisites: AHS 102 and CPT 101. (3/0)

AOT 251   Administrative Systems   3 SHC
and Procedures
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   3 SHC
Office Technology
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 is an introductory course 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 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 124   Sequential Drawing   3 SHC
This course is the study of the basic principles, techniques and tools of creating sequential drawings for illustration and animation. Prerequisite: ARV 120. (2/3)

ARV 125   Drawing for Animators   3 SHC
This course introduces students to the basic elements of gesture drawing, quick sketch, volume, and depth techniques to capture action and attitude. Drawing for weight, force, thought, emotion and movement is stressed. Prerequisite: ARV 120. (2/3)

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 205   Graphic Illustration   3 SHC
This course covers the tools and techniques used to create graphic illustrations for various types of print media. Prerequisite: ARV 120. (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 222   Computer Animation   3 SHC
This course introduces techniques of creating the illusion of motion and three-dimensional space. Prerequisites: ARV 125 and CPT 232. (3/0)

ARV 261   Advertising Design I   3 SHC
This course is an introduction to the advertising arts, including the principles, techniques, media, tools and skills used in the visual communication field, 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. (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)

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
& 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**   **5 SHC**
Building Construction
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**   **4 SHC**
Building Construction
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 112   **Basic Anatomy and Physiology**   **4 SHC**
This course is a basic integrated study of the structure and function of the human body. All body systems are surveyed with an emphasis on biological chemistry, cells, tissues, organization, and homeostasis. Corequisite: ENG 101 readiness. (3/3)

BIO 115   **Basic Microbiology**   **3 SHC**
This is a general course in microbiology, including epidemiology, presence, control and identification of microorganisms. Prerequisite: FSE 112, BIO 101 or BIO 102. (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 112 or successful score on Biomedical Placement Test. (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   3 SHC
            Biotechnical Engineering**
This is an introductory course which exposes students to the diverse fields of biotechnology, biomedical engineering, bioprocesses and related areas. Students will apply biological and engineering concepts to design materials and processes that directly measure, repair, improve and extend living systems. Prerequisite: EGT 152. (1/6)

**BTN 103   Introduction to Biotechnology   4 SHC
            & Lab Rotation I**
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   3 SHC
            in Business**
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. (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. (2/3)

CHEMISTRY (CHM)

**CHM 100   Introductory Chemistry   4 SHC
            (Non-Degree Credit)**
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 152 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. (1/6))

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)

COL 105   Freshman Seminar   3 SHC
This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process and acquire essential academic survival skills. (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 or completion of CPT 141. (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 160 Digital Vector Graphics I 3 SHC
This course is a study of the principles, terminology, techniques and tools used in vector computer graphics software to create and modify electronic art. Topics include selection tools, drawing paths, creating shapes, adding type, applying transformations, and managing layers. (3/0)

CPT 161 Introduction to Digital 3 SHC
Raster Graphics I
This course is a study of the fundamental tools and techniques used in basic digital image creation and manipulation of raster computer graphic files, Topics include selection techniques, adding type, managing layers, applying special effects, and using painting tools. (3/0)

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 3 SHC
Computer Technology
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 3 SHC
Spreadsheets
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)

CPT 288   Computer Game Development I   3 SHC
This course introduces computer game design and development using the Windows API model. Topics include creating 3D models using matrices, transformation, rotation, texture mapping, 3D lighting, meshes, sprites, particles, special effects, and the application of game math and physics techniques. Prerequisite: CPT 232. (3/0)

CPT 293   Advanced Microcomputer   3 SHC
Multimedia Applications
This course covers advanced topics for microcomputer multimedia development utilizing advanced techniques in the use of text, graphics, animations, sound, video, and compact disk. Script language programming and its use in the development of interactive multimedia presentations are included. (3/0)

CPT 295   Desktop Publishing Applications   3 SHC
This course is a study of application software used to design, edit, and produce a variety of documents for marketing purposes. (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 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 145   Juvenile Delinquency   3 SHC
This course includes a survey of the sociological, biological and psychological theories involved in juvenile delinquency, modern trends in prevention and treatment. (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 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)

CARDIOVASCULAR TECHNOLOGY (CVT)

CVT 101   Introduction to   2 SHC
Cardiovascular Technology
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: AHS 112, 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 for invasive: CVT 121, CVT 141, AHS 178. Corequisites for non-invasive: CVT 141, CVT 142, AHS 178. (2/3)

CVT 105   Cardiovascular Rehabilitation   3 SHC
& Prevention
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 for invasive: CVT 104, CVT 121, CVT 122.
Prerequisites for non-invasive: CVT 104, CVT 141, CVT 142.
Corequisites for invasive: CVT 122, CVT 123.
Corequisites for non-invasive: 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 210, 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 210; 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: AHS 178, CVT 104, CVT 142. (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 on
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   2 SHC
Special Topics
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. (0/1)

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. Prerequisite: ECD 101. (3/0)

ECD 109   Administration and Supervision   3 SHC
This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff, and parents. (3/0)

ECD 131   Language Arts   3 SHC
This course presents methods and materials in age-appropriate language experiences. It provides opportunities to develop listening, speaking, pre-reading/pre-writing 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. Prerequisite: ECD 101. (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 covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course. (3/0)

ECD 138   Movement and Music for Children   3 SHC
This course is a study of criteria for selecting and implementing appropriate experiences to support the physical and musical development of young children. Emphasis is on the selection of materials, equipment and related design of indoor/outdoor environments. (3/0)

**ECD 200   Curriculum Issues in Infant   3 SHC
& Toddler Development**
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. (3/0)

**ECD 201   Principles and Ethics in Leadership   3 SHC
in Early Care & Education**
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, the community and society. Prerequisite: ECD 101. (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 3 SHC
of Infants & Toddlers
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 Inclusive Care for Infants & Toddlers 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 3 SHC
in Early Education
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 and ECD 131. (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. To enroll in ECD 243, students must have completed the first semester required courses, be enrolled in second semester required courses, be majoring in Early Care and Education, have a minimum of 2.0 GPA and have an acceptable criminal background check and drug screen. Requires ECD advisor approval. (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. To enroll in ECD 244, students must have completed the first semester required courses, be enrolled in second semester required courses, be majoring in Early Care and Education, have a minimum of 2.0 GPA and have an acceptable criminal background check and drug screen. Prerequisites: ECD 101, ECD 131, ECD 243, or ECD 251. (1/10)

ECD 246 Designing Quality Infant 3 SHC
& Toddler Environments
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 3 SHC
Infant/Toddler Environments
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. Requires ECD advisor approval. (1/10)

ECD 270 Foundations in Early Care 3 SHC
& Education
This course includes an overview of the history, theories, program models and trends in Early Care and Education. Teaching as a profession will be explored with an emphasis on characteristics of the early childhood teacher. (3/0)

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 117. (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. (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. Prerequisite: EEM 117. (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. Prerequisite: EEM 117. (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. (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. Prerequisite: EEM 117. (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 or EET 113. (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. (1/6))

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   3 SHC
Applications and Programming**
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   3 SHC
Technology I**
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. (1/6)

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 101 **Emergency Care for First Responders** **3 SHC**
This course is a study of emergency care procedures for the first persons responding to an emergency incident. It includes basic skills related to patient assessment, fractures, airway and trauma assessment. (3/0)

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** **1 SHC**
Basics Workshop
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** **3 SHC**
(Non-Degree Credit)
This course is a study of basic writing and different modes of composition and may include a review of usage. Prerequisite: ENG 032 and 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, 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)

