PIEDMONT TECHNICAL COLLEGE

academic
CATALOG
2013/2014

ABBEVILLE | EDGEFIELD | GREENWOOD | LAURENS | MCCORMICK | NEWBERRY | SALUDA

2013-2014
ACADEMIC CATALOG
VOLUME XXXVIII

Visit **www.ptc.edu** for most current information.
This catalog is effective Fall 2013.

Abbeville County Campus
143 Hwy 72 W
Abbeville, SC 29620-5541
(864) 446-8324

Edgefield County Campus
506 Main St.
Edgefield, SC 29824-1356
(803) 637-5388

Lex Walters Campus-Greenwood
620 N. Emerald Rd.
Greenwood, SC 29646-9675
(864) 941-8324

Laurens County Campus
663 Medical Ridge Rd.
Clinton, SC 29325-4538
(864) 938-1505

McCormick County Campus
1008 Kelly St.
McCormick, SC 29835-8424
(864) 852-3191

Newberry County Campus
1922 Wilson Rd.
Newberry, SC 29108-4612
(803) 276-9000

Saluda County Campus
701 Batesburg Hwy
Saluda, SC 29138-8489
(864) 445-3144

ACCREDITATION INFORMATION

Piedmont Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Piedmont Technical College. PTC holds membership in the American Association of Community Colleges (AACC), 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 Engineering Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET) 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 in Applied Science Nursing and Diploma in Applied Science in Practical Nursing programs are approved by the State Board of Nursing for S.C. The Associate in Applied Science Nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC) 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 (404-975-5000).

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), (www.caahep.org) 1361 Park Street, Clearwater, FL 33756 (727) 210-2350, upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), (www.arcstsa.org) 6 W. Dry Creek Circle, Suite 110, 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).

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 Technology program is accredited by the American Society of Health System Pharmacists (7272 Wisconsin Avenue, Bethesda, MD 20814; (301) 657-3000; www.ashp.org).

The Funeral Service Education program 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 Automotive Technology program is accredited by the National Automotive Technicians Education Foundation.

The Early Care and Education program 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 2013

Administrative Days	August 12-16, 2013
Inservice Days	August 19-20
Classes Begin (Full Term, A Term)	August 21
End Add/Drop Period (A Term)	August 23
End Add/Drop Period (Full Term)	August 27
Labor Day (College Closed)	September 2
Classes Begin (L Term)	September 26
End Add/Drop Period (L Term)	September 30
Classes End (A Term)	October 14
Classes Begin (B Term)	October 15
End Add/Drop Period (B Term)	October 17
Thanksgiving Break (College Closed)	November 27-29
Classes End	December 9
(Full Term, B Term, L Term)	
Final Grades Due	December 11
Graduation	December 12
Administrative Days	December 10-13, 16-18
Faculty Break	December 19-20
Winter Break (College Closed)	December 23-31

SPRING 2014

New Year's Day Observed	January 1, 2014
(College Closed)	
Administrative Days	January 2-3
Inservice Days	January 6-10, 13-14
Classes Begin (Full Term, A Term)	January 15
End Add/Drop Period (A Term)	January 17
Martin Luther King, Jr. Day	January 20
(College Closed)	
End Add/Drop Period (Full Term)	January 22
Classes Begin (L Term)	February 17
End Add/Drop Period (L Term)	February 19
Classes End (A Term)	March 7
Classes Begin (B Term)	March 10
End Add/Drop Period (B Term)	March 12
Spring Break (No Classes)	April 21-25
Classes End	May 5
(Full Term, B Term, L Term)	
Final Grades Due	May 7
Administrative Days	May 6-9
Graduation	May 8

SUMMER 2014

Administrative Days	May 12
Classes Begin (Full Term, A Term)	May 19
End Add/Drop Period (A Term)	May 20
End Add/Drop Period (Full Term)	May 21
Memorial Day (College Closed)	May 26
Classes Begin (L Term)	June 4
End Add/Drop Period (L Term)	June 6
Classes End (A Term)	June 23
Classes Begin (B Term)	June 24
End Add/Drop Period (B Term)	June 25
Administrative Day	June 30
Independence Day (College Closed)	July 4
Faculty Break (No Classes)	July 1-3
Classes End (Full Term, B Term, L Term)	August 1
Final Grades Due	August 5
Administrative Days	August 4-6
Graduation	August 7
Administrative Day	August 8

Important Dates

TERM DATES

Fall 2013

Full Term	August 21-December 9, 2013
A Term	August 21-October 14, 2013
L Term	September 26-December 9, 2013
B Term	October 15-December 9, 2013

Spring 2014

Full Term	January 15-May 5, 2014
A Term	January 15-March 7, 2014
L Term	February 17-May 5, 2014
B Term	March 10-May 5, 2014

Summer 2014

Full Term	May 19-August 1, 2014
A Term	May 19-June 23, 2014
L Term	June 4-August 1, 2014
B Term	June 24-August 1, 2014

VIP REGISTRATION DATES

Fall 2013

Current Students	April 8-June 28, 2013
New Students	May 6-June 28, 2013
Spring 2014	November 1-30, 2013
Summer 2014	April 1- 30, 2014

APPLICATION DEADLINES

Fall 2013

Full, A and B Terms	August 7, 2013
L Term	September 19, 2013

Spring 2014

Full, A and B Terms	January 6, 2014
L Term	February 10, 2014

Summer 2014

Full, A and B Terms	May 12, 2014
L Term	May 28, 2014

TUITION DEADLINES

Fall 2013

Full and A Terms	August 2, 2013
L Term	September 12, 2013
B Term	October 1, 2013

Spring 2014

Full and A Terms	January 3, 2014
L Term	February 3, 2014
B Term	February 24, 2014

Summer 2014

Full and A Terms	May 6, 2014
L Term	May 21, 2014
B Term	June 10, 2014

FINANCIAL AID DATES

FAFSA DEADLINES

Fall 2013 FAFSA Priority Date	June 3, 2013
Spring 2014 FAFSA Priority Date	November 1, 2013
Summer 2014 FAFSA Priority Date	April 2, 2014
Fall 2014 FAFSA Priority Date	June 2, 2014

FA FILE COMPLETION DEADLINES

Fall 2013	August 7, 2013
Spring 2014	January 6, 2014
Summer 2014	May 12, 2014

FINANCIAL AID STUDENTS CAN PURCHASE BOOKS

Fall 2013

Full, A, L and B Terms Charges Open	August 6, 2013
Full and A Terms Charges End	September 11, 2013
Full Term Charges Open Again	September 23, 2013
Full and L Terms Charges End	October 9, 2013
All Bookstore Charges End	October 24, 2013

Spring 2014

Full, A, L and B Terms Charges Open	January 6, 2014
Full and A Terms Charges End	February 5, 2014
Full Term Charges Open Again	February 14, 2014
Full and L Terms Charges End	March 5, 2014
All Bookstore Charges End	March 19, 2014

Summer 2014

Full, A, L and B Terms Charges Open	May 12, 2014
Full and A Terms Charges End	May 28, 2014
L Term Charges End	June 11, 2014
All Bookstore Charges End	July 3, 2014

FINANCIAL AID ENROLLMENT FREEZE DATES

Fall 2013

Full and A Terms	August 28, 2013
L Term	October 1, 2013
B Term	October 18, 2013

Spring 2014

Full and A Terms	January 23, 2014
L Term	February 20, 2014
B Term	March 13, 2014

Summer 2014

Full and A Terms	May 22, 2014
L Term	June 9, 2014
B Term	June 26, 2014

PAYMENT PLAN DATES

Fall 2013 Payment Plan Opens	July 3, 2013
Last day to enroll with no down payment	August 2, 2013
Last day to enroll in payment plan	September 23, 2013
Spring 2014 Payment Plan Opens	November 1, 2013
Last day to enroll with no down payment	December 6, 2013
Last day to enroll in payment plan	February 5, 2014
Summer 2014 Payment Plan opens	April 1, 2014
Last day to enroll with no down payment	May 6, 2014
Last day to enroll in payment plan	June 6, 2014

FINANCIAL AID 60% OF TERM DATES

Fall 2013

Full Term	October 28, 2013
A Term	September 23, 2013
L Term	November 11, 2013
B Term	November 18, 2013

Spring 2014

Full Term	March 14, 2014
A Term	February 17, 2014
L Term	March 27, 2014
B Term	April 4, 2014

Summer 2014

Full Term	July 3, 2014
A Term	June 10, 2014
B Term	July 17, 2014
L Term	TBD

DROPS FOR NON-PAYMENT

Fall 2013

Full and A Terms	August 19 and 28, 2013
L Term	September 24 and October 1, 2013
B Term	October 10 and 18, 2013

Spring 2014

Full and A Terms	January 13 and 23, 2014
L Term	February 13 and 20, 2014
B Term	March 6 and 13, 2014

Summer 2014

Full and A Terms	May 15 and 22, 2014
L Term	May 30 and June 9, 2014
B Term	June 20 and 26, 2014

LAST DAY TO WITHDRAW FROM A CLASS

Fall 2013	November 25, 2013
Spring 2014	April 18, 2014
Summer 2014	July 18, 2014

GRADUATION DATES

APPLICATION DEADLINES

December 2013 Graduates	October 4, 2013
May 2014 Graduates	February 28, 2014
August 2014 Graduates	June 13, 2014

GRADUATION CEREMONY DATES

Summer 2013	August 8, 2013
Fall 2013	December 12, 2013
Spring 2014	May 8, 2014
Summer 2014	August 7, 2014

FINANCIAL AID DISBURSEMENT DATES
(Checks Mailed/Direct Deposits Available)

Fall 2013

Full Term Grants and 1st half of loan;	September 23, 2013
A Term Grants and Loan;	
Direct Deposits	
Late Term and 2nd half of loan;	October 21, 2013
Direct Deposits	
B Term; Direct Deposits	November 4, 2013

Spring 2014

Full Term Grants and 1st half of loan;	February 14, 2014
A Term Grants and Loan;	
Direct Deposits	
Late Term and 2nd half of loan;	March 14, 2014
Direct Deposits	
B Term; Direct Deposits	March 31, 2014

Summer 2014

Full and A Terms; Direct Deposits	June 9, 2014
Late Term; Direct Deposits	June 20, 2014
B Term; Direct Deposits	July 14, 2014

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 a 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 colleges 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

CAMPUS LOCATIONS

The 75-acre Lex Walters Campus-Greenwood is located on Emerald Road on the outskirts of Greenwood, South Carolina. A modern, functionally-designed complex of buildings embraces 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 campuses, 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 campuses as on the Lex Walters Campus-Greenwood, as well as a variety of credit and non-credit courses.

Courses are offered on convenient day and evening schedules. Most student support services are provided at the campuses, including financial aid, placement testing, career counseling and registration. Students can also pay fees and buy books at the campuses. Based on enrollment and budget, the college offers selected associate degree, diploma and certificate programs in their entirety at county campuses. 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 campuses.

Piedmont Technical College's county campuses include:

Abbeville County Campus
143 Highway 72 W, Abbeville, SC 29620
(864) 446-8324

Edgefield County Campus
506 Main Street, Edgefield, SC 29824
(803) 637-5388

Laurens County Campus
663 Medical Ridge Road, Clinton, SC 29325
(864) 938-1505

> **Center for Advanced Manufacturing**
> 109 Innovation Drive, Laurens, SC 29360
> (864) 682-3702

McCormick County Campus
1008 Kelly Street, McCormick, SC 29835
(864) 852-3191

Newberry County Campus
1922 Wilson Road, Newberry, SC 29108
(803) 276-9000

Saluda County Campus
701 Batesburg Highway, Saluda, SC 29138
(864) 445-3144

VISITORS

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

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/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 EDUCATION COMPETENCIES

The General Education 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.

NEW STUDENT PHILOSOPHY

We believe that the success of our mission to transform lives and strengthen communities hinges on the effectiveness of our efforts with our new students. During the critically important first academic year, we will establish a solid educational foundation and begin building strong relationships that will lay the groundwork for future academic, personal, and professional success.

We will meet each new student where they are in life and provide them with the opportunity to achieve their goals, regardless of their social or academic background. From their first point of contact with the college, all the way through graduation, we will provide students with a warm, welcoming environment, and with an individualized education plan that is tailored to their unique needs.

Through a data-driven process of continuous improvement, we will partner with each new student to assess their skills, to understand their needs, and to provide the instruction, tools, resources and support systems enabling them to succeed at our institution. As a result, students will leave us qualified to achieve their career goals, and to become self-directed learners.

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

74.43 percent of full-time, first-time, degree-seeking PTC students persist from one semester to the next, based on Fall 2011 to Spring 2012 enrollment. 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 website 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 D (Kitchen)
- Building F (Public Safety Office)
- Building G (Media Center)
- Building GA (Room 120GA Break Room)
- Building GC (Room 109GC Kitchen)
- Building GH (Main Classroom)
- Building H (148H Break Room)
- Building K (Lower 122K Kitchen, Upper 235K Kitchen)
- Building L (105L and 102L)
- Building M (Facilities Management)
- Building S (Room 200)
- James Medford Family Event Center

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.

The college Public Safety Office is staffed with three full-time campus police officers, of which two are 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 campuses.

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 PTC Policy 8-7-1050. 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.

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 Lex Walters Campus-Greenwood and county campuses must be registered with the Public Safety Office. Registration stickers are available from the Library or at county campuses 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 supplies, 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**. A student ID is needed to purchase books. 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 disburses financial aid refunds 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 website 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 dedicated to serving the educational needs of all applicants. Our mission is to transform lives and to strengthen communities. The goal of the Admissions Office is to meet students where they are in life and provide them with the opportunity to achieve their educational goals. Piedmont Technical College is essentially an "open door" institution. 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.

Effective March 8, 2013, Piedmont Technical College began accepting DACA recipients as applicants.

View Residency Requirements as listed in the Financial Information section of the catalog. Additional information may be requested for verification purposes.

ADMISSIONS REQUIREMENTS

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

- Possess a high school diploma or GED (General Equivalency Diploma).
- Complete the college placement test to assess skills in reading, English, mathematics, and technology readiness.
- Be a U.S. citizen or apply as a non-immigrant.

PLACEMENT TESTS AND TEST EXEMPTIONS

Piedmont Technical College's placement test is a tool for new students entering college that helps determine their appropriate placement into courses to ensure they will be successful in meeting their educational goals. Students will learn how their skills compare with the skills needed to pursue specific college courses and if prerequisite developmental or transitional courses are required. Placement instruments are not used for admission to the college.

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 Career Planning and Counseling Center, Room 149A at (864) 941-8356.

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

GENERAL ENROLLMENT PROCEDURES FOR NEW STUDENTS

All new prospective students must first complete the steps listed below. An Enrollment Workshop is provided for students to gain a clear understanding of the Admissions and Financial Aid processes. Additional requirements may exist for some specific student types. See below for details:

1. APPLY FOR ADMISSION
- Submit a secure online application at **www.ptc.edu** or download a printable application at **www.ptc.edu/admissions/new-students** and mail to Piedmont Technical College.
- Submit an official copy of your high school transcript or official GED score report and any college transcripts.
- All Health Science and Nursing majors are required to attend a mandatory information session before advisement/registration. For information on times and locations of the live sessions or to complete an online, virtual session please visit **www.ptc.edu/hsnis.**

2. COMPLETE THE FINANCIAL AID PROCESS
- Submit the Free Application for Federal Student Aid (FAFSA) at **www.fafsa.ed.gov.**
- Submit all requested documents to the Financial Aid Office.

3. COMPLETE THE COLLEGE PLACEMENT TEST
- Schedule the placement test by calling the Admissions Office at (864) 941-8369 or by contacting any county campus.
- Unless waived by college personnel, you are required to take the placement test.
- For more information on test exemptions or to review sample test questions, visit our Testing Center website at **www.ptc.edu/college-resources/testing-center.**

4. ATTEND ADVISEMENT /REGISTRATION
- Meet with an Enrollment Advisor at the Lex Walters Campus-Greenwood or at any county campus to develop your academic plan and to schedule your classes.
- Print your schedule and statement of tuition and fees.

5. ATTEND AN ORIENTATION PROGRAM
- Contact the Admissions Office at (864) 941-8369 for dates and times.

6. OTHER REMINDERS
- Go to your "PTC Pathway" account to set-up your student email account and to monitor your financial aid status, access your financial statements, class schedule and many other student services. Full access to "PTC Pathway" will be granted once you complete the admissions process for enrollment.

- Obtain your PTC Identification Card and purchase your books and supplies at the PTC Campus Shop or online at **www.ptc.bncollege.com.** Books are also available for purchase at any county campus. Please check for dates and times.

STUDENT TYPES AND ADDITIONAL ENROLLMENT REQUIREMENTS

In addition to the general enrollment procedures outlined above, students may be required to complete additional steps to enroll. Additional information about these enrollment requirements may be obtained from the Admissions Office at the Lex Walters Campus-Greenwood, any county campus or the college website 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 coursework since attending Piedmont Technical College, please submit an official college transcript. Once you have completed the admissions process, meet with an Academic Advisor on the Lex Walters Campus-Greenwood or any county campus to develop your academic plan and to create your schedule. You may locate the name of your new Academic Advisor at **www.ptc.edu/academics/advising/whos-my-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 Lex Walters Campus-Greenwood or any county campus 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 official college 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. Career Development students are not eligible for financial aid. The placement test will not be required except when the student enrolls in college-level English and/or mathematics courses. If a non-degree seeking student later decides to enter a specific program, the placement test may be required.

Early Admission Program (High School Students)

This program allows high school juniors and seniors to get a jump start on college courses while still in high school. Early Admission is for students who have completed all necessary Carnegie units to graduate from high school and wish to earn college credits while in high school. Admission requirements for early admission are the same as those for dual enrollment. To complete proper approval forms and admission requirements, students should meet with their high school guidance counselor. Tuition for early admission students is the same as that for dual enrollment students. Visit **www.ptc.edu/admissions/dual-enrollment** for additional information.

Dual Enrollment Program (High School Students)

Dual enrollment allows high school juniors and seniors to earn college credit and high school credit simultaneously. Dual enrolled students must have the approval of their high school guidance counselors or school administrators for the specific courses that will be awarded as 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 earn dual credit for courses taught at the college with the proper approval forms and admission requirements, which may be found on the Admissions Web page under Dual Enrollment. Students should speak to their high school guidance counselor regarding dual credit. General education courses that are listed in the statewide articulation agreement, found on the Piedmont Technical College website, 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. Additional information can be found on the Dual Enrollment Web page at **www.ptc.edu/admissions/dual-enrollment.**

Tuition will be assessed for all dual credit courses taken at the college. If students are enrolled in six credit hours, 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 credit hours (two courses) and meet eligibility 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 an approved evaluation of evidence of <u>successful completion of secondary school</u>, equal to a U.S. high school diploma. Evaluation must be submitted directly from a NACES (National Association of Credential Evaluation Services) member evaluator.

2. Provide evidence of English language proficiency by one of the following:

   - TOEFL (Test of English as a Foreign Language) scores with a minimum of 173 (Computerized); 500 (Written) or 61 (Internet-based)
   - IELTS (International English Language Testing System) score band 5.0
   - Transfer credit for postsecondary level English coursework

   This requirement may be waived for a student whose first language is English or whose secondary school of instruction is English.

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

   The Piedmont Technical College placement test may be taken as a substitute for the SAT/ACT. University transfer credit awarded for English and math coursework would waive this requirement.

4. For transfer credit, provide an approved credit evaluation for college or university coursework. The evaluator of the coursework must be a NACES evaluator.

5. Demonstrate evidence of financial support. Complete the Affidavit of Support with official documentation of financial support in the amount of $19,294, to cover tuition and expenses for one academic year. This amount is subject to change based on the current rate of tuition, books and cost of living in the local area.

6. Provide a two-semester escrow deposit of U.S. $7,044. A portion will be used to pay first semester tuition and fees. The balance will remain in escrow to be applied to your last semester. This amount is subject to change based on the current tuition rate for international students.

7. The INS Form I-20 will be issued upon receipt of all required documents and escrow deposit.

NOTE:

- Issuance of an INS Form I-20 does not guarantee the approval of F-1 visa status by the U.S. Immigration and Naturalization Office or the U.S. embassy or consulate in your home country.

- Financial assistance is not available to incoming international students. Students on F-1 visa are not permitted to work off-campus. 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 coursework.

Early Care and Education
Early Care and Education majors must complete a background check and drug screening.

Pre-Health Science and Pre-Nursing
Pre-health science and pre-nursing majors must attend a Health Science and Nursing Information Session to learn about the program entry requirements and policies for all limited-enrollment Health Science and Nursing programs at Piedmont Technical College. This session is required before initial advisement and registration. Session dates and times are available at www.ptc.edu/hsnis. For students unable to attend the session, an online option to complete this requirement is available.

To become eligible for entry into a limited-enrollment Health Science or Nursing program, students must meet all **specified program admission requirements**, as detailed in the Health Science or Nursing curricula, found on pages 73-85.

To be considered for acceptance into a clinical program, students must submit a **Program-Ready or Merit Application** which are accepted at specific times during May and September. Exact dates are published in the student calendar and at www. ptc.edu/hsresources.

A Merit entry option is available for associate degree and diploma seeking Health Science and Practical Nursing students with exceptionally strong academic preparation.

Acceptance into the Associate Degree in Nursing program is based on competitive selection.

Admission to any Health Science or Nursing program is limited to two program attempts (for Health Science majors) and two course attempts (for Nursing majors). Students are limited to three overall attempts at any Health Science or Nursing program. Attempts at other colleges are considered the same as attempts at Piedmont Technical College. For specific program admission information, please refer to the Health Science Counselor or Nursing Support Counselor.

All Health Science and Nursing students must complete a background check and drug screening upon entry to the clinical program.

ACADEMIC ADVISEMENT
The purpose of the academic advisement process is to help students 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 assists the student to make the best decisions, by helping a student to clarify major and career goals, to interpret specific program requirements, and to make 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 a year or more absence 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 the 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 of study. Pre-nursing and pre-health science students will have a general education faculty member as their Academic Advisor.

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

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 website and use the DegreeWorks tool in Pathway to ensure that all classes are appropriately selected.

DegreeWorks
The DegreeWorks 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 coursework 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 and meet with an Academic Advisor to create a long-term plan towards graduation.

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 website and use the DegreeWorks tool in Pathway 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 website. All students are encouraged to meet with an Academic Advisor during the registration process.

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 website.

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 Development Services

The mission of the Student Development Division is to provide a smooth and personalized enrollment process, attention to individual student needs, and a commitment to student success and goal completion. We do this by designing systems, services and programs that meet the needs of our students while supporting the educational mission of the college.

In addition to the information found in this Catalog on Admissions, Academic Advisement, Registration, Student Records, and Financial Aid Services, please see the Student Handbook/Calendar for additional information regarding the following programs:

- Career Planning and Counseling Center
- Genesis Program
- Journey Program
- Scholarships
- Student Disability Services
- Student Employment Services
- Student Life
- Student Organizations
- Student Success Center
- Student Support Services

This information is also available on the college website.

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 and are available online at **www.ptc.edu/handbook**.

Other policies available in the Student Handbook/Calendar and on the website include:

- Harassment & Sexual Assault Policy
- Tuition Payment Policy
- Policy on Students Called to Military Duty
- Student Instructional Complaint Policy
- Student Code for the SC Technical College System
- Student Grievance Procedure for the SC Technical College System

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/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/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 2013-2014 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, <u>exact fees may not be determined until July prior to the beginning of the new academic year.</u> 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. <u>Check **www.ptc.edu/tuition** for current tuition information.</u>

Tuition*

In-County Rate	Minimum	Maximum
Per Credit Hour	$155.00	$168.00
Full-Time	1,850.00	2,006.00
Out-of-County Rate		
Per Credit Hour	172.00	
Full-Time	2,054.00	
Out-of-State Rate		
Per Credit Hour	222.00	
Full-Time	2,654.00	
International Rate		
Per Credit Hour	300.00	
Full-Time	3,590.00	

Please note: The college's Full-Time tuition rate is based on a 12 credit hour course load. Students taking more than 12 credit hours will be charged at the per credit hour tuition rate for each hour taken.

*Subject to change. Fees above include a technology fee of $5 per credit hour (maximum $50 charge).

Special Fees

Fees are subject to change. Additional special fees may be assessed for curricula.

Registration Fee: $25 (Non-refundable)
Facility Fee: $25 Part Time, $50 Full Time
Late Fee: $50 (Non-refundable)
Audit Courses: $55 per credit hour
Credit By Examination: $60

Fees will be posted on the college website at **www.ptc.edu**, all student services offices and county campuses as soon as established. When registering for each semester, please inquire about the college fee schedule. Please contact the Business Office for more information.

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 1.5 percent service charge will be applied to all credit card transactions. A late fee of $50 will be charged to all students who pay after the tuition due date. 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 ONE returned check per student. After one returned check, 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 website 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 website 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;
- 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 $5,645 per year for undergraduate students.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The Federal Supplemental Educational Opportunity Grant (SEOG) is awarded to students with exceptional financial need as determined by the FAFSA. Grants can range from $100 to $1000 per academic year. Students must meet Standards of Satisfactory Academic Progress.

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.

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. For more information, visit **www.ptc.edu/scholarships**.

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 campuses, 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 SC Works Center. The SC Works 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 SC Works 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

Piedmont Technical College has adopted the following Satisfactory Academic Progress (SAP) policy according to federal and state mandates. This policy measures a student's performance in the following areas: 1. Cumulative completion rate; 2. Cumulative grade point average (GPA) and 3. Length of Eligibility. The student's total academic record will be evaluated to make this determination.

This SAP policy applies to all students applying for or receiving federal and state funds. The intent of this policy is to ensure that students who are receiving federal and certain types of state (excluding Lottery Tuition Assistance) financial aid are making measurable progress toward completion of a degree, diploma or certificate program within a reasonable time frame.

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.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS POLICY

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. Failure to meet any one of these standards may result in the cancellation of aid and repayment of funds already received.

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 those for which a student receives a grade of A, B, C or D. Hours attempted are hours for which a student registers at the beginning of the semester, withdraws from or does not receive a passing grade. Accepted transfer hours will also be included in the calculation.

2. **Cumulative Grade Point Average**
   It is the policy of Piedmont Technical College to require that the following grade point standards be maintained for continued enrollment and financial aid eligibility:

a. **1 – 12 credit hours earned:** minimum 1.50 GPA
b. **13 – 24 credit hours earned:** minimum 1.75 GPA
c. **25+ credit hours earned:** minimum 2.00 GPA
d. All state programs require a 2.0 GPA.

3. **Length of Eligibility (Pace)**

a. Financial aid recipients may be eligible for assistance until they have attempted up to 150 percent of the semester hours required for the program of study in which they are enrolled.

At the beginning of the first term of enrollment for the current award year, the financial aid recipient's program length of eligibility is reviewed. If the student has reached or is approaching the 150 percent maximum, a Degree Evaluation/Program Assessment Form must be completed by the recipient's program advisor. 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.

b. Effective July 1, 2012, Federal Regulations prohibit a student from receiving the Federal Pell Grant more than 12 full-time semesters or 600 percent. Students may check their Pell Lifetime eligibility at **www.nslds.gov.**

Financial Aid Programs under the Satisfactory Academic Progress Policy:
- Federal Pell Grant (PELL)—Non-Campus Based Aid
- Federal Supplemental Educational Opportunity Grant (SEOG)—Campus-Based Aid
- Federal Direct Loans—Non-Campus Based Aid
- Federal Work Study Program (FWS)—Campus Based Aid
- South Carolina Need-Based Grant (SCNB)—Campus Based Aid

MAINTAINING SATISFACTORY ACADEMIC PROGRESS

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 Cumulative Grade Point Average section of this policy.

3. Complete a program of study within 150 percent of the total number of credit hours required for that program, i.e. to receive aid, no more than 45 credit hours can be attempted for a 30 credit hour program (see **Length of Eligibility** above).

ACADEMIC ISSUES THAT WILL AFFECT SATISFACTORY ACADEMIC PROGRESS (SAP)

1. **Repeated Courses, Withdrawals, Incomplete Courses, Carry-forwards, NC and 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 their progress toward completion. Courses with these grades are considered not completed. When a 'CF' or 'I' is changed to a grade, the student will need to notify the Financial Aid Office for re-evaluation of their status if the student is on probation or suspension.

2. **Developmental Studies**
Financial aid recipients may take a maximum of 30 credit hours in developmental (remedial) coursework, which consists of English, Math and Reading courses of 100 level or lower. These courses count towards hours attempted and will be considered in determining SAP.

3. **Change of Major**
Students who change majors are still responsible for maintaining satisfactory academic progress. Students will be allowed THREE changes of major before completing a degree, diploma or certificate. After the third change of major, you are placed on financial aid suspension. To re-establish eligibility, you must have an approved appeal. See appeals below. While considering a change in major, students should consult the Financial Aid Office to discuss the effect of a change on their Satisfactory Academic Progress.

4. **Number of Completed Credentials**
Students can receive Title IV funding for a total of THREE degrees, diplomas or certificates. After completing the third degree, diploma or certificate, you will not be eligible to receive additional financial aid. Programs within the same major such as PN & ADN are exceptions.

5. **Prior College Coursework—Transfer Credits**
The U.S. Department of Education requires the Financial Aid Office to track students' academic progress from the first date of enrollment, whether or not financial aid was received. Students returning to the college after a break in enrollment should consult the Financial Aid Office on how their college history will affect their eligibility for financial aid. Any student not meeting a standard will be subject to suspension of all financial aid. All credits accepted toward the student's program of study will be counted in cumulative attempted and cumulative earned hours.

6. **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 and state regulations restrict the awarding of financial assistance beyond 150 percent of the published program length.

RESULTS FROM NOT MEETING SAP

Students who do not meet the Standards of Satisfactory Academic Progress will be sanctioned according to federal mandate and may lose all or part of their financial aid award.

1. **Warning**
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 Warning during the next term in which they enroll at the college. Students will be notified by mail that their financial aid eligibility is in a Warning status. Students who are placed on Warning will be reviewed at the end of the Warning term enrolled. Students who fail to meet the Standards of Satisfactory Academic Progress at the end of the Warning term enrolled will be placed on suspension and will lose federal and state aid eligibility.

2. Suspension—Declaration of Ineligibility

Following a review of students on Warning, students who still are not meeting the Standards for Satisfactory Academic Progress will be placed on suspension. A letter will be sent notifying the student of their ineligibility for federal or state funds along with an Appeal form. Financial Aid awards will be canceled when a student is placed on suspension.