FORESTRY (FOR)

FOR 104   **Introduction to Environmental**   **1 SHC**
and Natural Resources
Students will study major pests (weeds, insects and diseases) of the major South Carolina crops. Theory and practices of integrated pest management will be explored and compared to conventional pest management strategies. (1/0)

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 SERVICE (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 105   **Accounting for Funeral**   **3 SHC**
Service Education
This course is an introduction to basic principles of accounting theory and how it applies to funeral home operations. Financial statements, worksheets, journalizing, receivables, payables, deferrals, accruals inventory and depreciation models are among the subjects covered. (3/0)

FSE 110   **Funeral Service Management**   **3 SHC**
and Merchandising
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**   **3 SHC**
for Funeral Service
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**   **4 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. (4/0)

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,**   **2 SHC**
Regulations, & Statutes
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. Grading for this course will be determined by student's score on the National Board Examination. 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 and basic machine tools used in gunsmithing. Emphasis is placed on safety and completion of projects from blueprints using hand and machine tools. Students learn to read and 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 and 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, parkerizing 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. (0/3)

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

GSM 121   Barrel Fitting/Alteration   3 SHC
This course introduces custom barrel fitting, chambering and action alterations. Emphasis is placed on safety and completion of custom-barreled actions using hand and machine tools and 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 and finishing of custom rifle stocks. Emphasis is placed on design and completion of a custom rifle stock using hand and machine tools. Upon completion, students should be able to lay out a rifle stock, inlet the barrel action and shape and finish a custom rifle stock. (4/0)

GSM 221   Advanced Repair Technology   3 SHC
This course is the study of advanced repair techniques and trigger designs on rifles and shotguns. Emphasis is placed on repairing various firearms and adjusting trigger pulls to safe industry standards using fixtures and hand and machine tools. Students learn to safely adjust and 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 and gunsmithing techniques. Emphasis is placed on material characteristics, applications and tooling requirements. Upon completion, students should be able to demonstrate competence in gunsmithing techniques such as composite stockmaking and 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. Corequisite: ENG 101 ready (test scores or placement). (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. Corequisite: ENG 101 ready (test scores or placement). (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. Note: It is recommended that students be ENG 101 ready prior to taking this course. (3/0)

HIS 201   American History: 3 SHC
**   Discovery to 1877***
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. Corequisite: ENG 101 ready (test scores or placement). (3/0)

HIS 202   American History: 3 SHC
**   1877 to Present***
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. Note: It is recommended that students be ENG 101 ready prior to taking this course. (3/0)

HORTICULTURE (HRT)

HRT 104   Landscape Design & Implementation   3 SHC
This course is a study of landscape design and drafting as well as landscape installation techniques. (0/9)

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. (2/3)

HRT 230   Greenhouse Technology   4 SHC
This course is a study of commercial greenhouse production techniques and facility management. (3/3)

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 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 201   Family Systems Dynamics   3 SHC
This course examines the role of family structure, interaction and other dynamics in the development, maintenance and treatment of family dysfunctions. (3/0)

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 205   Gerontology   3 SHC
This course is a survey of the physical, social and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course. (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 215   Study 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)

HUS 216   Behavior Change Techniques   3 SHC
This course is a study of major theories associated with individual and group psychotherapy, family therapy and alcohol, drug and vocational rehabilitation. Emphasis is placed on the techniques of behavioral change. (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)

HUS 221   Professional Ethics in   3 SHC
Human Services Practice
This course is an in-depth analysis of human service ethics, application of NOHSE codes of ethics and concepts and dilemmas specific to helping relationships. (3/0)

HUS 225   Personal/Interpersonal Adjustment   3 SHC
This course is the study of self-awareness and interpersonal adjustment and behavior in contemporary society. (3/0)

HUS 230   Interviewing Techniques   3 SHC
This course covers the development of skills necessary for interviews in various organizational settings. Students in Human Services will use these skills and knowledge later on in their supervised field placement. (3/0)

HUS 235   Group Dynamics   3 SHC
This course is the examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings related to human services. (3/0)

HUS 237   Crisis Intervention   3 SHC
This course is a study of the effects of crisis on people, the methods of intervention and other uses of multiple resources to re-establish individual function. Students are required to demonstrate mock crisis activities. (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 104   Career Exploration   1 SHC
This course is the study and application of career assessment and planning, job search, and employability skills in preparation for transition in the workplace. (1/0)

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 150   Project Management Essentials   3 SHC
for IT Professionals
This course is the study of integrated project management for computer technology professionals with emphasis on the methods and software used by IT professions, including task lists, Gantt charts, discussion of critical path statistical resource management, scheduling, budgeting and economic factors. Prerequisite: CPT 101 (3/0)

IST 209   Fundamentals of Wireless LANS   3 SHC
This introductory course is the study of design, installation, configuration, operations and troubleshooting of Wireless LANs. The course includes an overview of wireless technologies, standards, devices, security, design and best practices, emphasizing real world applications and skills. Prerequisite: IST 220 (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 Web site 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   3 SHC**
Information Sciences
The course covers special topics in information sciences technologies. (3/0)

MATHEMATICS (MAT)

Students should see the Math Placement Guide located on the Mathematics 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   1 SHC**
Basics Workshop
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   1 SHC**
Workshop
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 101   **Beginning Algebra   3 SHC**
This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring. Prerequisite: equivalent placement scores. (3/0)

MAT 102   **Intermediate Algebra   3 SHC**
This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions. Prerequisite: MAT 152 or MAT 101 or equivalent placement scores. (3/0)

MAT 110   **College Algebra*   3 SHC**
This course includes the following topics: polynomials, rational, logarithmic and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials. 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 152 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 152, 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 152 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 152 **Elementary Algebra** **5 SHC**
This course includes the following topics: operations with signed numbers and algebraic expression; solving linear equations; factoring; and an introduction to graphing. Prerequisite: MAT 032 or equivalent test scores. (5/0)

MAT 155 **Contemporary Mathematics** **3 SHC**
This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics. Prerequisite: MAT 032 or equivalent test scores. (3/0)

MAT 170 **Algebra, Geometry, & 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, & 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. Prerequisite: BIO 112. (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, BIO 112. (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. (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. Corequisite: 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, BIO 112. (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 122, MTH 113, and 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. Prerequisites: MTH 120, MTH 121, MTH 123, BIO 112. (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. (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. Prerequisites: 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**   **2 SHC**
Medical Assisting Profession
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**   **3 SHC**
of the Medical Office
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**   **4 SHC**
the Medical Assistant
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**   **2 SHC**
of the Medical Office I
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**   **3 SHC**
of the Medical Office II
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 hydraulic 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   2 SHC
**   Dimensions & Tolerances**
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   3 SHC
Metrology for Machinists**
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. (4/3)

**MTT 270 Operation and Programming   3 SHC
of Coordinate Measuring Machines**
This course is a study of the operation, application and programming of coordinate measuring machines (CMM). (3/0)

MUSIC (MUS)

MUS 105 Music Appreciation*   3 SHC
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences. (3/0)

NURSING (NUR)

NUR 101 Fundamentals of Nursing   6 SHC
This course facilitates the development of beginning technical competency in the application of the nursing process to assist in meeting the needs of selected patients of varying ages. Prerequisite: Admission to Nursing Program. Corequisites: NUR 105, NUR 106. (4/6)

NUR 105 Pharmacology for Nurses   1 SHC
This course is an introduction to the basic concepts of pharmacology related to drug administration. Prerequisite: Admission to Nursing program. Corequisite: NUR 101, NUR 106. (0/3)

**NUR 106 Pharmacologic Basics   2 SHC
in Nursing Practice**
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: NUR 101, NUR 105. (1/3)

NUR 107 Nutrition and Diet Therapy   1 SHC
This course is a study of the basic concepts of nutrition and diet therapy. (1/0)

NUR 131 Introduction to Pharmacology   1 SHC
This course is a study of drug calculations and basic concepts of pharmacology specific to I.V. calculations. Prerequisite: NUR 106. Corequisite: NUR 140, NUR 165. (1/0)

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 140 I.V. Therapy   1 SHC
This course is a study of the principles and practices of intravenous therapy. Emphasis is placed on venipuncture techniques, complications, fluid balance, blood administration, central lines, and the responsibilities of a licensed nurse. Corequisites: NUR 131, NUR 165. (0/3)

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 165 Nursing Concepts   6 SHC
and Clinical Practice I**
This course covers applications of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings. Prerequisites: NUR 101, NUR 106. Corequisites: NUR 107, NUR 131, NUR 140. (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 Practical Nursing license. (1/6)

NUR 206 Clinical Skills Application   2 SHC
This course involves the application of knowledge, skills, and abilities in a clinical setting. Corequisites: NUR 211, NUR 212. (0/6)

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. Prerequisites: NUR 211, NUR 212. Corequisite: NUR 219. (3/6)

NUR 211 Care of Childbearing Family   4 SHC
This course facilitates the application of the nursing process to assist in meeting the needs of the childbearing family. Focus is on both normal and abnormal aspects. Prerequisites: NUR 265, NUR 214. Corequisite: NUR 212. (3/6)

NUR 212 Nursing Care of Children   4 SHC
This course facilitates the application of the nursing process to assist in meeting the needs of children with acute and chronic health problems. Focus is on growth and development and anticipatory guidance. Prerequisites: NUR 214, NUR 265. Corequisite: NUR 211. (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 107, NUR 265. Corequisites: NUR 265. (3/3)

NUR 216   Nursing Seminar   1 SHC
This course is an exploration of concepts related to selected nursing topics. Prerequisites: NUR 211, NUR 212. Corequisites: NUR 210, NUR 219. (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 211, NUR 212. Corequisites: NUR 210, NUR 216. (2/6)

NUR 265   Nursing Concepts   6 SHC
and Clinical Practice II
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 131, NUR 140, NUR 165. Corequisite: NUR 214. (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, Web sites 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 4 SHC
Pharmacy Technician
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: PHM 110, PHM 124, PHM 164. 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: PHM 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. Prerequisites: PHM 110, PHM 124, PHM 164. 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: PHM 110, PHM 124, PHM 164. Corequisite: PHM 105 and PHM 118. (0/9)

PHM 202 Pharmacological Anatomy 4 SHC
and Physiology
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 3 SHC
(Non-Degree Credit)
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. Corequisite: ENG 101 ready (test score or placement). (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 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.
Corequisite: ENG 101 ready (test score or placement). (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. Note: It is recommended that students be ENG 101 ready prior to taking this course. (3/0)

PSY 210   Educational Psychology   3 SHC
This course is the study of the teaching-learning process with emphasis on theory, transfer, problem solving, habit formation, individual difference and other factors that facilitate learning. Prerequisite: PSY 201. (3/0)

PSY 212   Abnormal Psychology*   3 SHC
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures, analysis of human behavior problems and identification of the personal and social skills needed to deal with these problems. (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. Corequisites: RAD 102, RAD 130, RAD 152. (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.
Corequisites: RAD 101, RAD 130, RAD 152. (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.
Corequisites: RAD 136, RAD 165(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.
Corequisites: RAD 121, RAD 230, RAD 256. (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. Corequisites: RAD 115, RAD 230, RAD 256. (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. Corequisites: RAD 101, RAD 102, RAD 152. (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. Corequisites: RAD 110, RAD 165. (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. Corequisites: RAD 101, RAD 102, RAD 130, RAD 110, RAD 136. (0/6)

RAD 165   Applied Radiography II   5 SHC
This course includes the use of radiographic equipment and performance of radiographic procedures within 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. Corequisites: RAD 201, RAD 205. (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. Corequisites: RAD 205, RAD 175. (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. Corequisites: RAD 201, RAD 175. (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. Corequisites: RAD 235, RAD 268, RAD 282. (2/0)

RAD 230   Radiographic Procedures III   3 SHC
This course provides instruction in special radiographic procedures. Prerequisite: RAD 175. Corequisites: RAD 115, RAD 121, RAD 256. (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. Corequisites: RAD 225, RAD 268, RAD 282. (1/0)

RAD 236   Radiography Seminar II   2 SHC
This course provides instruction in selected areas of radiography that require additional study or application. Corequisites: RAD 276. Prerequisites: RAD 268, RAD 276, 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. Corequisites: RAD 115, RAD 121, RAD 230. (0/18)

RAD 268   Advanced Radiography II   8 SHC
This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere. Prerequisite: RAD 256. Corequisites: RAD 225, RAD 235, RAD 282. (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. Corequisite: RAD 236. (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. Corequisites: RAD 225, RAD 235, RAD 268. (0/6)

READING (RDG)

**RDG 011   Developmental Reading   1 SHC
Basic Workshop**
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. Corequisite: RDG 032. (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. Prerequisite: 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**   **2 SHC**
Gerontological Patient
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 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.
Corequisite: ENG 101 ready (test score or placement). (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)

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 or 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 126, 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 126, 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.
Prerequisites: SUR 101, SUR 102, SUR 103.
Corequisites: SUR 104, SUR 110, SUR 130. (1/0)

SUR 130   **Biomedical Science**   **1 SHC**
                for the Surgical Technologist
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, SUR 126. (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 turf grass areas. (2/3)

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 systems 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 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 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)

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 & Economic Development Division

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 Greenwood 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 anywhere 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 (CEUs)

Continuing Education Units are recorded for non-credit 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.

Administration, Faculty, & Staff

State Board for Technical & Comprehensive Education

Montez C. Martin, Jr., Chair
At-Large Member

Robert E. Barnette, Vice Chair
At-Large Member

Dan P. Gray
First Congressional District

Ralph A. ("Nick") Odom, Jr., Chairman
Fifth Congressional District

W.M. Brantley Harvey, Jr.
Second Congressional District

Bettis Rainsford
Third Congressional District

Vacant
Fourth Congressional District

Ralph A. Odom, Jr.
Fifth Congressional District

Joe W. Pearce, Jr.
Sixth Congressional District

Bruce Herbert Ellis
At-Large Member

Guerry E. Green
At-Large Member

Jim Rex
S.C. Superintendent of Education
Ex-Officio Member

Joe E. Taylor
S.C. Secretary of Commerce
Ex-Officio Member

Barry W. Russell
South Carolina Technical College System
President

Piedmont Technical College Area Commission

William A. Whitfield, Chair
Saluda County

Randy E. Garrett, Vice Chair
Laurens County

Jane J. Herlong, Secretary
Edgefield County

Rufus C. Sherard
Abbeville County

H. George Piersol, II
Newberry County

William I. West
Greenwood County

Y.J. Ahn
Greenwood County

Cherry Houston Brown
McCormick County

George P. Cone, Jr.
Greenwood County

Emma Goodwin
Abbeville County

Steven M. Lamb
Laurens County

Peter J. Manning
Greenwood County

Piedmont Technical College Foundation Board of Directors

Jim Medford, Chairman
Len Bornemann, Vice Chairman
Thomas H. Herlong, Sr., Treasurer
Fran Wiley, Executive Director