Returning students who did not meet the Standards of Satisfactory Academic Progress in their previous enrollment at the 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 will need to submit an Appeal Form to the Financial Aid Office by the deadline. Only non-campus based aid will be considered for reinstatement should an appeal be approved. Non-campus based aid is the Federal Pell Grant and the Federal Direct Student Loan. FSEOG, Federal Work Study and the SCNB grant may be canceled for all students placed on suspension. Because of the limited funding in these programs, once aid is canceled the Financial Aid Office cannot guarantee that funds will be available in the following semester if the student is removed from suspension.

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

3. Appeal of Financial Aid Ineligibility

a. A student on financial aid suspension may appeal by completion of the Appeal Form indicating reasons why he or she did not achieve minimum academic standards. Acceptable reasons are: personal injury or 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 as an acceptable reason for ongoing semesters. The student must provide documentation supporting the appeal.

b. Students who have exceeded the maximum attempted hours (150 percent of the semester hours required for the program of study) may appeal by submitting a completed Degree Evaluation/Program Assessment form, signed by the student and advisor. Aid will be awarded for required courses ONLY.

c. All appeals received must be submitted by the published deadline for each semester located in the PTC Student Calendar and on the PTC home page. Appeals received after that date will not be reviewed until the next semester.

d. Upon review by the Financial Aid Committee, the student will be advised in writing of the committee's 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 have all documentation turned in by the published deadline.

4. Re-Establishing Eligibility for Financial Aid

In order to re-establish eligibility, a student must do the following:

a. Complete all courses with a grade of A, B or C.

b. Meet all three Standards of Satisfactory Academic Progress.

Financial aid suspension does not hinder you from attending Piedmont Technical College. To learn of other payment options, please go to **www.ptc.edu/admissions/tuition**.

Financial Effects of Withdrawing from Classes

OFFICIAL WITHDRAWAL

Official term withdrawal is defined as a student's formal notification of his/her intent to withdraw from all courses for a term. A student's withdrawal date is defined as the actual date the student submits information to student records to drop a course or courses. To officially withdraw from a course or courses, a student must provide official notice to student records electronically or in person.

Students could lose academic eligibility for future financial aid. Students are required to make "satisfactory academic progress" to continue receiving aid. While withdrawals may not hurt a student's GPA, it can hurt a student's completion rate. Please see the college's Financial Aid Satisfactory Academic Progress policy for further information.

Student loans may enter "grace period" or repayment. If a student leaves school or drops below half time status, the student will receive information about repayment. However, a student is responsible for beginning repayment, even if the student did not receive information on when the repayment begins. Refer to the exit interview materials, U.S. Department of Education Student Guide or contact your lender to determine how soon student loan payments will be required. Exit loan counseling is required for any student receiving a loan when a student completely withdraws from the college.

Upcoming student loan disbursements are canceled. For example, if a student withdraws after receiving the fall disbursement, the spring disbursement of the loan is automatically canceled. Even if the student is returning for the spring semester, a new loan application for the spring semester must be processed. Upon complete withdrawal, exit loan counseling is required for any student receiving a loan at the college. Failure to comply will result in a HOLD being placed on all academic records.

If a federal financial aid recipient does not officially withdraw, the last date of attendance will be reported by the faculty member, for calculating the amount of aid to be returned to the federal government. This student will not be eligible for a refund based on the College's refund policy.

RETURN OF FEDERAL FINANCIAL AID

A student's federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60 percent of a term. Federal financial aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Direct Loans. Institutional costs include tuition, fees and charges made in the Bookstore using federal financial aid.

The recalculation of eligibility is based on the percent of earned aid using the following formula:

Percent of earned aid = $\dfrac{\textit{(Number of days attended in the term)}}{\textit{(Total number of days in the term)}}$

Federal financial aid must be returned to the federal government based on the percent of unearned aid using the following formula:

$$\dfrac{\begin{array}{r}\textit{(Percent of unearned aid)}\\ x \quad \textit{(Amount of federal financial aid disbursed)}\end{array}}{=\qquad\qquad \textbf{Aid to be returned}}$$

The amount of aid to be returned is the responsibility of the College and the student. However, the student will be responsible for repaying the College for the amount that the College was required to return on his or her behalf less any refund for which the student is eligible.

Therefore, a student who does not complete at least 60 percent of a term will owe a repayment to the College and/or the federal government for the amount of unearned federal financial aid. Students will be informed by mail within approximately three weeks from the date of the complete withdrawal. Students must have a valid permanent address on file in the Student Records Office.

A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment should be made to the Business Office. A student who owes the federal government may be reported to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.

Please contact the Financial Aid Office for dates that mark the 60 percent point of each term.

Student Records and 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 quality 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:

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

31.0 Quality Points ÷ 13.0 hours = 2.38 GPA

Midterm Grading

At the mid-point of each term (excluding summer and other condensed terms), 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)

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.

(Science courses may use a 10-point grading scale.)
(Grades in developmental courses are followed by '^' and do not earn quality points towards GPA calculation.)

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, but at least two weeks prior to the end of the term. Student must follow official procedure (use Withdrawal from Class form).

- Faculty-initiated withdrawal for excessive absences after the add/drop period, but at least two weeks prior to the end of the term.

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.

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. For purposes of Academic Honors, full-time is defined as at least 12 credit hours, but does not include developmental courses.

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 higher.

MERIT LIST
The Merit List will be published each term to recognize students who are registered for 6-11 credit hours and have earned term GPAs of 3.75 or higher.

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 a grade point average of at least 3.0 or are 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.

Tau Upsilon Alpha (National Organization for Human Services Honor Society) honors academic excellence; fosters lifelong learning, leadership and development and to promote excellence in service to humanity. Open to any Human Services major with a GPA of 3.25 or higher and has completed at least 12 credit hours in HUS.

Kappa Kappa Sigma Society of Cardiovascular Students is open to students in CVT and other health care professions who are interested in cardiovascular care and who maintain a minimum overall GPA of 2.75. This club promotes cardiovascular care and heart disease awareness in our community.

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 at other regionally accredited 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 at Piedmont Technical College, both in content and credit hours earned.

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 maintained 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 not be awarded for courses over eight years old which are technical in nature or with content that may change over time. Examples include courses in computer technology, mechanical engineering and integrated systems technology. Some programs may also be limited in awarding transfer credit for older courses due to accreditation requirements.

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)
- 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 required to pay $55 per credit hour to audit and should attend classes regularly.

There must be an acceptable number of students in a course before audits are allowed. Auditing students may be asked to demonstrate or prove the necessary prerequisites prior to enrolling in specific coursework.

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/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 through the National Student Clearinghouse. Access to this feature is available on the Piedmont Technical College website at **www.ptc.edu/college-resources/student-records-office**.

2. The college may provide directory information in accordance with the provisions of the Rights to Privacy Act. Directory Information may include the following:
   - Name
   - Address
   - 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 the Student Records Office.

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 written request from the student. A transcript request can be made electronically through the National Student Clearinghouse from the Piedmont Technical College website at **www.ptc.edu/college-resources/student-records-office**.

A transcript fee must be paid at the time a transcript request is submitted. Transcripts will not be issued if the student has any debt to the College.

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 campus or from the college website at **www.ptc.edu/student-records-forms**. 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 campus or from the college website at **www.ptc.edu/student-records-forms**. 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

Students are responsible for maintaining accurate information for the college's database system. Any changes of student information (name, social security number, address, telephone, etc.) must be made on the Student Information Change Form, which is available in the Student Records Office, at county campuses, and on the web at **www.ptc.edu/student-records-forms**. Appropriate documentation such as a driver's license, marriage certificate or social security card must be presented for changes to be made.

Curriculum Changes

If a student wishes to change his/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 campus, or from the college website at **www.ptc.edu/student-records-forms**. When a student changes his/her curriculum, the student must satisfy the catalog requirements in effect at the date of the curriculum change.

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." In order to qualify for Academic Fresh Start, a student must meet the following criteria:

- Student has not attempted more than 24 credit hours since returning to Piedmont Technical College; and
- Student has a period of a least five years, before returning to PTC, in which they were not enrolled in any post-secondary institution.

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. Academic Fresh Start will not change this policy or alter the student's course completion rate. Please refer to the Standards of Satisfactory Academic Progress 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. Satisfactory completion of all courses specified by the curriculum outline based on the student's date of enrollment or date of most recent curriculum change. If the student does not attend for more than one year, he/she must satisfy the catalog requirements in effect at the date of his/her re-enrollment to the college. (Substitutions for specified courses may be made by the department head.)

2. At least one-fourth of total accumulated credits must have been earned at Piedmont Technical College.

3. The student must have a program grade point average of 2.0 or higher.

4. Students must earn between 60 and 84 credit hours to graduate with an associate degree, between 40 and 52 credit hours for diploma programs and between 8 and 40 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.

Once the above requirements have been met for the student's declared major, Piedmont Technical College will award the certificate, diploma or degree immediately following the term of completion.

Ceremony Participation

Only students completing 30 hours or more in certificate, diploma or degree programs are eligible to participate in the graduation ceremony.

Graduation is held in the James Medford Family Event Center on the Lex Walters Campus-Greenwood. Each student is allotted a designated number of tickets for guests to attend based upon the number of anticipated graduates and the capacity of the building. Fire code regulations dictate that everyone in attendance must have a ticket to enter the building. This includes infants and small children.

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/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 Program GPA
Magna Cum Laude: 3.75-3.99 Cumulative Program GPA
Summa Cum Laude: 4.00 Cumulative Program 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/her from attending a class session, each student should attend all class sessions of a course.

Students may miss up to 15 percent of class, and this percentage includes both excused and unexcused absences. After exceeding the maximum number of absences for a term, students may be automatically withdrawn from the class by the instructor.

- Three tardies count as one absence, and three early dismissals (leaving early) also count as one absence.
- Extenuating circumstances may be given special consideration at the discretion of the instructor.

Due to the varied nature of courses taught, a more rigid attendance policy is in place for some programs; specifically, those courses with class and lab/clinical hour components may require a different attendance policy that will be provided to students on the first day of class. Instructors reserve the right to utilize an attendance contract and may ask students to sign the contract.

Additionally, instructors reserve the right to assign a Withdrawal (W) at any point in the semester after the drop/add period if students exceed the attendance limit. The last day to withdraw from a class is two weeks prior to the end of the semester; date is published in the Student Calendar. 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 IN ONLINE COURSES:
There is an introductory activity in each online class. The student must do this activity prior to the end of the add/drop date or the student will be dropped for never attending. This includes students who register during the late-registration period. A student may choose to drop a class within the add/drop period with no penalty, even if the initial activity is completed.

If a student has completed the introductory activity, the student will be considered to be enrolled in the course but may be withdrawn from the course if he/she does not complete subsequent assignments in a timely fashion or by posted course due dates. The last date of attendance (LDA) for the course will be documented using the student's completion of a course activity such as a discussion post, e-mail to the instructor or assignment. The last date will not be calculated from a student's log-in to the course only.

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 PTC Procedure 8-2-1090.1.

LEARNING SUPPORT SERVICES

The Teaching and Learning Center (TLC), 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 education 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 test, which is a complete educational planning program that includes skills assessment in the areas of language usage, reading and mathematics and the Technology Readiness Assessment (TRA), a computer skills assessment. Using the results of these assessments, advisors assist students with planning their educational program and registering for courses that enable them to achieve their personal and academic goals. Additionally, the Assessment Center provides make-up testing, standardized testing, and proctored testing services on all PTC campuses and at many non-PTC locations to assist instructors and students.

SPECIAL NOTE ON CHARGES ASSOCIATED WITH TAKING ONLINE COURSES:

Piedmont Technical College does not charge any additional fees for distance education (teleclass/PEN, hybrid and online) courses. However, if a student needs to take a proctored assessment/test at a location other than one of the seven Piedmont Technical College campuses, the institution where proctoring is provided may charge a fee. The student is responsible for these fees which may vary from site to site. During the proctor approval process, college staff will work with the student to secure an assessment/testing site and provide information regarding the associated fees for that site.

College Preparatory and Transitional Courses

A broad range of college preparatory and transitional courses provides students with the opportunity to improve their 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 college preparatory, transitional and/or curriculum courses based on advisors' recommendations. Emphasis is on advisement, progress monitoring, development of organizational and thinking skills and career selection.

Open Computer-Assisted Instruction Lab
The Teaching and Learning Center (TLC)

A drop-in computer lab is provided for student, faculty and staff use. Located in 118K, the TLC provides approximately 60 computers for student and faculty academic use. The computers are equipped with Internet to allow student access to Pathway and Desire2Learn (D2L), the college's learning management system, other online resources, and software in use by most of the college's courses, such as Microsoft Office. The TLC serves to host most tutoring sessions and the drop-in mathematics and writing centers. Students will be asked to present college IDs before accessing services. For more information, contact the TLC staff.

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 campuses. 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.

Online tutoring assistance is also available through Net Tutor. Students may connect to Net Tutor through the D2L home page. Net Tutor provides live and archived tutoring assistance via the Web.

LIBRARY AND LEARNING RESOURCES

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

Information Commons

The bright and spacious Information Commons on the Lex Walters Campus-Greenwood 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 campuses also offer Learning Resource Centers (Laurens, Newberry, McCormick and Saluda) and Learning Resource Rooms (Abbeville and Edgefield) that are suitable for study, research and computing.

Resources

Together, the Information Commons and Learning Resource Centers house over 28,000 books, 4,000 audiovisual items and more than 370 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 at the Greenwood, Laurens and Newberry campuses. 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 website 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 Sciences Curricula contains more information on these transfer opportunities. Special transfer opportunities are also available for students entering the Agriculture, Business, Engineering Technology, Early Care and Education, Criminal Justice, 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/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 website, or from Piedmont Technical College's transfer coordinator.

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

Coordinated Transfer Program and Educational Partnerships

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

UNIVERSITY OF SOUTH CAROLINA (USC) BRIDGE PROGRAM

The USC Bridge Program is designed to enhance the transfer of students from Piedmont Technical College to the University of South Carolina–Columbia. 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 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. In addition, the application fee to Lander University will be waived. 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 will be matched with a transfer student mentor.

UNIVERSITY OF SOUTH CAROLINA AIKEN BRIDGE PROGRAM

The University of South Carolina Aiken Bridge Program is designed to enhance the transfer of students from PTC to USC Aiken. Students in this program will be a part of a special learning community and will be advised jointly by PTC and USC Aiken staff. They will also be invited to special events at USC Aiken, receive consideration for special scholarships, and receive a waiver of the application fee.

DESALES UNIVERSITY TRANSFER AGREEMENT

This articulation agreement allows students to transfer up to 75 hours of credits toward a bachelor's degree at DeSales, which offers accelerated online bachelor's degrees in such fields as business administration, criminal justice, psychology and theology. A student who completes an Associate in Arts degree at Piedmont Technical College will need only four additional courses at DeSales to complete the core requirements.

ANDERSON UNIVERSITY TRANSFER AGREEMENT

The Anderson University (AU) Transfer Agreement is designed for the student wishing to transfer directly to Anderson University within two semesters of completing studies at Piedmont Technical College. It assures a student a smooth transfer pathway into most programs at Anderson University, if they maintain continuous enrollment, excluding summers, at PTC. Students are encouraged to coordinate their transfer pathway with both AU and PTC advisors, prior to starting PTC.

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 on pages 33-34.