Miriam B. Adams
Diane Anderson
Keith Anderson
Jackie L. Belger
Paul M. Deloache
Young Dendy
William G. Dixon
E.H. "Rocky" Dunkman
Rich Dombrowski
Jeff Field
E. Bradford Forrest
James R. Fowler
Gary Goforth
Jane Greene
Thomas H. Herlong, Sr.
William F. Horvath
James Hogan
Peter Manning
Calhoun A. Mays, Jr.
Wes McAllister
Rhonda McGinnis
Ron Millender
John A. Morgan, Jr.
Gerald Owens
H. George Piersol, II
Maurice A. Scott
Rufus C. Sherard
Claude Thomas
Charles Williams
Misty M. West
Christie Whitaker
Steve O. White

Institutional Officers

L. Ray Brooks, Ed.D.
President
Diploma, Walker Technical Institute
A.A., Dalton Junior College
B.S., University of Georgia
Ed.S., University of Alabama
Ed.D., University of Alabama

James S. Klauber
Senior Vice President
B.A., The Citadel
Juris Doctor, University
of South Carolina
Ph.D., University of South Carolina

K. Paige Childs, CPA
Vice President for Business and Finance
A.A., Brazosport College
B.B.A., Southwest Texas State University

Rebecca R. McIntosh
**Vice President for Student Development
and Marketing**
A.A., Rochester Community College
B.A., Southwest Minnesota State College
M.A., Ball State University

Susan G. Timmons
Vice President for Academic Affairs
B.S., Winthrop College
M.Ed., University of South Carolina

Faculty

**DIVISION OF BUSINESS
INFORMATION TECHNOLOGIES
AND PUBLIC SERVICE**

Sissy Copeland, Dean
B.S., Limestone College
M.Ed., University of South Carolina

Steve Fennell
Department Head, Business
B.S., University of South Carolina
M.B.A., University of South Carolina

Kendall Adams
**Program Coordinator/Instructor,
Commercial Art**
B.F.A., Longwood University

Angel Alexander
**Instructor, Administrative
Office Technology**
A.S., Piedmont Technical College
B.S., Limestone College
M.B.A., University of Phoenix

Allen Barbare
Instructor, Public Service
B.S., Wofford College
M.S.W., University of South Carolina

Joe Bowers
Instructor, Business/Management
B.B.A., North Texas State University
M.B.A., North Texas State University
Ed.D., Clemson University

Menka Brown
**Instructor, Administrative
Office Technology**
B.S., Indiana State University
B.S., Indiana State University
M.S., Indiana State University

Beverly Burton
Department Head, Public Service
B.S., Lander College
M.S.W., University of South Carolina

William C. Cheek
Instructor, Computer Technology
B.S., Presbyterian College

George Christia
Instructor, Public Service
A.S., Piedmont Technical College
B.S., Lander University
M.A., Webster University

Judy Daulton
Instructor, General Business
B.S., Jacksonville State University
M.S.B.E., University of North Carolina

Brandy Finch
Instructor, Criminal Justice
A.S., Piedmont Technical College
B.S., Lander University
M.S., University of Cincinnati

Dedrick Gantt
Instructor, Funeral Service Education
A.F.S., Gupton-Jones College
of Funeral Service
B.B.A., Georgia Southern University

Maryanne Goff
Administrative Specialist
Diploma, Piedmont Technical College

Tommy Gortney
**Instructor, Commercial Art/
Computer Technology**
B.A., Lander College

Samantha Hauptman
Instructor, Criminal Justice
B.Sc., Jacksonville State University
M.C.J., University of South Carolina

Ashley Hollingsworth
**Program Coordinator/Instructor,
Early Care and Education**
A.S., Piedmont Technical College
A.A., Piedmont Technical College
B.S., Lander University
M.Ed., Columbia College

Rick Judy
Instructor, Economics/Business
B.S., Southern Wesleyan University
M.S., Southern Wesleyan University

Kara Mahon
Instructor, Accounting
B.A., Wofford College
M.S.A.C., Strayer University

David Martin
Director, Funeral Service Education
A.S., Cincinnati College
of Mortuary Science
B.S., West Virginia University
M.Ed., Grand Canyon University

Richard Mandau
Instructor, Business
B.S., Bowling Green State University
M.B.A., Lake Erie College

Norman Maston
Instructor, Business
B.S., Limestone College
M.B.A., Webster University

Daniel Morvey
Instructor, Economics
B.S., University of Ghana
M.S., Clemson University
Ph.D., Clemson University

Suzanne C. Murray
Instructor, Business
B.A., University of
North Carolina, Wilmington
M.H.R.D., Clemson University

Rhonda Pendergrass
Instructor, Early Care and Education
B.S., Lander University
M.Ed., Walden University

Lesley C. Price
Department Head, Computer Technology,
Administrative Office Technology and
Commercial Art
B.S., Lander University
M.A., Webster University

Clint Thompson
Instructor, Computer Technology
B.S., Iowa State University

MaryLou Wilson
Instructor, Administrative Office
Technology/Business
B.S., Eastern New Mexico University
M.M., University of New Mexico

ENGINEERING AND INDUSTRIAL TECHNOLOGIES DIVISION

Keith Lasure, Dean
B.S., Indiana State University
M.S., Indiana State University

Hugh Bland
Instructor, Agriculture
B.S., Clemson University
M.S., Clemson University

Marion C. Bledsoe
Instructor/Coordinator,
Horticulture-Landscape Management
B.L.A., University of Georgia
B.S., Clemson University

Kevin Boiter
Department Head,
Electromechanical Technology
A.S., Piedmont Technical College
B.A., Lander College

Charles K. Dixon
Instructor, Industrial
Electronics Technology
A.S., Piedmont Technical College
B.S., South Carolina State University
M.Ed., Clemson University

James T. Fleming
Instructor/Coordinator, Welding
Diploma, Piedmont Technical College
A.A., Midlands Technical College

Grayson Jefferies
Instructor, Automotive Technology
A.S., Piedmont Technical College

David Kibler
Instructor/Coordinator,
Heating, Ventilation and
Air Conditioning Technology
A.S., Piedmont Technical College
B.S., HVACR, Ferris State University

Sung H. Kim
Instructor/Coordinator, Mechanical
Engineering Technology
B.S., Pusan National University
M.S.I.E., Han-Yang University
M.S.M.E., University of Tulsa
Ph.D., University of South Carolina

Christina Knight
Instructor/Coordinator, Engineering
Graphics Technology
A.S., Piedmont Technical College
B.S., South Carolina State University

Robert Koster
Department Head, Metal Trades
A.S., Greenville Technical College
A.S., Piedmont Technical College

Doug Massey
Instructor, Electronic
Engineering Technology
B.S., Georgia State University
M.S., Georgia State University

Johnny Merck
Instructor, Machine Tool Technology
A.S., Piedmont Technical College

Farhad K. Mohajer
Instructor/Coordinator, Electronic
Engineering Technology
B.S., University of South Carolina
M.Eng., University of South Carolina

Robert Kevin Moore
Instructor, Industrial
Electronics Technology
A.S., Greenville Technical College
B.S., South Carolina State University
M.Ed., Clemson University

Robert D. Roche
Instructor/Coordinator, Building
Construction Technology
A.S., Piedmont Technical College

Mike Rodgers
Instructor/Coordinator,
Automotive Technology
A.S., Piedmont Technical College
B.S., University of South Carolina