AGRICULTURE
Students earning a degree in Agriculture with a major in Horticulture may transfer to Clemson University to complete their Horticulture and/or Turfgrass bachelor's degree programs.

BUSINESS
Students earning degrees in Business can transfer to The Citadel, Lander University, Limestone College or Newberry College.

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. Students earning a degree in Human Services may also transfer to Springfield College (North Charleston Campus). Students earning a degree in Criminal Justice may also transfer to The Citadel.

EARLY CARE & EDUCATION
Graduates earning a degree in Early Care and Education may transfer directly into the University of South Carolina, University of South Carolina Aiken, Clemson University, Columbia College, Lander University, Southern Wesleyan University or Newberry College's Early Childhood bachelor's degree program for teacher certification.

ELECTRONIC/MECHANICAL ENGINEERING TECHNOLOGY
Electronic Engineering Technology (EET) or Mechanical Engineering Technology (MET) 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.

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).

RESPIRATORY CARE
Students earning an Associate in Applied Science with a major in Respiratory Care have the opportunity to earn a Bachelor of Science Degree from Georgia Regents University (formerly MCG) through an online degree completion program.

UNIVERSITY OF SOUTH CAROLINA BRIDGE TO ENGINEERING–ENGINEERING TECHNOLOGY
Piedmont Technical College's Engineering Technology program offers transfer options 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.

SPRINGFIELD COLLEGE
Piedmont Technical College students who graduate with an associate degree in Human Services can transfer to Springfield College in Charleston and complete their bachelor's degree in Human Services in 16 months of full-time enrollment.

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 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

Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina

The South Carolina Course Articulation and Transfer System serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the South Carolina Transfer and Articulation Center (SCTRAC) Web portal: www.SCTRAC.org. This Web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each

institution's student information system interfaces with www.SCTRAC.org to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

ADMISSIONS CRITERIA, COURSE GRADES, GPAS, VALIDATIONS

All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

A. The institution's definition of a transfer student.

B. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.

C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.

D. Information about course equivalencies and transfer agreements.

E. 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 coursework taken elsewhere, for course work repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.

F. Information about institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only coursework 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.

G. 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.

H. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

SOUTH CAROLINA TRANSFER AND ARTICULATION CENTER (SCTRAC)

All two-and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website (www.SCTRAC.org). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the "free elective" category) will be made available on www.SCTRAC.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on www.SCTRAC.org, will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on www.SCTRAC.org will be reviewed at least annually and updated as needed.

STATEWIDE ARTICULATION OF 86 COURSES

The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions is 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 will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at www.che.sc.gov as well as on www.SCTRAC.org.

STATEWIDE TRANSFER BLOCKS

The Statewide Transfer Blocks established will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. The courses listed in each Transfer Block will be reviewed periodically by the Commission's Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.

For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will 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 for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, 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.

For a complete listing of all courses in each Transfer Block, see www.che.sc.gov/AcademicAffairs/TRANSFER/Transfer.htm.

ASSURANCE OF TRANSFERABILITY OF COURSEWORK COVERED BY THE TRANSFER POLICY

Coursework (i.e. individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above. However, the 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. In addition, 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 will 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.

Any coursework covered within this transfer policy will 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 stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

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	Art History
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. All students should confirm with the receiving college their planned transfer curriculum.

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 Diversified Agriculture; 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 Technology; 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.

PROGRAMS OFFERED AT PIEDMONT TECHNICAL COLLEGE CAMPUSES

Program	Abbeville	Edgefield	Laurens	McCormick	Newberry	Saluda
Associate in Arts[1]	✔	✔	✔	✔	✔	✔
Associate in Science[1]	✔	✔	✔	✔	✔	✔
A.A.S., Major in General Business, All Concentrations[1]	✔	✔	✔	✔	✔	✔
A.A.S., Major in Administrative Office Technology, All Concentrations[1]	✔	✔	✔	✔	✔	✔
A.A.S., Major in Criminal Justice	✔	✔	✔	✔	✔	✔
A.A.S., Major in Early Care and Education			✔		✔	
A.A.S., Major in Early Care and Education, Infant/Toddler Care Concentration			✔		✔	
A.A.S., Major in Human Services	✔	✔	✔	✔	✔	✔
A.A.S., Major in Veterinary Technology					✔	
A.S., Agriculture Education Articulation Option (Clemson/PTC)						✔
D.A.S., Major in Practical Nursing[2]			✔			
Accounting Certificate	✔	✔	✔	✔	✔	✔
Advanced Professional Clay Certificate		✔				
Basic Diversified Agriculture Certificate						✔
Certified Nursing Assistant			✔		✔	✔
Early Childhood Development Certificate			✔		✔	
Entrepreneurship Certificate	✔	✔	✔	✔	✔	✔
Health Science Transfer Option	✔	✔	✔	✔	✔	✔
Infant/Toddler Certificate			✔		✔	
Introduction to Manufacturing Assembly Operator[3]			✔			
Introduction to Quality Assurance[3]			✔			
Introduction to CNC Operations[3]			✔			
Journeyman Welding Certificate[4]			✔			
Microcomputer Software Specialist Certificate[1]	✔	✔	✔	✔	✔	✔
Office Technician Certificate[1]	✔	✔	✔	✔	✔	✔
Patient Care Technician Certificate					✔	
Pre-Health Science (all program ready classes)	✔	✔	✔	✔	✔	✔
Precision Metrology Certificate[3]			✔			
Professional Clay Certificate		✔				

Note: Classes will vary depending on program and student demand. Classes may be offered in day or evening, and in a combination of traditional, PEN, hybrid and online classes. On the smaller campuses, students will be required to travel to Greenwood to complete science labs, clinicals and/or internships.

[1] Total online degree completion available.

[2] Spring entrance

[3] Laurens Campus at the Center for Advanced Manufacturing

[4] Laurens High School, evening

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.

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.

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

Day Program

FIRST SEMESTER		CREDIT HOURS
ENG 165	Professional Communications	3.0
	or ENG 101 English Composition I	
FOR 104	Introduction to Environmental and Natural Resources	1.0
HRT 105	Landscape Plant Materials	4.0
TUF 172	Turfgrass Management I	3.0
HRT 125	Soils	4.0

SECOND SEMESTER		CREDIT HOURS
CWE 101	Cooperative Work Experience Preparation	1.0
HRT 104	Landscape Design and Implementation	3.0
HRT 154	Grounds Maintenance	3.0
MAT 170	Algebra, Geometry and Trigonometry I	3.0
	or MAT 120 Probability and Statistics	
SPA 105	Conversational Spanish	3.0
	or SPA 101 Elementary Spanish	

SUMMER TERM		
HRT 271	SCWE in Horticulture	8.0

THIRD SEMESTER		
ART 101	Art History and Appreciation	3.0
	or Approved Humanities/Fine Arts Course[1]	
HRT 253	Landscape Installation	4.0
PSY 103	Human Relations	3.0
	or ANY Social/Behavioral Science listed on page 41	
SPC 205	Public Speaking	3.0
HRT 110	Plant Form and Function	4.0

FOURTH SEMESTER		
ACC 101	Accounting Principles I	3.0
	or BUS 101 Introduction to Business	
HRT 144	Plant Pests	3.0
	or AGR 205 Pest Management	
HRT 230	Greenhouse Technology	4.0
TUF 252	Turfgrass Management II	3.0

TOTAL CREDIT HOURS: 66.0

[1] Students may choose from any courses listed in the catalog as humanities/fine arts under A.A. (Associate in Arts) curriculum.

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 105	Landscape Plant Materials	4.0
TUF 172	Turfgrass Management I	3.0
HRT 253	Landscape Installation	4.0
FOR 104	Introduction to Environmental and Natural Resources	1.0

SECOND SEMESTER		
HRT 144	Plant Pests	3.0
HRT 154	Grounds Maintenance	3.0
HRT 230	Greenhouse Technology	4.0
CWE 101	Co-op Work Prep	1.0
BUS 101	Introduction to Business	3.0

TOTAL CREDIT HOURS: 26.0

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.

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 and 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 and Trigonometry I	3.0

SUMMER TERM		
AGR 210	SCWE in Agriculture	8.0

TOTAL CREDIT HOURS: 35.0

A.S., Agriculture Education Articulation Option, Clemson University and Piedmont Technical College

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

Day Program

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 110	College Algebra[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 111	College Trigonometry[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		
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.

A.S., Horticulture and/or Turfgrass Articulation Option, Clemson University and 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 Bachelors of Science. 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 Clemson's Bachelors of Science 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 and 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		
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		
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.

A.A.S., Major in Diversified Agriculture

Located in agriculture-rich Saluda County, the Diversified Agriculture degree will give you the hands-on training and in-depth classroom instruction to understand and master the daily requirements of a career in agriculture.

This curriculum provides students with technical knowledge in animal science, farm maintenance, welding, farm soil conditions, environmental and natural resources 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 experience in the agriculture industry.

Day Program

FIRST SEMESTER		CREDIT HOURS
AGR 206	Basic Farm Maintenance	4.0
MAT 170	Algebra, Geometry and Trigonometry I	3.0
BIO 101	Biological Science I	4.0
ENG 165	Professional Communications	3.0
	or ENG 101 English Composition I	
FOR 104	Introduction to Forestry and Natural Resources	1.0

SECOND SEMESTER		
CWE 101	Cooperative Work Experience Preparation	1.0
HRT 125	Soils	4.0
AGR 203	Introduction to Animal Science	4.0
AGR 211	Applied Agriculture Calculations	3.0
ART 101	Art History and Appreciation	3.0
	or other approved Humanities/Fine Art course	

SUMMER TERM		
AGR 210	SCWE in Agriculture	8.0

THIRD SEMESTER		
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	3.0
PSY 103	Human Relations	3.0
	or PSY 201 General Psychology	

FOURTH 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
BUS 101	Introduction to Business	3.0

TOTAL CREDIT HOURS: 70.0

*Students wishing to transfer to a 4-year college should consult advisor for possible higher level requirements and for other transferable course information.

Arts & Sciences 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 coursework 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.

A.A., Associate in Arts

The Associate in Arts degree is designed for the student planning to transfer to a four-year program and for the student who wishes to broaden general knowledge. The 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 available through a combination of traditional, hybrid, and online course offerings and can be obtained fully through the completion of online coursework. Faculty advisors are available to help students select appropriate courses to meet degree requirements and to prepare for transfer opportunities.

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

MATHEMATICAL/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
MAT 220	Advanced Statistics	3.0
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 and Development	3.0
PSY 210	Educational Psychology	3.0
PSY 212	Abnormal Psychology	3.0
SOC 101	Introduction to Sociology	3.0
SOC 205	Social Problems	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 235	Southern Literature	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

Course	Title	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
EVT 155	Introduction to Earth Science	4.0
EVT 156	Introduction to Environmental Science	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

Course	Title	Credit
ART 101	Art History and Appreciation	3.0
ECO 210	Macroeconomics	3.0
ECO 211	Microeconomics	3.0
ENG 201	American Literature I	3.0
ENG 202	American Literature II	3.0
ENG 205	English Literature I	3.0
ENG 206	English Literature II	3.0
ENG 208	World Literature I	3.0
ENG 209	World Literature II	3.0
ENG 235	Southern Literature	3.0
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 and Development	3.0
PSY 210	Educational Psychology	3.0
PSY 212	Abnormal Psychology	3.0
REL 103	Comparative Religion	3.0
SOC 101	Introduction to Sociology	3.0
SOC 205	Social Problems	3.0
SOC 210	Juvenile Delinquency	3.0
SOC 220	Sociology of the Family	3.0
SPA 101	Elementary Spanish I	4.0
SPA 102	Elementary Spanish II	4.0
SPA 107	Hispanic Culture and Communication	3.0
THE 101	Introduction to Theatre	3.0

RECOMMENDED ELECTIVES

Course	Title	CREDIT HOURS
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
	Mathematics/Analytical Reasoning Requirement	3.0
	Humanities/Fine Arts Requirement	3.0
	Social/Behavioral Science Requirement	3.0
	Elective	3.0

SECOND SEMESTER

ENG 102	English Composition II (Required)	3.0
	Mathematics/Analytical Reasoning Requirement	3.0
	Social/Behavioral Science Requirement	3.0
	Humanities/Fine Arts Requirement	3.0
	Lab Science Requirement	4.0

THIRD SEMESTER

Communication/Literature Requirement	3.0
Lab Science Requirement	4.0
Concentration Requirement	3.0
Concentration Requirement	3.0
Elective	3.0

FOURTH SEMESTER

Elective	4.0
Concentration Requirement	3.0
Concentration Requirement	3.0
Concentration Requirement	3.0

TOTAL CREDIT HOURS: 60.0

Evening Program

FIRST SEMESTER   **CREDIT HOURS**

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

        Social/Behavioral Science Requirement..........................3.0

        Elective 3.0

SECOND SEMESTER

ENG 102   English Composition II (Required) 3.0

        Humanities/Fine Arts Requirement 3.0

        Mathematics/Analytical Reasoning Requirement..........3.0

SUMMER TERM

        Social/Behavioral Science Requirement..........................3.0

        Humanities/Fine Arts Requirement 3.0

THIRD SEMESTER

        Communications/Literature Requirement......................3.0

        Lab Science Requirement..4.0

        Concentration Requirement 3.0

FOURTH SEMESTER

        Lab Science 4.0

        Mathematics/Analytical Reasoning 3.0

SUMMER TERM

        Concentration Requirement 3.0

        Concentration Requirement 3.0

        Elective 3.0

FIFTH SEMESTER

        Concentration Requirement 3.0

        Concentration Requirement 3.0

        Elective 4.0

TOTAL CREDIT HOURS: 60.0

A.S., Associate in Science

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

Day 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 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

MAT 220   Advanced Statistics 3.0

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 and Development 3.0

PSY 210   Educational Psychology.....................................3.0

PSY 212   Abnormal Psychology 3.0

SOC 101   Introduction to Sociology 3.0

SOC 205   Social Problems 3.0

HUMANITIES/FINE ARTS

		CREDIT HOURS
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 235	Southern Literature	3.0
MUS 105	Music Appreciation	3.0
PHI 101	Introduction to Philosophy	3.0
PHI 105	Introduction to Logic	3.0
PHI 110	Ethics	3.0
REL 103	Comparative Religion	3.0
SPA 107	Hispanic Culture and Communication	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
EVT 155	Introduction to Earth Science	4.0
EVT 156	Introduction to Environmental Science	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
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 123	Contemporary College Mathematics	3.0
MAT 130	Elementary Calculus	3.0

		CREDIT HOURS
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

RECOMMENDED ELECTIVES

COL 103	College Skills	3.0
CPT 101	Introduction to Computers	3.0
SPA 101	Elementary Spanish I	4.0
SPA 102	Elementary Spanish II	4.0
SPA 107	Hispanic Culture and Communication	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
	Humanities/Fine Arts Requirement	3.0
	Social/Behavioral Science Requirement	3.0

SECOND SEMESTER

ENG 102	English Composition II (Required)	3.0
	Mathematics/Analytical Reasoning Requirement	3.0
	Humanities/Fine Arts Requirement	3.0
	Social/Behavioral Science Requirement	3.0
	Lab Science Requirement	4.0

THIRD SEMESTER

	Communications/Literature Requirement	3.0
	Lab Science Requirement	4.0
	Humanities/Fine Arts Requirement	3.0
	Concentration Requirement	3.0

FOURTH SEMESTER

	Elective	4.0
	Concentration Requirement	4.0
	Concentration Requirement	4.0
	Concentration Requirement	4.0

TOTAL CREDIT HOURS: 60.0

Evening Program

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

SECOND SEMESTER	
ENG 102 English Composition II (Required) 3.0	
MAT 110 College Algebra...3.0	
Humanities/Fine Arts Requirement 3.0	

SUMMER TERM	
Communications/Literature Requirement......................3.0	
Lab Science Requirement..4.0	
Social/Behavioral Science Requirement..........................3.0	

THIRD SEMESTER	
Mathematics/Analytical Reasoning Requirement..........3.0	
Lab Science Requirement..4.0	
Humanities/Fine Arts Requirement 3.0	

FOURTH SEMESTER	CREDIT HOURS
Elective 3.0	
Concentration Requirement 4.0	
Concentration Requirement 3.0	

SUMMER TERM	
Elective 4.0	
Concentration Requirement 4.0	
Concentration Requirement 4.0	

TOTAL CREDIT HOURS: 60.0

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 250	Investments
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 135	Customer Service Techniques
MKT 240	Advertising
SPC 205	Public Speaking

A.A.S., Major in Administrative Office Technology

By developing skills in keyboarding, word processing, spreadsheet applications, information management, 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 an accounting, legal, medical, 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).