Keenan W. Tallent
Instructor, Heating, Ventilation and Air
Conditioning Technology
Diploma, Trident Technical College
A.S., Piedmont Technical College
B.S., Limestone College

Chad Teague
Instructor, Building
Construction Technology
A.A., Piedmont Technical College
B.S., Lander University

Elizabeth Towles
Instructor, Engineering
Technology/Biotechnology
B.S., Mississippi State University
M.S., University of Alabama at Birmingham

Cassandra C. Warner
Department Head,
Engineering Technologies
A.S., Piedmont Technical College
B.S., Lander University
M.C.T.E., Clemson University

Jan Wirtjes
Administrative Assistant, Engineering
and Industrial Technologies
A.S., Piedmont Technical College
B.S., Limestone College

ARTS AND SCIENCES DIVISION

Donna Foster, Dean
B.S., Clemson University
M.Ed., Clemson University

Chris Allen
Instructor, English
B.A., Union University
M.Ed., Union University
M.F.A., South Illinois University

Richard Barbare
Instructor, Religion and Speech
Diploma, Evangelical Institute of Greenville
B.A., Bob Jones University
M.Div., Reformed Theological Seminary
D.Min., Reformed Theological Seminary

Ronnie ("Ron") Rowell Baxley, Jr.
Instructor, Developmental Reading
and English
B.A., University of South Carolina-Aiken

Evelyn Beck
Instructor, English
A.A. Transfer Coordinator
B.A., Florida State University
M.A., Florida State University

Meredith Brown
Instructor, Psychology
A.A., Piedmont Technical College
B.S., Lander University
M.S., Augusta State University

Travis Bouknight
Instructor, Developmental Mathematics
B.S., Lander University

Delmar Brewington
Instructor/Coordinator,
Developmental/Transitional English
B.A., University of South Carolina-Aiken
B.A., University of South Carolina-Aiken
M.A.T., Lander University

Joyce Brown
Program Coordinator,
Reading and College Skills
B.S., Erskine College
M.Ed., Lander University

Greg Colley
Instructor, Mathematics
B.E., Auburn University
M.M., University of South Carolina

Lisa Crawford
Instructor, Mathematics
B.S., Lander College
M.Ed., Clemson University

Anne Edwards
Instructor, Mathematics
A.S., Piedmont Technical College
B.S., Winthrop College
M.Ed., University of South Carolina
Ed.S., State Department of Education

Claudia Edwards
Instructor, Developmental English
B.A., Presbyterian College
M.A.T., University of South Carolina

John Edwards
Instructor, Physics/Mathematics
B.S., Physics, University of South Carolina
M.A.T, Physics, University of South Carolina

Wilfredo Figueroa
Instructor, Spanish
B.S., University Libertador,
Caracas-Venezuela
M.A., Winthrop University
M.A., University of North Carolina

Kristin Gardner
Department Head, English
B.A., Lander University
M.A.T., Lander University

Patty P. Griffin
Instructor, Mathematics
B.S., Lander University
M.S., University of South Carolina

Bradley Griggs
Instructor, Biology
B.S., Clemson University
Ph.D., Clemson University

Audrey Hearst
Tutoring Coordinator
A.A., Piedmont Technical College
B.A., Limestone University

Deborah Holder
Instructor, English
B.A., Marshall University
M.A., Marshall University

Ann Holderfield
Instructor, Art
B.A., University of Georgia
B.F.A., University of Georgia
M.L.I.S., University of South Carolina
M.A.Ed., University of Georgia

Sherrie Holland
Department Head/Instructor,
Mathematics
B.A., Newberry College
M.Ed., Lander University

Lisa Jackson
Instructor, Developmental Mathematics
A.S., Riverside Community College
B.S., California Baptist University

Lebbie Lee Ligon
Instructor, Mathematics
B.S., Francis Marion College
M.Ed., Francis Marion University

Lisa Martin
Department Head, Developmental
and Transitional Studies
A.A., University of South Carolina, Union
B.A., Newberry College
M.A., Western Carolina University

Charles McDonnell
Instructor, English/Humanities
B.S.E., University of South Dakota
A.M., Middlebury College

Spiros Papleacos
Instructor, English
B.A., Clemson University
M.A., University of South Carolina
Ph.D., University of South Carolina

G. Marc Renwick
Instructor, Biology
B.A., Newberry College
M.S., University of Georgia

Fernando Rincon-Tellez
Instructor, Mathematics
B.S., Universidad Nacional De Colombia
M.S., Northern Illinois University
Ph.D., Northern Illinois University

Heather Rush
Instructor, Psychology
B.S., Lander University
M.S., Augusta State University

Jose Sanquintin
Instructor, Spanish
B.A., Universidad Nacional
Pedro Heriquez Urena
M.A., University of Salamanca, Spain

Tamatha Sells
Instructor, Sociology
B.A., Clemson University
M.A., University of Alabama, Birmingham

Lavetta W. Seymore
Administrative Specialist,
Arts & Sciences Division
A.A., Piedmont Technical College
B.S., Lander University

Charles Shick
Instructor, Mathematics
B.S., Clemson University
M.Ed., Clemson University

K. Dale Smoak
Department Head, Biology/Chemistry
B.S., Clemson University
M.S., University of South Carolina
Ph.D., Clemson University

Dee Sumerel
Department Head, Humanities
B.A., Mars Hill College
M.S., Indiana State University

Sherry Taylor
Instructor, Mathematics
B.S., Lander University
M.M., University of South Carolina

Leigh Theofanous
Instructor, Biology
B.S., North Carolina State University
M.S., University of North Carolina,
Greensboro

Lisa D. Toland
Department Head, Social Sciences
Instructor, Political Science
B.A., Winthrop College
M.A., University of Georgia

Stacy Turner
Instructor, Biology
B.S., Virginia Tech
M.S., The Citadel Graduate College

Margaret Wanning
Instructor, English
B.A., University of Nebraska
M.A., University of Nebraska

Cami Westall
Instructor, History
B.A., Presbyterian College
M.A., University of Alabama

Tracy Wright
Instructor, Chemistry
B.S., Furman University
M.S., Furman University

DIVISION OF HEALTH SCIENCE

Jerry Alewine, Dean
B.S., University of South Carolina
M.Ed., American Continental University

Ann Allen
Program Coordinator, Respiratory Care
A.S., Piedmont Technical College
B.S., American Intercontinental University

Lee Balentine
Department Head, Associate Degree
Health Science Programs
Program Coordinator,
Associate Degree Programs
A.S., Piedmont Technical College
B.S., Medical University of South Carolina
M.S., Southern Wesleyan University

Sherry R. Bouknight
Instructor/Coordinator, Phlebotomy
Instructor, Patient Care Technician
A.A., Piedmont Technical College
L.P.N, Piedmont Technical College

Ruthie Buist, DVM
Instructor, Veterinary Technology
B.S., Clemson University
D.V.M., University of Georgia

Bil Heath
Clinical Coordinator,
Radiologic Technology
A.S., Piedmont Technical College
B.S., Newberry College

Karla Gilliam
Director, Clinical Education,
Respiratory Care
A.S., Piedmont Technical College
B.S., American Intercontinental University

Barbara Jadick
Coordinator, Patient Care Technology/
Dual Enrollment
B.S., St. Joseph College
R.N., Temple University
M.A., Rider University

Susan W. Kinney
Department Head, Health Science
Certificate and Diploma Programs
Program Coordinator, Surgical Technology
B.S., Clemson University

Michelle Liggett
Program Coordinator, Massage Therapy
B.S., University of West Virginia