Students taking any internship course will be required to attend at least (3) three class meetings, internship, and any other required coursework.

A.A.S., Major in Administrative Office Technology, Accounting 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
	Elective Social/Behavioral Science	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 and Procedures	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
SPC 205	Public Speaking	3.0
	Elective Humanities/Fine Arts	3.0

FOURTH SEMESTER		
ACC 240	Computerized Accounting	3.0
AOT 161	Records Management	3.0
AOT 270	SCWE in Administrative Office Technology	3.0
CPT 172	Microcomputer Data Base	3.0

TOTAL CREDIT HOURS 63.0

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	Professional Communications	3.0
MAT 155	Contemporary Mathematics	3.0

SECOND SEMESTER		
BUS 121	Business Law I	3.0
	Elective Social/Behavioral Science	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 and Procedures	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
CRJ 220	The Judicial Process	3.0

FOURTH SEMESTER		
AOT 161	Records Management	3.0
AOT 270	SCWE in Administrative Office Technology	3.0
CPT 172	Microcomputer Data Base	3.0
SPC 205	Public Speaking	3.0

TOTAL CREDIT HOURS: 63.0

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	Professional Communications	3.0
MAT 155	Contemporary Mathematics	3.0

SECOND SEMESTER		
AHS 102	Medical Terminology	3.0
	Elective Social/Behavioral Science	3.0
ENG 101	English Composition I	3.0
IST 281	Presentation Graphics	3.0

SUMMER TERM		
AOT 165	Information Processing Software	3.0
SPC 205	Public Speaking	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 and Procedures	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
AOT 164	Medical Information Processing	3.0

FOURTH SEMESTER		
AOT 161	Records Management	3.0
AOT 212	Medical Document Production	3.0
AOT 252	Medical Systems and Procedures	3.0
AOT 270	SCWE in Administrative Office Technology	3.0

TOTAL CREDIT HOURS: 63.0

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

AHS 102	Medical Terminology	3.0
AHS 171	Introduction to Medical Coding	3.0
AHS 116	Patient Care Relations	3.0

THIRD SEMESTER

CPT 172	Microcomputer Data Base	3.0
IST 281	Presentation Graphics	3.0
AOT 120	Introduction to Machine Transcription	3.0
AHS 172	Medical Coding and Classification System	5.0

FOURTH SEMESTER

	Elective Humanities/Fine Arts	3.0
AOT 161	Records Management	3.0
AHS 173	Medical Coding Special Topics	3.0
AHS 174	Medical Coding Practicum	3.0

TOTAL CREDIT HOURS: 65.0

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	Professional Communications	3.0
SPA 101	Elementary Spanish I	4.0

SECOND SEMESTER

AOT 165	Information Processing Software	3.0
	Social/Behavioral Science	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   **CREDIT HOURS**

ACC 101	Accounting Principles I	3.0
AOT 120	Introduction to Machine Transcription	3.0
AOT 251	Administrative Systems and Procedures	3.0
SPC 205	Public Speaking	3.0

FOURTH SEMESTER

CPT 172	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 concentration of the General Business 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

ACC 101	Accounting Principles I	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
AOT 161	Information Management	3.0

SUMMER TERM

CPT 172	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 and Programming	3.0
AOT 105	Keyboarding	3.0

SECOND SEMESTER		
CPT 172	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

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.

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/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 coursework.

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		CREDIT HOURS
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
MGT 240	Management Decision Making	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		
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		CREDIT HOURS
MGT 120	Small Business Management	3.0
MGT 240	Management Decision Making	3.0
MKT 101	Marketing	3.0

TOTAL CREDIT HOURS: 66.0

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		CREDIT HOURS
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

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		
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

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 Mathematics	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		CREDIT HOURS
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		
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

A.A.S., Major in General Business, Lander University and Newberry College
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 I	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 101	Accounting Principles I	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

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 website 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 one time to achieve a grade of "C" or better. Students who need to repeat a Funeral Service Education course are required to submit an appeal to the Funeral Service Education Department.

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

3. After students complete their general education classes, they must submit an application and be approved before starting their FSE cohort.

4. Applications to the FSE program must be submitted at least two weeks before the start of the cohort.

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

6. The Funeral Service Education program does not accept FSE courses over one year old.

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

8. All students must attend a Funeral Service Orientation session before their first FSE class.

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

10. Students will be required to conform to a dress code.

11. Students must have acceptable health status that allows required performance within the practicum or clinical environment. Students must inform the FSE department of any pre-existing conditions that could interfere with their participation in the Embalming and/or Cremation Labs.

12. Students taking FSE courses will be required to pay a lab fee for each semester they are on campus.

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

14. Students must have a Student Permit or have an active apprenticeship from the South Carolina State Board of Funeral Service prior to enrolling in the Funeral Service Education cohort.

15. The South Carolina Board of Funeral Service may refuse to issue or renew a license or student license to an individual with a conviction of a felony or a crime involving fraud or moral turpitude.

16. All students must have a valid driver's license to be accepted in the Funeral Service Education program.

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 postsecondary 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.

At Piedmont Technical College, the General Education courses can be taken in any order the student chooses. The exception being, ENG 101 will need to be taken before SPC 205.

GENERAL EDUCATION COURSES		CREDIT HOURS
CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I	3.0
ENG 165	Professional Communications	3.0
HIS 101	Western Civilization to 1689	3.0
MAT 155	Contemporary Mathematics	3.0
MGT 120	Small Business Management	3.0
SPC 205	Public Speaking	3.0
	Elective Humanities/Fine Arts	3.0

THIRD SEMESTER

FSE 101	Introduction to Funeral Service	2.0
FSE 165	Sociology of Funeral Service	2.0
FSE 112	Anatomy and Physiology for Funeral Service	3.0
FSE 113	Microbiology/Pathology for Funeral Service	4.0
FSE 115	Funeral Service Directing	3.0

FOURTH SEMESTER		CREDIT HOURS
FSE 225	Embalming I	3.0
FSE 240	Restorative Arts I	2.0
FSE 110	Funeral Service Management and Merchandising	3.0
FSE 220	Regulatory Compliance	3.0
FSE 170	Embalming Chemistry	4.0

FIFTH SEMESTER		
FSE 105	Accounting for Funeral Service	3.0
FSE 120	Funeral Counseling	3.0
FSE 226	Embalming II	3.0
FSE 241	Restorative Arts II	2.0
FSE 300	National Board Preparations	3.0

TOTAL CREDIT HOURS: 67.0

NOTE: THERE WILL BE NO COHORT START IN THE FALL, 2014 TERM. THE FOLLOWING GENERAL EDUCATION AND PROGRAM-READY COURSES WILL NEED TO BE COMPLETED BEFORE THE SPRING 2015 COHORT START.

GENERAL EDUCATION COURSES		CREDIT HOURS
ACC 101	Accounting Principles I	3.0
BUS 121	Business Law	3.0
CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I	3.0
MGT 120	Small Business Management	3.0
	Elective Humanities/Fine Arts	3.0

PROGRAM-READY COURSES*		
AHS 102	Medical Terminology	3.0
BIO 112	Basic Anatomy and Physiology	4.0
CHM 106	Contemporary Chemistry I	4.0
FSE 200	Funeral Service Orientation	1.0
MAT 110	College Algebra	3.0

TOTAL CREDIT HOURS: 33.0

*All Program-Ready courses must be completed with an overall GPA of 2.5.

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 FSE certificate starts in the fall semester only.

FIRST SEMESTER		CREDIT HOURS
FSE 101	Introduction to Funeral Service	2.0
FSE 105	Accounting for Funeral Service	3.0
FSE 115	Funeral Services Directing	3.0
FSE 130	Business Law for Funeral Service	2.0
ENG 101	English Composition I	3.0

SECOND SEMESTER		CREDIT HOURS
FSE 110	Funeral Service Management and Merchandising	3.0
FSE 120	Funeral Counseling	4.0
FSE 131	Funeral Service Ethics, Regulations and Mortuary Law	2.0
FSE 165	Sociology of Funeral Services	2.0
SPC 205	Speech Communications	3.0

SUMMER TERM		
ENG 165	Professional Communications	3.0
FSE 251	Funeral Service Projects-Certificate	2.0
MGT 120	Small Business Management	3.0

TOTAL CREDIT HOURS: 34.0

Advertising Design Certificate

This certificate covers the fundamentals of copy and layout for print media advertising. In addition to core classes, coursework 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 Certificate

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	3.0
ARV 124	Sequential Drawing	3.0
ARV 125	Drawing for Animators	3.0
CPT 207	Complex Computer Applications	3.0

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

TOTAL CREDIT HOURS: 36.0

Illustration Certificate

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

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

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   **CREDIT HOURS**

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 241   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.

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 website designers and application developers. Students learn to use state-of-the-art technology in computer graphics and website 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
IST 220	Data Communications	3.0
ENG 101	English Composition I	3.0
MAT 110	College Algebra	3.0

SECOND SEMESTER		
CPT 207	Complex Computer Applications	3.0
CPT 209	Computer Systems Management	3.0
CPT 257	Operating Systems	3.0
IST 272	Relational Database	3.0

SUMMER TERM		
CPT 186	Visual Basic.NET I	3.0
CPT 282	Information Systems Security	3.0
	Elective Behavioral Science	3.0
	Elective Humanities/Fine Arts	3.0

THIRD SEMESTER		CREDIT HOURS
CPT 232	C++ Programming	3.0
CPT 286	Visual Basic.NET II	3.0
IST 226	Internet Programming	3.0
ENG 102	English Composition II	3.0

FOURTH SEMESTER		
CPT 233	C++ Programming II	3.0
CPT 236	Introduction to JAVA Programming	3.0
CPT 242	Advanced Database	3.0
CPT 267	Technical Support Concepts	3.0

SUMMER TERM		
CPT 247	UNIX Operating Systems	3.0
CPT 237	Advanced JAVA Programming	3.0
CPT 264	Systems and Procedures	3.0

TOTAL CREDIT HOURS: 72.0

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
IST 220	Data Communications	3.0
ENG 101	English Composition I	3.0
MAT 110	College Algebra	3.0

SECOND SEMESTER		
CPT 207	Complex Computer Applications	3.0
CPT 209	Computer Systems Management	3.0
CPT 257	Operating Systems	3.0
IST 272	Relational Database	3.0

SUMMER TERM		
CPT 186	Visual Basic.NET I	3.0
CPT 282	Information Systems Security	3.0
	Elective Behavioral Science	3.0
	Elective Humanities/Fine Arts	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 264	Systems and Procedures	3.0
ENG 102	English Composition II	3.0

TOTAL CREDIT HOURS: 72.0

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
IST 220	Data Communications	3.0
ENG 101	English Composition I	3.0
MAT 110	College Algebra	3.0

SECOND SEMESTER		
CPT 207	Complex Computer Applications	3.0
CPT 209	Computer Systems Management	3.0
CPT 257	Operating Systems	3.0
IST 272	Relational Database	3.0

SUMMER TERM		
CPT 186	Visual Basic.NET I	3.0
CPT 282	Information Systems Security	3.0
	Elective Behavioral Science	3.0
	Elective Humanities/Fine Arts	3.0

THIRD SEMESTER		
ARV 110	Computer Graphics I	3.0
CPT 286	Visual Basic.NET II	3.0
IST 226	Internet Programming	3.0
IST 237	Intermediate Website Design	3.0

FOURTH SEMESTER		
ENG 102	English Composition II	3.0
CPT 236	Introduction to JAVA Programming	3.0
CPT 242	Advanced Database	3.0
IST 238	Advanced Tools for Website Design	3.0

SUMMER TERM		
CPT 247	UNIX Operating Systems	3.0
CPT 240	Internet Programming with Database	3.0
CPT 264	Systems and Procedures	3.0

TOTAL CREDIT HOURS: 72.0

A.A.S., Major in Computer Technology, Information Technology Concentration

Evening Program

FIRST SEMESTER		CREDIT HOURS
CPT 101	Introduction to Computers	3.0
CPT 114	Computers and Programming	3.0
IST 220	Data Communications	3.0
ENG 101	English Composition I	3.0
MAT 110	College Algebra	3.0

SECOND SEMESTER		CREDIT HOURS
CPT 207	Complex Computer Applications	3.0
CPT 209	Computer Systems Management	3.0
CPT 257	Operating Systems	3.0
IST 272	Relational Database	3.0

SUMMER TERM		
CPT 186	Visual Basic.NET I	3.0
CPT 282	Information Systems Security	3.0
	Elective Behavioral Science	3.0
	Elective Humanities/Fine Arts	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 242	Advanced Database	3.0
IST 226	Internet Programming	3.0

SUMMER TERM		
CPT 247	UNIX Operating Systems	3.0
ENG 102	English Composition II	3.0
CPT 264	Systems and Procedures	3.0

TOTAL CREDIT HOURS: 72.0

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 website 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
IST 272	Relational Database	3.0
IST 226	Internet Programming	3.0
IST 237	Intermediate Website Design	3.0

SECOND SEMESTER		
CPT 207	Complex Computer Applications	3.0
CPT 242	Advanced Database	3.0
IST 238	Advanced Tools for Website 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
CPT 114	Computers and Programming	3.0
IST 220	Data Communications	3.0
CPT 209	Computer Systems Management	3.0
CPT 257	Operating Systems	3.0

SECOND SEMESTER		
CPT 267	Technical Support Concepts	3.0
IST 272	Relational Database	3.0
IST 150	Project Management for IT Professionals	3.0
IST 209	Fundamentals of Wireless LANs	3.0
IST 256	LAN Desktop Technologies	3.0

SUMMER TERM		
CPT 247	UNIX 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.

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 Engineering 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 and Programming	3.0
ENG 101	English Composition I	3.0
EGT 151	Introduction to CAD	3.0
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
	or for transfer PHY 221 University Physics I	
	(if prerequisite MAT 140 has been completed)	
PSY 103	Human Relations	3.0
	or PSY 201 General Psychology	

SUMMER TERM		
EET 131	Active Devices	4.0
PHY 202	Physics II	4.0
	or for transfer PHY 222 University Physics II	
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 and Calculus I	4.0

FOURTH SEMESTER		CREDIT HOURS
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
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
	or for transfer PHY 221 University Physics I	
	(if prerequisite MAT 140 has been completed)	
	Elective Humanities/Fine Arts	3.0

FOURTH SEMESTER		
EET 141	Electronic Circuits	4.0
EGR 130	Engineering Technology Applications and Programming	3.0
PHY 202	Physics II	4.0
	or for transfer PHY 222 University Physics II	

SUMMER TERM		
EET 231	Industrial Electronics	4.0
EET 233	Control Systems	4.0

FIFTH SEMESTER		
EET 243	Data Communications	3.0
EET 251	Microprocessor Fundamentals	4.0
MAT 130	Elementary Calculus	3.0
	or MAT 140 Analytical Geometry and 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 Option

This option is designed to facilitate the transfer of Piedmont Technical College students into the University of South Carolina's Electronic Engineering program. The option 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 Electrical 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

A.A.S., Major in Engineering Graphics Technology (with Computer Aided Design)

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 Engineering 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 and Programming	3.0
EGT 110	Engineering Graphics I	4.0
EGT 151	Introduction to CAD	3.0
ENG 101	English Composition I	3.0
MAT 110	College Algebra	3.0

SECOND SEMESTER		
EGT 115	Engineering Graphics II	4.0
EGT 125	Descriptive Geometry	2.0
ENG 102	English Composition II	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 and 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		CREDIT HOURS
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 and 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 and 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

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 and Programming	3.0
EGT 152	Fundamentals of CAD	3.0
ENG 101	English Composition I	3.0
MAT 110	College Algebra	3.0

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

SUMMER TERM		CREDIT HOURS
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 and 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		
AET 101	Building Systems I	3.0
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

A.A.S., Major in Mechanical Engineering Technology, Mechanical Engineering Concentration

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.

Day Program

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

SECOND SEMESTER		
EET 113	Electrical Circuits I	4.0
	Elective Humanities/Fine Arts	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
	or for transfer PHY 221 University Physics I	
	(if prerequisite MAT 140 has been completed)	

SUMMER TERM		CREDIT HOURS
EGR 175	Manufacturing Processes	3.0
MET 224	Hydraulics and Pneumatics	3.0
PHY 202	Physics II	4.0
	or for transfer PHY 222 University Physics II	

THIRD SEMESTER		
CIM 131	Computer Integrated Manufacturing	3.0
EGR 194	Statics and Strengths of Materials	4.0
MAT 130	Elementary Calculus	3.0
	or MAT 140 Analytical Geometry and Calculus I	4.0
EGR 170	Engineering Materials	3.0

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

TOTAL CREDIT HOURS: 71.0/72.0

A.A.S., Major in Mechanical Engineering Technology, Electro-Mechanical Engineering Concentration

Day Program

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

SECOND SEMESTER		
EET 113	Electrical Circuits I	4.0
	Elective Humanities/Fine Arts	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
	or for transfer PHY 221 University Physics I	
	(if prerequisite MAT 140 has been completed)	

SUMMER TERM		
EET 131	Active Devices	4.0
EGR 175	Manufacturing Process	3.0
MET 224	Hydraulics and Pneumatics	3.0
PHY 202	Physics II	4.0
	or for transfer PHY 222 University Physics II	

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 and Calculus I	4.0
EGR 170	Engineering Materials	3.0

FOURTH SEMESTER		CREDIT HOURS
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: 72.0/73.0

A.A.S., Major in Mechanical Engineering Technology

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 I	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
	or for transfer PHY 221 University Physics I	
	(if prerequisite MAT 140 has been completed)	

FOURTH SEMESTER		
EGR 130	Engineering Technology Applications and Programming	3.0
EGR 170	Engineering Materials	3.0
PHY 202	Physics II	4.0
	or for transfer PHY 222 University Physics II	

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 and Calculus I	
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 Option

This option is designed to facilitate the transfer of Piedmont Technical College students into the University of South Carolina's Mechanical Engineering program. The option 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 and 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.

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
AUT 101	Engine Fundamentals	3.0
AUT 112	Brakes	4.0
AUT 122	Suspension and Steering	4.0
AUT 133	Automotive Electricity	3.0
MAT 170	Algebra, Geometry and Trigonometry I	3.0

SECOND SEMESTER		
AUT 103	Engine Reconditioning	4.0
AUT 116	Manual Transmissions and Axle	4.0
AUT 152	Automatic Transmissions	4.0
ENG 165	Professional Communications	3.0
	or ENG 101 English Composition I	

SUMMER TERM		
AUT 131	Electrical Systems	3.0
AUT 141	Introduction to Heating and Air Conditioning	4.0
AUT 252	Advanced Automatic Transmision	4.0
MAT 171	Algebra, Geometry and Trigonometry II	3.0

THIRD SEMESTER		CREDIT HOURS
AUT 145	Engine Performance	3.0
AUT 231	Automotive Electronics	4.0
AUT 232	Automotive Accessories	2.0
AUT 247	Electronic Fuel Systems	4.0
	Elective Behavioral/Social Science	3.0

FOURTH SEMESTER		
AUT 156	Auto Diagnosis and Repair	4.0
AUT 245	Advanced Engine Performance	5.0
AUT 275	Alternate Technology Vehicles	3.0
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 77.0

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 112	Brakes	4.0
AUT 122	Suspension and Alignment	4.0
AUT 133	Automotive Electricity	3.0
MAT 170	Algebra, Geometry and Trigonometry I	3.0

SECOND SEMESTER		
AUT 103	Engine Reconditioning	4.0
AUT 116	Manual Transmissions and Axles	4.0
AUT 152	Automatic Transmission	4.0
ENG 165	Professional Communications	3.0
	or ENG 101 English Composition I	

TOTAL CREDIT HOURS: 32.0

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 Lex Walters Campus-Greenwood 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
MAT 170   Algebra, Geometry and 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
BCT 212   Construction Methods and Design 3.0

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

SUMMER TERM
BCT 231   Construction Labor and Expediting.................................3.0
BCT 221   Construction Building Code 3.0
BCT 212   Construction Methods and Design 3.0

THIRD SEMESTER
BCT 209   Construction Project Management 3.0

                        TOTAL CREDIT HOURS: 22.0

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 Applications 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
EEM 107	Industrial Computer Techniques	2.0
MAT 170	Algebra, Geometry and Trigonometry I	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 171	Algebra, Geometry and Trigonometry II	3.0
ENG 165	Professional Communications	3.0

SUMMER TERM

ACR 107	Wiring Diagrams	2.0
ACR 130	Domestic Refrigeration	4.0
ACR 150	Basic Sheet Metal	2.0
ACR 160	Service Customer Relations	3.0

THIRD SEMESTER

ACR 110	Heating Fundamentals	4.0
ACR 122	Principles of Air Conditioning	5.0
ACR 210	Heat Pumps	4.0
	Elective Behavioral/Social Science	3.0

FOURTH SEMESTER

ACR 223	Testing and Balancing	3.0
ACR 224	Codes and Ordinances	2.0
ACR 231	Advanced Refrigeration	4.0
EEM 251	Programmable Controllers	3.0
	Elective Humanities/Fine Arts	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
EEM 107	Industrial Computer Techniques	2.0

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 and Trigonometry I	3.0

SUMMER TERM

ACR 107	Wiring Diagrams	2.0
ACR 150	Basic Sheet Metal	2.0
ACR 160	Service Customer Relations	3.0
ENG 165	Professional Communications	3.0

THIRD SEMESTER

ACR 110	Heating Fundamentals	4.0
ACR 122	Principles of Air Conditioning	5.0
ACR 210	Heat Pumps	4.0
MAT 171	Algebra, Geometry and Trigonometry II	3.0

FOURTH SEMESTER   **CREDIT HOURS**

ACR 223	Testing and Balancing	3.0
ACR 224	Codes and Ordinances	2.0
ACR 231	Advanced Refrigeration	4.0
EEM 251	Programmable Controllers	3.0

SUMMER TERM

ACR 130	Domestic Refrigeration	4.0
	Elective Behavioral/Social Science	3.0
	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 122	Principles of Air Conditioning	5.0
ACR 210	Heat Pumps	4.0

SECOND SEMESTER

ACR 223	Testing and Balancing	3.0
ACR 224	Codes and Ordinances	2.0
ACR 231	Advanced Refrigeration	4.0
EEM 251	Programmable Controller	3.0

TOTAL CREDIT HOURS: 25.0

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
EEM 107   Industrial Computer Techniques.....................................2.0

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 107   Wiring Diagrams...2.0
ACR 130   Domestic Refrigeration 4.0
ACR 150   Basic Sheet Metal...2.0
ACR 160   Service Customer Relations 3.0

TOTAL CREDIT HOURS: 32.0

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 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 and Trigonometry I 3.0

SECOND SEMESTER
EEM 151   Motor Controls I 4.0
EEM 200   Semiconductor Devices 4.0
EEM 221   DC/AC Drives...3.0
MAT171   Algebra, Geometry and Trigonometry II........................3.0

SUMMER TERM
EEM 140   National Electrical Code 3.0
EEM 231   Digital Circuits I...3.0
EEM 170   Electrical Installation 3.0
                 Elective Humanities/Fine Arts 3.0

THIRD SEMESTER   **CREDIT HOURS**
AMT 105   Robotics and Automated Controls I 3.0
EEM 162   Introduction to Process Control......................................3.0
EEM 241   Microprocessors I...3.0
EEM 251   Programmable Controllers 3.0

FOURTH SEMESTER
AMT 205   Robotics and Automated Controls II...............................3.0
EEM 252   Programmable Controllers Applications 3.0
EEM 271   Sensors and System Interfacing 2.0
EEM 273   Advanced Process Control 3.0

SUMMER TERM
EEM 235   Power Systems 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 I..4.0
ENG 165   Professional Communications 3.0
MAT 170   Algebra, Geometry and Trigonometry I 3.0

SECOND SEMESTER
EEM 151   Motor Controls I 4.0
EEM 200   Semiconductor Devices 4.0
EEM 221   DC/AC Drives...3.0
MAT171   Algebra, Geometry and Trigonometry II........................3.0

SUMMER TERM
EEM 140   National Electrical Code 3.0
EEM 231   Digital Circuits I...3.0
EEM 170   Electrical Installation 3.0
                 Elective Humanities/Fine Arts 3.0

THIRD SEMESTER
AMT 105   Robotics and Automated Controls I 3.0
EEM 162   Introduction to Process Control......................................3.0
EEM 241   Microprocessors I...3.0
EEM 251   Programmable Controls...3.0

FOURTH SEMESTER
AMT 205   Robotics and Automated Controls II...............................3.0
EEM 252   Programmable Controllers Applications 3.0
EEM 271   Sensors and System Interfacing 2.0
EEM 273   Advanced Process Control 3.0

SUMMER TERM
EEM 235   Power Systems 3.0
EEM 274   Technical/System Troubleshooting 4.0
                 Elective Social/Behavioral Science 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 151	Motor Controls I	4.0
EEM 200	Semiconductor Devices	4.0
EEM 221	DC/AC Drives	3.0

THIRD SEMESTER		
EEM 140	National Electrical Code	3.0
EEM 170	Electrical Installation	3.0
EEM 251	Programmable Controllers	3.0

TOTAL CREDIT HOURS: 28.0

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 72 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 and Trigonometry I	3.0
	or approved MAT course	
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 (SPRING)		CREDIT HOURS
MTT 123	Machine Tool Theory II	3.0
MTT 124	Machine Tool Practice II	4.0
MTT 250	Principles of CNC	3.0
ENG 165	Professional Communications	3.0
	or approved ENG course	

THIRD SEMESTER		
MTT 126	Machine Tool Practice III	4.0
MTT 141	Metals and Heat Treatment	3.0
MTT 161	Machine Tool Maintenance Theory	2.0
	Social/Behavioral Science Requirement	3.0

FOURTH SEMESTER		
MAT 171	Algebra, Geometry and Trigonometry II	3.0
	or approved MAT course	
MTT 130	Fundamentals of Geometric Dimensions and Tolerancing	2.0
MTT 222	Tool and Diemaking Practice I	4.0
MTT 251	CNC Operations	3.0

FIFTH SEMESTER		
CPT 169	Industrial Computer Applications	3.0
MTT 224	Tool and Diemaking Practice II	4.0
MTT 253	CNC Programming and Operation	3.0
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 65.0

D.A.S., Major in Machine Tool

This diploma provides students with a primary technical specialty. Students completing this credential 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 and Trigonometry I	3.0
	or approved MAT course	
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

SECOND SEMESTER		
ENG 165	Professional Communications	3.0
	or approved ENG course	
MTT 123	Machine Tool Theory II	3.0
MTT 124	Machine Tool Practice II	4.0
MTT 250	Principles of CNC	3.0

THIRD SEMESTER		
MTT 141	Metals and Heat Treatment	3.0
MTT 126	Machine Tool Practice III	4.0
MTT 161	Machine Tool Maintenance Theory	2.0
	Social/Behavioral Science Requirement	3.0

TOTAL CREDIT HOURS: 40.0

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		
MTT 123	Machine Tool Theory II	3.0
MTT 124	Machine Tool Practice II	4.0
MTT 250	Principles of CNC	3.0
CPT 169*	Industrial Computer Applications	3.0

TOTAL CREDIT HOURS: 25.0

*May substitute CPT 101 or EGT 151

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 Requirement[1]	3.0
MTT 120	Machine Tool Print Reading	3.0
MTT 121	Machine Tool Theory I	3.0
MTT 143	Precision Measurements	2.0
MTT 251	CNC Operations	3.0

SECOND SEMESTER		
	MAT Requirement[2]	3.0
MTT 130	Fundamentals of Geometric Dimensions and Tolerances	2.0
MTT 253	CNC Programming and Operation	3.0
CPT 169	Industrial Computer Applications[3]	3.0

TOTAL CREDIT HOURS: 25.0

[1] MAT 170 recommended.
[2] MAT 171 recommended.
[3] May substitute CPT 101 or EGT 151.

Precision Metrology Certificate

The Precision Metrology certificate is designed to upgrade or refresh skills for people familiar with measuring systems required in Advanced Manufacturing industries. Working with tolerances on the order of millionths of an inch, Quality Control Inspectors require the knowledge to operate highly sophisticated inspection equipment such as optical comparators, profilometers and CMM (Coordinate Measuring Machine) systems. A good mathematical background and understanding of complex GDT (Geometric Dimensioning & Tolerancing) drawings is also required to determine the exact parameters to be inspected and how to process a part during the inspection sequence. The classes included in this certificate will benefit those with the responsibility to inspect manufactured products and also would be beneficial to any machine operator or shop manager interested in learning new techniques for inspection. The classes will require students to operate CNC equipment along with all the available inspections tools. A ZEISS Scanning CMM will be the major component of this program along with the available CMM 3D Simulation Software provided by ZEISS. Students will be encouraged to bring samples of personal work to be inspected or 3D CAD drawings used for the simulation software.