Deborah B. McCallum
Instructor/Program Coordinator,
Medical Assisting
A.S., Piedmont Technical College
B. S., University of South Carolina

Sylvia McFarlane
Instructor/Coordinator,
Veterinary Technology
B.A., Newberry College
B.S., Newberry College

Christy C. Nichols
Instructor, Cardiovascular Technology
A.S., Piedmont Technical College
B.H.S., RT(R)(CT) – Medical University
of South Carolina

Tonya W. Phillips
Instructor/Coordinator,
Pharmacy Technician
B.S., Lander University

Lenette Thompson
Surgical Technology Clinical
Coordinator/One Plus
One Program Coordinator
A.S., Piedmont Technical College

Brenda H. Walsh
Administrative Specialist,
Health Science Division
A.A., Piedmont Technical College

DIVISION OF NURSING

Rosalie Stevenson
Interim Dean, Nursing
B.S.N., Villanova University
M.S.N., Medical College of Georgia

Estell Martin
Interim Department Head/Instructor
B.S.N., University of South Carolina
M.S.N., University of South Carolina

Teresa Berry
Instructor, Nursing
A.S., Piedmont Technical College
B.S.N., Clemson University
M.S.N., Clemson University

Lori Cooper
Instructor, Nursing
B.S.N., Clemson University
M.S.N., Clemson University

Cindy Fowler
Health Records and Testing Administrator
L.P.N., Piedmont Technical College

Tara Harris
Instructor, Nursing
Nursing Simulation Lab Coordinator
A.D.N., Piedmont Technical College
B.S.N., Lander University
M.S.N., University of Phoenix

Rebecca King
Instructor, Nursing
B.S.N., University of South Carolina
M.S.N., Medical College of Georgia

Karen Larson
Instructor, Nursing
A.D.N., Piedmont Technical College
B.S.N., University of South Carolina
M.S.N., MBA/TM, University of Phoenix

Charlotte Ledford
Instructor, Nursing
A.D.N., Elizabethtown Community College
B.S.N., University of Tennessee at
Chattanooga
M.S.N., Emory University

Janean Reish
Nursing Support Counselor
B.S., Ohio State University
B.T., Christian Life School of Theology
M.T., Christian Life School of Theology

Susan Skawski
Instructor, Nursing
B.S.N., Bloomsburg University
M.S.N., Clemson University

Lisa Speach
Instructor, Nursing
A.D.N., Piedmont Technical College
B.S.N., University of South Carolina,
Spartanburg
M.S.N., Clemson University

Deidre Stidom
Administrative Specialist,
Nursing Division
A.S., Piedmont Technical College
A.A., Piedmont Technical College

Mark Vaughn
Instructor, Nursing
A.D.N., Piedmont Technical College
B.S.N., Oklahoma Panhandle State
University

Holisa Wharton
Instructor, Nursing
B.S., Wofford College
B.S.N., University of South Carolina,
Spartanburg
M.S.N., Clemson University

Elizabeth Wilson
Instructor, Nursing
B.S.N., Lander University
M.S.N., University of Phoenix

Stephanie Yonce
Instructor, Nursing
A.D.N., University of South Carolina, Aiken
B.S.N., University of South Carolina, Aiken

**DIVISION OF CONTINUING
EDUCATION AND ECONOMIC
DEVELOPMENT**

Patricia Craven
**Associate Vice President for Continuing
Education and Economic Development**
B.A., Winthrop College

Ann Andrews
Customer Service
Diploma, Piedmont Technical College
A.S., Piedmont Technical College
A.S., Piedmont Technical College

Vickie Baldwin
Business Solutions Provider
A.S., Piedmont Technical College

Lisa A. Bartanus
Business Solutions Provider
B.S., West Virginia University

Kassie Burton
Business Solutions Provider
B.A., Anderson University

Linda Hagen
Intake Coordinator, WIA
B.A., University of Richmond

Ben Higgins
Conference Center Administrator
A.A., Piedmont Technical College
B.S., Lander University

Wanda Hill
**Associate Dean, Center for
Workforce Development**
A.A., Anderson College
B.S., Limestone College
M.A., Clemson University

Deborah Hoffman
Business Solutions Provider
A.S., Piedmont Technical College
B.S., Limestone College
M.S., Southern Wesleyan University

Jeanne G. Hughston
Business Solutions Provider
B.A., Queens College

Hope Martin
Career Specialist, WIA
B.S., University of South Carolina

Yashica McMorris
Career Specialist, WIA
A.S., Piedmont Technical College
B.S., Franklin University

Stewart Owens
Customer Service
A.S., Piedmont Technical College
B.S., Limestone College

Sarah Parris
Career Specialist, WIA
B.S., Lander University

Janis Puzar
Director, WIA
B.S., Pennsylvania State University
M.Ed., Clemson University

Michael E. Reid
Dean, Operations and Services
B.S., Clemson University
M.E., Tulane University

Paulette Ross
Customer Service Manager
Diploma, Piedmont Technical College
A.S., Piedmont Technical College
A.S., Piedmont Technical College

Sharon Saxon
Business Services Representative, WIA
B.S., Lander University

Judy Ware
Fiscal Technician/Administrative Specialist
B.S., Newberry College

Virginia Wims
Career Specialist, WIA
Diploma, Piedmont Technical College
A.S., Piedmont Technical College
B.S., Limestone College

**DIVISION OF INSTRUCTIONAL
SUPPORT AND TECHNOLOGY**

Dan D. Koenig
**Associate Vice President for Instructional
Support and Technology**
B.S., Indiana University
M.S., Purdue University
Ed.D., Nova University

Eric Fisher
Systems Support Technician
B.S., Lander University

Eric Hawthorne
Instructional Computer Labs Manager
B.S., Lander University

Jan Jasinski
System Support Technician
A.S., Piedmont Technical College

Lynn G. Mack
Associate Dean, Instructional Development
B.A., Winthrop College
M.S., North Texas State University

David McGehee
Distance Learning Technician
A.A., Piedmont Technical College
B.S., Limestone College

David Nelson
System Support Technician
A.S., Piedmont Technical College

Matthew Parris
Security and Communications Technician

Gregg Smith
Director, Media Services

Ruth F. Smith
Director, Help Desk Services
A.S., Piedmont Technical College
B.S., Lander University
M.S., Lander University

Jennifer Stroud
**Distance Learning Coordinator
and S.C. TechOnline Liaison**
B.S., Lander University

Chad Todd
Technical Support Coordinator
A.S., Piedmont Technical College

Al West
Associate Dean, Technology Enhancement
B.S., Lander College

DIVISION OF STUDENT DEVELOPMENT AND MARKETING

Tanasha Amaker
Administrative Specialist,
Student Success Center
A.S., Piedmont Technical College
B.S., Franklin University

Debra T. Auten
Admissions Specialist
Diploma, Piedmont Technical College

Martha J. Barnette
Special Projects (part-time)
B.S., Clemson University
M.Ed., University of Georgia

Lynn Baker
Administrative Specialist, Admissions Office
A.A., Piedmont Technical College

Trenney Bennett
College Recruiter/Admissions Counselor
B.A., Winthrop University
M.A., The Citadel
Ed.S., The Citadel

Joshua Black
Director of Marketing
B.A., Lander University
M.A., University of Tennessee

Charlie Bouknight
Verification Officer, Financial Aid
A.S., Midlands Technical College
A.S., Piedmont Technical College
B.S., Lander University

Sandra Burton
Counselor, Student Support Services
B.A., Benedict College
M.Ed., Troy State University