Day or Evening Program

FIRST SEMESTER[1]		CREDIT HOURS
MAT 101	Beginning Algebra	3.0
	or MAT 152 Elementary Algebra	
MTT 130	Fundamentals of Geometric Dimensions and Tolerances	2.0
CPT 169	Industrial Computer Applications	3.0
QAT 215	Applied Quality Concepts	4.0

SECOND SEMESTER[1]		
MAT 120	Probability and Statistics	3.0
	or MAT 170 Algebra, Geometry and Trigonometry	
IMT 170	Statistical Process Control	3.0
MTT 243	Advanced Dimensional Metrology for Machinists	3.0
MTT 250	Principles of CNC[2]	3.0
MTT 270	Operation and Programming of Coordinate Measuring Machines	3.0

TOTAL CREDIT HOURS: 27.0

[1] All classes may not be offered during specified semesters/ask advisor for available classes.
[2] May require some hands on training to be taken at the Lex Walters Campus-Greenwood.

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.

Evening Program

FIRST SEMESTER		CREDIT HOURS
GSM 101	Gunsmithing I	4.0
GSM 106	Gunsmith Safety	1.0
GSM 107	Gunsmith Machine Tool	4.0
GSM 120	Basic Stockmaking	3.0

SECOND SEMESTER		
GSM 102	Gunsmithing II	4.0
GSM 222	Handgun Technology	3.0
GSM 122	General Repair of Shotguns	3.0
GSM 105	Gunsmithing Welding	2.0

TOTAL CREDIT HOURS: 24.0

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.

Evening 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	4.0

SECOND SEMESTER		
GSM 221	Advanced Repair Technology	3.0
GSM 223	Gunsmithing Techniques	3.0
GSM 230	Business for Gunsmiths	3.0
	Elective	3.0

TOTAL CREDIT HOURS: 27.0

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 and Trigonometry I	3.0

SECOND SEMESTER		
EEM 151	Motor Controls I	4.0
EEM 200	Semiconductor Devices	4.0
EEM 221	DC/AC Drives	3.0
IMT 131	Hydraulics & Pneumatics	4.0

SUMMER TERM		
EEM 231	Digital Circuits I	3.0
IMT 104	Schematics	2.0
IMT 161	Mechanical Power Applications	4.0
	Elective Humanities/Fine Arts	3.0

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

FOURTH SEMESTER		
AMT 205	Robotics and Automated Controls II	3.0
EEM 252	Programmable Controller Applications	3.0
EEM 271	Sensors and System Interfacing	2.0
ENG165	Professional Communications	3.0

SUMMER TERM		
EEM 274	Technical/System Troubleshooting	4.0
IMT 170	Statistical Process Control	3.0
	Elective Social/Behavioral Science	3.0

TOTAL CREDIT HOURS: 74.0

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 and Trigonometry I	3.0

SECOND SEMESTER

EEM 151	Motor Controls I	4.0
EEM 200	Semiconductor Devices	4.0
EEM 221	DC/AC Drives	3.0
IMT 131	Hydraulics & Pneumatics	4.0

SUMMER TERM

EEM 231	Digital Circuits I	3.0
IMT 104	Schematics	2.0
IMT 161	Mechanical Power Applications	4.0
	Elective Humanities/Fine Arts	3.0

THIRD SEMESTER

AMT 105	Robotics and Automated Controls I	3.0
EEM 162	Introduction to Process Control	3.0
EEM 251	Programmable Controllers	3.0
MAT 171	Algebra, Geometry and Trigonometry II	3.0

FOURTH SEMESTER

AMT 205	Robotics and Automated Controls II	3.0
EEM 252	Programmable Controller Applications	3.0
EEM 271	Sensors and System Interfacing	2.0
ENG165	Professional Communications	3.0

SUMMER TERM

EEM 274	Technical/System Troubleshooting	4.0
IMT 170	Statistical Process Control	3.0
	Elective Social/Behavioral Science	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 advanced 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 and Trigonometry I	3.0

SECOND SEMESTER — **CREDIT HOURS**

EEM 151	Motor Controls I	4.0
EEM 200	Semiconductor Devices	4.0
EEM 221	DC/AC Drives	3.0
IMT 131	Hydraulics and Pneumatics	4.0

SUMMER TERM

EEM 231	Digital Circuits I	3.0
IMT 104	Schematics	2.0
IMT 161	Mechanical Power Applications	4.0

TOTAL CREDIT HOURS: 38.0

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 credential 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 and Trigonometry I	3.0
WLD 103	Print Reading I	1.0
WLD 106	Gas and Arc Welding	4.0
	or WLD 102 Introduction to Welding	*2.0*
	and WLD 142 Maintenance Welding	*3.0*
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		CREDIT HOURS
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: 42.0/43.0

Evening Program

FIRST SEMESTER		CREDIT HOURS
MAT 170	Algebra, Geometry and Trigonometry I	3.0
WLD 103	Print Reading I	1.0
WLD 106	Gas and Arc Welding	4.0
	or WLD 102 Introduction to Welding	*2.0*
	and WLD 142 Maintenance Welding	*3.0*
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: 42.0/43.0

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

Quickskills Advanced Training Programs

In today's Advanced Manufacturing operations, qualified employees are essential to a successful production operation. The Quickskills training programs listed below allow people to learn in a relatively short time frame the necessary entry level skills to help them start work with more than a basic understanding. These programs will introduce LEAN techniques for continuous improvement, SPC (Statistical Process Control) of quality operations to produce high quality parts, and precision measurements using instruments for close tolerance work. Additionally, career focus courses will be covered based on specific areas such as CNC (Computerized Numerical Control), TQM (Total Quality Management) technicians, Mechatronics and other career related choices. All participants will be required to undergo WorkKeys testing which is rapidly becoming the required testing tool for pre-employment hiring. Additionally, these courses are curriculum based and eligible for credit towards an Associate in Applied Science degree in a number of disciplines.

Introduction to Manufacturing Assembly Operator Certificate

This certificate will offer training and preparation for career opportunities in entry-level positions in today's advanced manufacturing facilities.

These skills will align with the core needs of today's manufacturing operations. The curriculum includes mathematical and statistical techniques and applications, industrial safety and operational principles, production process cycle including resource availability, product specifications and state-of-the-art manufacturing practices, including Lean Manufacturing tools and techniques.

Day Program

FIRST SEMESTER		CREDIT HOURS
IMT 102	Industrial Safety	2.0
IMT 170	Statistical Process Control	3.0
IMT 173	Manufacturing Skills Standards Council	1.0
MET 235	Manufacturing Engineering Principles	2.0

TOTAL CREDIT HOURS: 8.0

Introduction to Quality Assurance Certificate

Today's advanced manufacturing facilities require the application of well-developed analytical skills to support the delivery of quality products and services.

Today's advanced manufacturing facilities require the application of well-developed analytical skills to support the delivery of quality products and services. In addition to the foundational principles which govern advanced manufacturing practices, this certificate includes training that allows students to achieve proficiency in Quality Assurance techniques. Precision Measurement principles are introduced and reinforced through practical, real-world examples. Students will become familiar with equipment and tools such as Coordinate Measuring Machines, utilized in state-of-the-art facilities for Quality Assurance and Quality Improvement activities. In addition, knowledge and application of Lean Manufacturing tools and techniques are integrated throughout the program.

Evening Program

FIRST SEMESTER		CREDIT HOURS
IMT 102	Industrial Safety	2.0
IMT 170	Statistical Process Control	3.0
MET 235	Manufacturing Engineering Principles	2.0
MTT 143	Precision Measurements/CMM	2.0

TOTAL CREDIT HOURS: 9.0

Introduction to CNC Operations Certificate

The certificate teaches the core principles and practices for employment as an entry-level CNC operator.

Students in this program will be introduced to modern practices which include Lean Manufacturing and Precision Measurement techniques, as well as the foundational principles of CNC Operations. Students will learn and perfect introductory skills in the programming and daily maintenance of CNC machines. Various types of automated equipment, such as Coordinate Measuring Machines are utilized so that students gain practical experience that will help them obtain gainful employment in industry.

Day Program

FIRST SEMESTER		CREDIT HOURS
IMT 102	Industrial Safety	2.0
MET 235	Manufacturing Engineering Principles	2.0
MTT 143	Precision Measurements/CMM	2.0
MTT 250	Principles of CNC	3.0

TOTAL CREDIT HOURS: 9.0

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 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. Prescription medications must be validated by submission of a pharmacy printout of prescribed medications.

Failure to provide the required 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 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 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 believes a positive result is in error, they may request laboratory analysis or a re-test of their original specimen, at their expense. 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 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. All General Education, Program-Ready, and Major Studies coursework must be completed with grades of "C" or better. Certain majors require a cumulative GPA of 2.5 or higher for program entry.

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 with their Academic Advisors to discuss repeating the course.

3. Students must maintain current CPR certification and yearly hospital orientation in-services.

4. 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.

5. Students must maintain acceptable health status that allows required performance within the clinical environment.

6. Admission to any Health Science program is limited to two attempts per program and three attempts in any Health Science or Nursing program combined.

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 catheterization team. The invasive technologist assists a qualified cardiologist in all aspects of the cardiac catheterization.

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: 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 program-ready and general education coursework. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/hsnis**.

To become eligible for entry into the Cardiovascular Technology program, applicants must complete the following:

- AHS 102, ENG 101, BIO 210, MAT 102 and PSY 201
- BIO 211 is highly recommended to be completed prior to program entry.
- GPA of 2.5 or higher in program-ready coursework.

Students are required to be CPR certified during the clinical phase of the program. Students not certified when accepted may take Cardiopulmonary Resuscitation (AHS 106) during the clinical program.

PROGRAM-READY COURSES

		Invasive	Non-Invasive
AHS 102	Medical Terminology	3.0	3.0
BIO 210	Anatomy and 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	Anatomy and Physiology II	4.0	4.0
SPC 205	Public Speaking	3.0	3.0
	Elective Humanities/Art	3.0	3.0

Note: Each student is required to complete BIO 211 (before the beginning of the 2nd semester) and SPC 205 (before the beginning of the 3rd semester).

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 coursework.

FIRST SEMESTER (SPRING)

		Invasive	Non-Invasive
CVT 101	Introduction to Cardiovascular	2.0	2.0
CVT 102	Cardiac and Vascular Pathophysiology	3.0	3.0
CVT 104	Cardiovascular Patient Assessment	3.0	3.0

Invasive track:

SECOND SEMESTER (SUMMER) — CREDIT HOURS

CVT 108	Medical Physics and Instrumentation	2.0
CVT 120	Invasive Cardiology I	3.0
CVT 122	Invasive Cardiology Clinical I	5.0

THIRD SEMESTER (FALL)

CVT 121	Invasive Cardiology II	3.0
CVT 124	Invasive Cardiology Clinical II	5.0
CVT 110	Hemodynamics and Cardiac Care Physiology	2.0

FOURTH SEMESTER (SPRING)

CVT 223	Invasive Cardiology III	3.0
CVT 225	Invasive Cardiology Clinical III	6.0
CVT 212	Invasive Cardiology Drug Calculations and Administration	2.0

FIFTH SEMESTER (SUMMER)

CVT 226	Invasive Cardiology Special Topics	2.0
CVT 252	Invasive Cardiology Clinical IV	5.0

TOTAL CREDIT HOURS: 72.0

Non-Invasive track:

SECOND SEMESTER (SUMMER) — CREDIT HOURS

CVT 106	Introduction to Non-Invasive Physics	4.0
CVT 140	Non-Invasive Cardiology I	3.0
CVT 142	Non-Invasive Cardiology Clinical	5.0

THIRD SEMESTER (FALL)

CVT 107	Non-Invasive Cardiovascular Physics	4.0
CVT 141	Non-Invasive Cardiology II	3.0
CVT 144	Non-Invasive Cardiology Clinical II	5.0

FOURTH SEMESTER (SPRING)

CVT 243	Non-Invasive Cardiology III	3.0
CVT 245	Non-Invasive Cardiology Clinical III	6.0

FIFTH SEMESTER (SUMMER)

CVT 246	Non-Invasive Cardiology Special Topics	2.0
CVT 250	Non-Invasive Cardiology Clinical IV	5.0

TOTAL CREDIT HOURS: 74.0

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 program-ready and general education coursework. A brief description of program admission options is below. For more detailed information, please go to **www. ptc.edu/hsnis**. 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**).

To become eligible for entry into the Radiologic Technology program, applicants must complete the following:

- BIO 210, ENG 101, MAT 102 or 120 and PSY 201
- GPA of 2.5 or higher in program-ready coursework.

Note: Each student is required to complete BIO 211 prior to the first semester of the Radiologic Technology Program.

Students are required to be CPR certified during the clinical phase of the program. Students not certified when accepted may take Cardiopulmonary Resuscitation (AHS 106) during the clinical program.

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 and Statistics	
PSY 201	General Psychology	3.0

GENERAL EDUCATION COURSES		
BIO 211	Anatomy and Physiology II	4.0
CPT 101	Introduction to Computers	3.0
	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 coursework.

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		CREDIT HOURS
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		
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

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 coursework.

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 program-ready and general education coursework. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/hsnis**. To become eligible for entry into the Respiratory Care program, applicants must complete the following:

- BIO 210, ENG 101, MAT 102 or 120 and PSY 201
- WorkKeys score of 4 in applied mathematics, locating information and reading for information.
- GPA of 2.5 or higher in program-ready coursework.

Students are required to be CPR certified during the clinical phase of the program. Students not certified when accepted may take Cardiopulmonary Resuscitation (AHS 106) at the beginning of the first semester.

The Respiratory Care program will be transitioning to a Phase One / Phase Two program for the 2014-2015 school year. All general education coursework will be completed in Phase One, prior to application to Phase Two. Phase Two will consist of five semesters of Respiratory coursework, with the first Phase Two program beginning in January 2015. The following additional general education courses will be required: CPT 101, Introduction to Computers and BIO 225, Microbiology. A 2.5 GPA will be required for Phase One coursework. WorkKeys scores of 4 in applied mathematics, locating information and reading for information will be required. For more information, see the Health Science and Nursing Resource Web page: **www.ptc.edu/hsresources**.

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 and Statistics	
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 coursework.

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		CREDIT HOURS
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: 83.0

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, Schaumburg, IL 60173-4360; (847) 925-8070; fax (827) 925-1329; **www.avma.org**.

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 program-ready and general education coursework. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/hsnis**.

To become eligible for entry into the Veterinary Technology program, applicants must complete the following:

- BIO 102, ENG 101, MAT 102, and PSY 201
- GPA of 2.0 or higher in program-ready coursework.

Day Program

PROGRAM-READY COURSES		CREDIT HOURS
BIO 102	Biological Science I	4.0
ENG 101	English Composition I	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 coursework.

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 180	Preceptorship	2.0
VET 207	Large Animal Clinical Practice	3.0
VET 215	Lab Animal Medicine	2.0

FOURTH SEMESTER		
VET 152	Clinical Pathology	4.0
VET 160	Clinical Techniques II	3.0
VET 181	Preceptorship II	3.0
VET 201	Diseases and Zoonosis	4.0
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: 80.0

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 program-ready and general education coursework. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/hsnis**.

To become eligible for entry into the Medical Assisting program, applicants must complete the following:

- AHS 102, BIO 112, ENG 101, MAT 155 and PSY 201
- GPA of 2.5 or higher in program-ready coursework.

Students are required to be CPR certified during the clinical phase of the program. Students not certified when accepted may take Cardiopulmonary Resuscitation (AHS 106) during the clinical program.

Day Program

PROGRAM-READY COURSES		CREDIT HOURS
AHS 102	Medical Terminology	3.0
BIO 112	Basic Anatomy and Physiology	4.0
ENG 101	English Composition I	3.0
MAT 155	Contemporary Mathematics	3.0
PSY 201	General Psychology	3.0

GENERAL EDUCATION COURSES		
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 coursework.