Renee Carruth
Counselor, Student Support Services
B.S., Winthrop University
M.Ed., Southern Wesleyan University

Kim Chalmers
Financial Aid/Veteran's Counselor
B.S., Gardner Webb University
M.B.A., University of Phoenix

Morgan Chalmers
Enrollment Advisor
B.S., Clemson University

Angela Clinkscales
Records Specialist, Student Records
A.S., Piedmont Technical College

Alicia Coleman
Counselor, Educational Talent Search
B.S., Benedict College
M.A., Webster University

Steve Coleman
Director of College Outreach
B.A., Stetson University
M.S., Stetson University

Shelby Dominick
Dual Enrollment Coordinator
B.S., College of Charleston
M.Ed., University of Georgia

Brenda Dailey
Special Needs Counselor,
Student Success Center
B.S., Lander University
M.Ed., Clemson University

Brenda Edwards
Career Counselor, Student Success Center
A.S., Piedmont Technical College
B.A., Erskine College
M.Ed., University of South Carolina

Pleshette Elmore
Director, Student Support Services
B.A., Lander University
M.S., Southern Wesleyan University

Rose Evans
Research Specialist,
Student Success Center (part-time)
A.S., Piedmont Technical College

Robyn E. Finley
Director, Upward Bound LENS
A.S., Spartanburg Community College
B.S., University of South Carolina
Ed.S., Converse College

Beverly Flint
Counselor, Educational Talent Search
B.S., Concord College
M.A., Liberty University

Amelia G. Fricks
Financial Aid Counselor
B.S., Lander College

Betty Jean Gilchrist
Administrative Specialist,
Student Support Services
Diploma, Piedmont Technical College
A.S., Piedmont Technical College

Roshelle Jones
Counselor, Health Sciences
B.S., South Carolina State University
M.A., Webster University

Carolyn F. Kelley
Administrative Assistant to Vice President
for Student Development

Cindy Klauck
Director of Counseling
B.A., University of South Carolina
M.Ed., Clemson University

Tanisha Latimer
Registrar
B.S., University of South Carolina
M.Ed., Clemson University

Mindy Leady
Records Specialist
A.S., Piedmont Technical College

Dawn Lewis
Public Information Coordinator,
Marketing
B.A., Gardner-Webb University

Sheryl Maffett
Enrollment Advisor
B.A., University of South Carolina
M.Ed., University of South Carolina

Jacqueline Mathis
Administrative Specialist, Marketing
A.S., Piedmont Technical College
A.A., Piedmont Technical College

Meredith Mizell
Graphic Designer
B.F.A., Auburn University

Deshawn Morgan
Financial Aid Counselor,
Federal Work Study Coordinator
A.S., Piedmont Technical College
B.A., Franklin University

Andy Omundson
Dean of Student Services
A.A., Anderson College
B.A., Clemson University
M.Ed., Clemson University

E. Jim Oree
Director, Upward Bound,
Talent Search & TRIO
B.A., Wofford College
M.Ed., University of South Carolina

Carol Paguntalan
Academic Advisement Coordinator
B.A., State University of New York at Potsdam
M.Ed., Clemson University

Dianne Partlow
Financial Aid Counselor/VA Coordinator
A.S., Piedmont Technical College
B.S., Limestone College

Janean Reish
Nursing Support Counselor
B.S., Ohio State University
B.T., Christian Life School of Theology
M.T., Christian Life School of Theology

Rose Reynolds
Counselor, Educational Talent Search
A.S., Piedmont Technical College
B.S., Limestone College
M.A., Webster University

Audrey Rhode
Counselor, Educational Talent Search
B.S., South Carolina State University
M.Ed., Walden University

Kendra Rodgers
Administrative Specialist to
Dean of Student Services
A.S., Piedmont Technical College
B.S., Limestone College
M.A., North Central University

Shannon Roesner
Administrative Specialist,
Educational Talent Search
Diploma, Piedmont Technical College

David Rosenbaum
Associate Dean of Students
B.S., Radford University
M.Ed., University of South Carolina

Virginia Rouse
Counselor, Upward Bound
B.A., University of South Carolina
M.Ed., South Carolina State University

Riccardo Saxon
Administrative Specialist,
Upward Bound-LENS
A.S., Piedmont Technical College

Viola Staley
Counselor, Upward Bound-LENS
B.S., South Carolina State University
M.A., Webster University

Cat Stokes
Administrative Specialist,
Admissions Office
B.S., Tulane University

Linda Thomas
Student Records Specialist
A.S., Piedmont Technical College

Denise Tinch
Administrative Specialist, Upward Bound
A.S., Piedmont Technical College

Wanda Vanderhoof
Administrative Specialist, Financial Aid
Certificate, Piedmont Technical College

Regina Washington
Receptionist
B.A., Limestone College

Grace Warner
Financial Aid Counselor/
Off-Campus Programs
B.S., Lander College

Deborah Williams
Director, Financial Aid
A.S., Piedmont Technical College
B.S., Limestone College
M.S.M., Southern Wesleyan University

COUNTY CENTER PROGRAMS AND SERVICES

Robin Black
Coordinator, Saluda County Center
A.S., Piedmont Technical College

Sherry Holmes
Coordinator, Edgefield County Center
A.S., Piedmont Technical College
A.A., Piedmont Technical College
B.S., Franklin University

Mark Meyers
Coordinator, Abbeville County Center
A.A., Piedmont Technical College
A.S., Piedmont Technical College

Paige Mills
Coordinator, Laurens County
Higher Education Center
Diploma, Piedmont Technical College
A.S., Piedmont Technical College
B.S., Franklin University

Marilyn Sease
Coordinator, Newberry County Center
Diploma, Palmer Business College
A.A., Piedmont Technical College
A.S., Piedmont Technical College
B.S., Franklin University

Crystal Suggs
Coordinator, Extension Support Services
and McCormick County Center
B.S., Lander University

Jennifer Wilbanks
Dean, County Centers
B.A., University of South Carolina
M.Ed., Clemson University
Ph.D., Clemson University
Educational and Academic Services

EDUCATIONAL & ACADEMIC SERVICES

Meredith Daniel
Librarian
B.A., Wofford College
M.L.I.S., University of South Carolina

Cynthia C. Davies
Dean, Learning Resources
B.A., College of Charleston
M.L.I.S., University of South Carolina

Bonnie Graham
I.C. Computer Lab Coordinator
A.S., Piedmont Technical College
B.A., Limestone College
M.S., Capella University

Gail Robbins
Administrative Assistant to Vice President
for Academic Affairs/Chief Academic Officer
Diploma, Piedmont Technical College

Linda W. Sheffield
Director/Regional Career Specialist,
Piedmont Education and Business Alliance
B.A., Columbia College
M.Ed., Clemson University

Geneva Tate
Library Specialist
Diploma, Piedmont Technical College
A.A., Piedmont Technical College
A.S., Piedmont Technical College

Mary Lou Wilde
Library Circulation Manager
B.A., Wellesley College
M.A., University of Michigan

Denise Wiley
Administrative Assistant
Health Records Assistant
Piedmont Education and Business Alliance

BUSINESS & FINANCE DIVISION

Ashley E. Boone
Accountant
B.S., Lander University

Beth Boykin
Accounts Receivable
A.S., Piedmont Technical College

Melanie Brown
Accounts Receivable
A.S., Piedmont Technical College

Gail Carruth
Auditor
A.S., Piedmont Technical College

Kim Cox
Grants Coordinator
A.A., Piedmont Technical College

Grace Dawkins
Accounts Receivable (part-time)
B.S., Erskine College

Wendy Hughes
Finance Office Manager
B.S., Lander University

Angie Mullet
Accounts Receivable

Crystal G. Pittman
Business Office Manager
A.S., Mayland College
B.S., Milligan College

Janice P. Sibert
General Ledger Accountant
A.S., Piedmont Technical College

Cheryl Walton
Accounts Receivable

Kevin Wells
Procurement Officer
A.S., Piedmont Technical College
A.S., Piedmont Technical College

ADMINISTRATIVE DIVISION

Kelly Bannister
Programmer, Information Services
A.S., Piedmont Technical College

Brenda Brooks
Administrative Specialist,
Senior Vice President
A.S., Piedmont Technical College
A.S., Piedmont Technical College
B.S., Southern Wesleyan University

Gus Burgdorf
Development Associate (part-time)
A.B., Davidson College
M.B.A., University of South Carolina

Bryan Campbell
Grants Developer
B.S., Lander University

Ginger Christian
Fiscal Technician I–Payroll Coordinator
A.A., Piedmont Technical College

Sally Cooke
Administrative Coordinator,
President's Office
B.A., Columbia College

Toya Davis
Human Resources Specialist
A.A., Trident Technical College

Calvin Dorn
Law Enforcement Officer I

Daniel Fancote
Security Specialist III

Dianne Gortney
Scheduler/Banner Special Projects
Coordinator
A.A., Piedmont Technical College

Marcus Hawthorne
Trades Specialist IV, Electrician,
Facilities Management

Brenda Holland
Administrative Specialist,
Facilities Management
A.S., Piedmont Technical College

Patsy Hoffman
Programmer, Information Services

Jenney Johns
Statistical Analyst
A.S., Piedmont Technical College
B.S., Franklin University
M.B.A., Franklin University

David Jones
Trades Specialist V, Facilities Management

Roosevelt Kemp
Grounds Technician, Facilities Management

Zeolean Kinard
Director, Institutional Effectiveness
and Reporting
B.S., Winthrop College
M.S.M., Southern Wesleyan University

Reginald King
Postmaster
A.S., Piedmont Technical College

Terry D. Latham
Trades Specialist IV, Facilities Management

Terry Ledford
Director, Public Safety

Earl Moore
Manager of Application Development
B.S., Clemson University

Toni D. Lee
Environmental Technician,
Facilities Management

Nelson McGaha
Trades Specialist V, Supervisor,
Facilities Management
A.S., Piedmont Technical College

Isaac Milton
Trades Specialist II, Facilities Management

Ossie Peterson
Trades Specialist IV, Grounds Supervisor,
Facilities Management

Karlene Seigler
Webmaster/Director of Web Services
A.S., Piedmont Technical College

Henry O. Scott
Trades Specialist IV, HVAC Technician,
Facilities Management

Delmar Smith
Trades Specialist III, Vehicles,
Facilities Management

Jim Smith
Human Resources Director
B.S., Clemson University
M.S., Florida State University

Debra H. Tharpe
Human Resources Assistant
A.S., Piedmont Technical College
B.S., Lander College

Hunter Thompson
Inventory Manager, Facilities Management
B.S., Lander University

Bryan Vaughn
Trades Specialist IV, Move/Set-up
Coordinator, Facilities Management

Thomas P. Walton, Jr.
Trades Specialist IV, Carpenter,
Facilities Management

Phillip Wheeler
Facilities Engineer, Facilities Management
A.S., Piedmont Technical College
A.S., Piedmont Technical College
B.S., South Carolina State University

Fran Wiley
Executive Director,
Piedmont Technical College Foundation
A.S., Piedmont Technical College
B.S., Southern Wesleyan University
M.S., Southern Wesleyan University

Sterling Dale Wilson
Facilities Director, Facilities Management
B.S., Lander College

Where to Find It

GREENWOOD CAMPUS

Main College Number: (864) 941-8324 (TECH)
or toll free at (800) 868-5528

Admissions: (864) 941-8369
Room 149-A, John S. Coleman Administration Building

Business Office: (864) 941-8322
Room 151-A, John S. Coleman Administration Building

**Business, Information Technologies
and Public Service Programs:** (864) 941-8729
Room 212-D, Bennett G. Campbell Student Center

Campus Shop: (864) 941-8683
Room 106-F, Francis B. Nicholson General Education Building

Career Services: (864) 941-8614
Room 101-A, John S. Coleman Administration Building

Continuing Education: (864) 941-8400
Paul M. DeLoache Continuing Education Building

Marketing and Public Relations: (864) 941-8541
Room 216-A, John S. Coleman Administration Building

Dual Enrollment: (864) 941-8397
Room 250-A, John S. Coleman Administration Building

Educational Talent Search: (864) 941-8383
Room 127-GA, Greenwood Annex Building

Engineering/Industrial Technology Programs: (864) 941-8486
Room 104-E, John W. Drummond Engineering
and Industrial Technologies Center

Financial Aid Office: (864) 941-8365
Room 156-A, John S. Coleman Administration Building

Arts and Sciences Division: (864) 941-8447
Room 138-K, Marion P. Carnell Library/Learning Resources Center

Health Science Programs: (864) 941-8504
Room 109-H, Jennings G. McAbee Health Science Building

Human Resources Office: (864) 941-8784
Room 231-A, John S. Coleman Administration Building

Library: (864) 941-8441
Upper Level-K, Marion P. Carnell Library/Learning Resources Center

Nursing Programs: (864) 941-8724
Room 114-H, Jennings G. McAbee Health Science Building

One Stop/WIA: (864) 941-8395
Room 137-A, John S. Coleman Administration Building

Public Safety: (864) 941-8000
Room 109-F, Francis B. Nicholson General Education Building

Student Disability Services: (864) 941-8614
Room 101-A, John S. Coleman Administration Building

Student Records: (864) 941-8361
Room 139-A, John S. Coleman Administration Building

Student Success Center: (864) 941-8614
Room 101-A, John S. Coleman Administration Building

Student Support Services: (864) 941-8385
Room 101-A, John S. Coleman Administration Building

Testing Center: (864) 941-8748
Lower-Level-K, Marion P. Carnell Library/Learning
Resources Center (Teaching and Learning Center)

Tutoring Center: (864) 941-8435
Lower-Level-K, Marion P. Carnell Library/Learning Resources Center

Upward Bound : (864) 941-8608
Room 127-GA, Greenwood Annex Building

Veterans Affairs: (864) 941-8665
Room 156-A, John S. Coleman Administration Building

Coin-Operated Copy Machine:
Marion P. Carnell Library/Learning Resources Center

Courtesy Telephones:
- John S. Coleman Administration Building
- James C. Self Conference Center
- Paul M. DeLoache Continuing Education Building
- P. Henderson Barnette Business Technologies Building
- Leland C. Stoddard Multi-Purpose Building
- John W. Drummond Engineering
  and Industrial Technologies Center
- Marion P. Carnell Library/Learning Resources Center

COUNTY CENTERS

Abbeville County Center: (864) 446-8324
283 Highway 28 Bypass, Abbeville, SC 29620

Edgefield County Center: (803) 637-5388
506 Main Street, Edgefield, SC 29824

Laurens County Higher Education Center: (864) 938-1505
663 Medical Ridge Road, Clinton, SC 29325

McCormick County Center: (864) 465-3191
407 East Augusta Street, McCormick, SC 29835

Newberry County Center: (803) 276-9000
540 Wilson Road, Newberry, SC 29108

Saluda County Center: (864) 445-3144
701 Batesburg Highway 178, Saluda, SC 29138