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		
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: 50.0

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 program-ready and general education coursework. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/hsnis**.

To become eligible for entry into the Pharmacy Technology program, applicants must complete the following:

- AHS 102, ENG 101, MAT 102, and PHM 202
- GPA of 2.0 or higher in program-ready coursework.

Students are required to be CPR certified during the clinical phase of the program. Students not certified when accepted may take Cardiopulmonary Resuscitation (AHS 106) during the clinical program.

Day Program

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

GENERAL EDUCATION COURSES

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 coursework.

FALL SEMESTER		CREDIT HOURS
AHS 106	Cardiopulmonary Resuscitation	1.0
PHM 101	Introductory to Pharmacy	3.0
PHM 110	Pharmacy Practice	4.0
PHM 113	Pharmacy Technician Math	3.0
PHM 114	Therapeutic Agents I	3.0

SPRING SEMESTER		
PHM 124	Therapeutic Agents II	3.0
PHM 152	Pharmacy Technician Practicum I	2.0
PHM 164	Pharmacy Technician Practicum II	4.0

SUMMER TERM		CREDIT HOURS
PHM 103	Pharmacy Law and Ethics	2.0
PHM 118	Community Pharmacy Seminar	1.0
PHM 173	Pharmacy Technician Practicum III	3.0

TOTAL CREDIT HOURS: 48.0

D.A.S., Major in Surgical Technology

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

Graduates of the program have an opportunity to pursue an Associate 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 Education Programs (CAAHEP), (**www.caahep.org**) 1361 Park Street, Clearwater, FL 33756 (727) 210-2350, upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), (**www.arcstsa.org**) 6 W. Dry Creek Circle, Suite 110, Littleton, CO 80120, (303) 694-9262.

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 program-ready and general education coursework. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/hsnis**.

To become eligible for entry into the Surgical Technology program, applicants must complete the following:

- AHS 102, BIO 210, ENG 101, MAT 155
- GPA of 2.5 or higher in program-ready coursework.

Students are required to be CPR certified during the clinical phase of the program. Students not certified when accepted may take Cardiopulmonary Resuscitation (AHS 106) during the clinical program.

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 155	Contemporary Mathematics	3.0

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 coursework.

FALL SEMESTER		CREDIT HOURS
SUR 101	Introduction to Surgical Technology	5.0
SUR 102	Applied Surgical Technology	5.0
SUR 116	Basic Surgical Procedures	3.0

SPRING SEMESTER		
SUR 103	Surgical Procedures I	4.0
SUR 104	Surgical Procedures II	4.0
SUR 110	Introduction to Surgical Practicum	5.0

SUMMER TERM		
SUR 114	Surgical Specialty Practicum	7.0
SUR 120	Surgical Seminar	2.0

TOTAL CREDIT HOURS: 52.0

Health Science Transfer Options

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 in 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 Technical College (Greer Campus) within the semester declaring OTA as their major. AHS 106 (Cardiopulmonary Resuscitation) is required during Phase I. BIO 210 and BIO 211 courses must not be greater than 5 years old. If the Biology courses are over 5 years old, then the student may take OTA 200 to validate an expired Biology course.

Phase II covers Occupational Therapy Assistant content and can be taken only on the Greenville Technical College campus. Applications are submitted to Greenville Technical College during the spring semester. All Phase I courses must be completed, or will be completed prior to submitting the application. A minimum of 2.50 technical GPA is required to submit the application.

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

Students will be required to have a 10-panel drug screening and a criminal background check completed for admission to any of the Health Science Transfer Options.

It is recommended for the OTA student to complete 50 volunteer hours in a health care facility.

Additional courses that can be taken as part of Phase I: BIO 101, BIO 102, CHM 110, CHM 111, Literature Humanities (ENG 200 Level), SOC 101, PSY 203.

Day Program

FIRST SEMESTER		CREDIT HOURS
BIO 112	Basic Anatomy and Physiology	4.0
ENG 101	English Composition I	3.0
MAT 110	College Algebra	3.0
	or MAT 120 Probability and Statistics	
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
ENG 102	English Composition II	3.0
	Elective Humanities[1]	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] ART 101, MUS 105, PHI 110, THE 101, or REL 103. Students who choose to take SPA 101 as a Humanity elective will be required to take SPA 201 to receive the Humanities credit.

Physical Therapy Assistant Advising Option: Piedmont Technical College offers the first year (Phase I) of the associate degree in Physical Therapy Assistant program through an 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 Technical College during the spring semester. All Phase I courses must be completed or will be completed prior to submitting the application. A minimum of 2.0 technical GPA is required to submit the application, however, weighted admission score points are only given for students obtaining a 3.0 GPA or higher on required Phase I courses. Completed Weighted Admission forms and the Letter of Intent form must be submitted along with the application. It is recommended that the PTA student complete 50 volunteer hours in a health care facility.

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

Student will be required to have a 10-panel drug screening and a criminal background check completed for admission to any of the Health Science Transfer Options.

The PTA student is encouraged to take BIO 150 (Kinesiology) online at Greenville Technical College as part of Phase I.

Courses that can be taken to add additional Weighted Admission Bonus points: ENG 102, PSY 212, Literature Humanities (ENG 200 Level), BIO 101, BIO 102, CHM 110, PHY 201, PHY 202.

Day Program

FIRST SEMESTER		CREDIT HOURS
BIO 112	Basic Anatomy and 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
	Elective Humanities[1]	3.0

THIRD SEMESTER

BIO 211	Anatomy and Physiology II	4.0
SPC 205	Public Speaking	3.0
PSY 203	Human Growth and Development	3.0

TOTAL CREDIT HOURS: 36.0/37.0

[1] ART 101, MUS 105, PHI 110, THE 101, or REL 103. Students who choose to take SPA 101 as a Humanity elective will be required to take SPA 201 to receive the Humanities credit.

Dental Hygiene Advising Option: Piedmont Technical College offers the first year (Phase I) of the associate degree in 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. The DH student must attend a Career Talk at Greenville Technical College (Main Campus-Dental Building) within the semester declaring DH as their major. AHS 106 (Cardiopulmonary Resuscitation) is required during Phase I. BIO 210 and BIO 211 courses must not be greater than 5 years old.

BIO 240 (Nutrition) is a Phase I course that must be taken at Greenville Technical College in the third semester.

Phase II covers DH content and can be taken only on the Greenville Technical College campus. Applications are submitted to Greenville Technical College during the spring semester. All Phase I courses must be completed or will be completed prior to submitting the application. A minimum of 2.50 technical GPA is required to submit an application. Completed Weighted Admission forms and the Letter of Intent form must be submitted along with the application. It is recommended that the DH student complete 50 volunteer hours in a health care facility (preferably a dental office). A 2"x2" passport photo must be attached to the application.

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

Student will be required to have a 10-panel drug screening and a criminal background check completed for admission to any of the Health Science Transfer Options.

Courses that can be taken to add additional Weighted Admission Points: ENG 102, PSY 203, SOC 101, Humanities/Arts, Literature Humanities (ENG 200 Level), BIO 101, BIO 102, CHM 110, CHM 111.

Day Program

FIRST SEMESTER		CREDIT HOURS
BIO 112	Basic Anatomy and Physiology	4.0
ENG 101	English Composition I	3.0
MAT 120	Probability and Statistics	3.0
PSY 201	General Psychology	3.0

SECOND SEMESTER

BIO 210	Anatomy and Physiology I	4.0
CPT 101	Introduction to Computers	3.0
SPC 205	Public Speaking	3.0
AHS 102	Medical Terminology	3.0

THIRD SEMESTER

BIO 211	Anatomy and Physiology II	4.0
BIO 225	Microbiology	3.0
PHI 110	Ethics	3.0

TOTAL CREDIT HOURS: 36.0/37.0

Medical Laboratory Technology Advising Option:
Piedmont Technical College offers the first year (Phase I) of the associate degree in 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. The MLT student must attend a Career Talk at Greenville Technical College which is online within the semester declaring MLT as their major. AHS 106 (Cardiopulmonary Resuscitation) is required during Phase I. BIO 210 and BIO 211 courses must not be greater than 5 years old.

Phase II covers Medical Laboratory Technology content and can be taken only on the Greenville Technical College campus. Applications are submitted to Greenville Technical College during the spring semester. All Phase I courses must be completed or will be completed prior to submitting the application. A minimum of 2.50 technical GPA is required to submit an application. Completed Weighted Admission forms and the Letter of Intent form must be submitted along with the application. It is recommended that the MLT student complete 50 volunteer hours in a health care facility.

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

Student will be required to have a 10-panel drug screening and a criminal background check completed for admission to any of the Health Science Transfer Options.

Courses that can be taken to add additional Weighted Admission Bonus Points: ENG 102, PSY 203, Literature Humanities (ENG 200 Level), SOC 101, BIO 101, BIO 102, CHM 110, CHM 111.

Day Program

FIRST SEMESTER		CREDIT HOURS
BIO 112	Basic Anatomy and Physiology	4.0
ENG 101	English Composition I	3.0
MAT 110	College Algebra	3.0
	or MAT 120 Probability and Statistics	
PSY 201	General Psychology	3.0

SECOND SEMESTER

		CREDIT HOURS
BIO 210	Anatomy and Physiology I	4.0
CPT 101	Introduction to Computers	3.0
SPC 205	Public Speaking	3.0
AHS 102	Medical Terminology	3.0

THIRD SEMESTER

BIO 211	Anatomy and Physiology II	4.0
CHM 100	Introductory Chemistry	4.0
	or CHM 110 College Chemistry I	
	Elective Humanities[1]	3.0

TOTAL CREDIT HOURS: 37.0/38.0

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

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 program-ready and general education coursework. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/hsnis**.

To become eligible for entry into the Massage Therapy program, applicants must complete the following:

- RDG 100, ENG 100, and MAT 032 or appropriate test scores
- GPA of 2.0 or higher in program-ready coursework.

Students are required to be CPR certified during the clinical phase of the program. Students not certified when accepted may take Cardiopulmonary Resuscitation (AHS 106) during the clinical program.

Day Program

PROGRAM-READY COURSES

		CREDIT HOURS
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	
MAT 032	Developmental Mathematics (Non-Degree Credit)	3.0
MAT 012	Developmental Mathematics Workshop (Non-Degree Credit)	1.0

GENERAL EDUCATION COURSES

		CREDIT HOURS
BIO 112	Basic Anatomy and Physiology	4.0

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

FIRST SEMESTER

		CREDIT HOURS
AHS 106	Cardiopulmonary Resuscitation	1.0
MTH 120	Introduction to Massage	4.0
MTH 121	Principles of Massage I	4.0
MTH 123	Massage Clinical I	3.0

SECOND SEMESTER

MTH 113	Essentials of Anatomy and Physiology for Massage Therapy	3.0
MTH 122	Principles of Massage II	4.0
MTH 126	Pathology for Massage Therapy	2.0
MTH 128	Clinical Applications of Massage	4.0

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: 50.0

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, the National Certified Electrocardiography Technician (NCEKG) 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, phlebotomy and electrocardiography. 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 program-ready and general education coursework. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/hsnis**.

To become eligible for entry into the Patient Care Technician program, applicants must complete the following:

- AHS 102, ENG 101, and MAT 155
- GPA of 2.0 or higher in program-ready coursework.

Students are required to be CPR certified during the clinical phase of the program. Students not certified when accepted may take Cardiopulmonary Resuscitation (AHS 106) during the clinical program.

Day Program

PROGRAM-READY COURSES		CREDIT HOURS
AHS 102	Medical Terminology	3.0
ENG 101	English Composition I	3.0
MAT 155	Contemporary Mathematics	3.0

GENERAL EDUCATION COURSES

BIO 112	Basic Anatomy and Physiology	4.0

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

FIRST SEMESTER		CREDIT HOURS
AHS 145	Electrocardiography	2.0
AHS 163	Long Term Care	5.0
AHS 170	Fundamentals of Disease	3.0
AHS 106	Cardiopulmonary Resuscitation	1.0

SECOND SEMESTER		
AHS 139	Principles of Expanded Patient Care	3.0
AHS 176	Patient Care Clerical Principles	4.0
AHS 141	Phlebotomy	3.0

SUMMER TERM		
AHS 142	Phlebotomy II	2.0
AHS 175	Multi-Skilled Clinical Practicum	4.0

TOTAL CREDIT HOURS: 40.0

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 12 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 program-ready and general education coursework. A brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/hsnis**.

To become eligible for entry into the Phlebotomy program, applicants must complete the following:

- AHS 102, CPT 101, ENG 101 and MAT 155 or appropriate placement test scores
- GPA of 2.0 or higher in program-ready coursework.

Students are required to be CPR certified during the clinical phase of the program. Students not certified when accepted may take Cardiopulmonary Resuscitation (AHS 106) during the clinical program.

Day Program

PROGRAM-READY COURSES		CREDIT HOURS
AHS 102	Medical Terminology	3.0
ENG 101	English Composition I	3.0
MAT 155	Contemporary Mathematics	3.0
	or appropriate placement test scores	
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 coursework.

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: 28.0

Nursing Assistant Certificate

This certificate in certified nursing assistant provides the didactic and experiential learning outcomes to successfully provide the scope of care of the certified nursing assistant. This is a one semester certificate program.

FIRST SEMESTER		CREDIT HOURS
AHS 102	Medical Terminology	3.0
AHS 106	Cardiopulmonary Resuscitation	1.0
AHS 163	Long Term Care	5.0

TOTAL CREDIT HOURS: 9.0

Emergency Medical Technician Certificate

This certificate provides introductory didactic and experiential learning outcomes to successfully provide the scope of care of the Emergency Medical Technician. This is a one semester certificate program.

FIRST SEMESTER		CREDIT HOURS
EMS 105	Emergency Medical Care I	4.0
EMS 106	Emergency Medical Care II	4.0
AHS 106	Cardiopulmonary Resuscitation	1.0

TOTAL CREDIT HOURS: 9.0

Nursing Curricula

Piedmont Technical College's nursing programs meet the unique learning needs of students by providing a quality education. They prepare students for the challenges of modern health care. The classroom instruction in nursing concepts, coupled with practical clinical experience at area health care providers will ensure that the graduates are well qualified to enter the nursing field. Upon completion of the designated clinical programs, students will be prepared to take the NCLEX licensure examination.

Programs

- A.A.S., Major in Nursing
- LPN to ADN Program
- D.A.S., Major in Practical Nursing
- A.A.N.T., Associate in Arts Nursing Transfer

Criminal Record Checks and Drug Screening for Nursing 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, participation in clinical courses or taking the licensure examinations.

Drug Screening: The drug screen will be done on an unannounced basis. Prescription medications must be validated by submission of a pharmacy printout of prescribed medications.

Failure to provide the required 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 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 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 believes a positive result is in error, they may request laboratory analysis or a re-test of their original specimen, at their expense.

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. This may prevent the student from completing the program.

A.A.S., Major in Nursing

The Associate Degree in Nursing (ADN) program enables students to become caring registered nurses, committed to lifelong learning and service. The program provides students with knowledge, skills and attitudes needed to apply the nursing process to individuals and families across the life span in a variety of settings.

The ADN program is five semesters and students are admitted in the spring and fall semesters.

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

The ADN program is approved by the Board of Nursing for SC and is accredited by the National League for Nursing Accrediting Commission.

Admission: Acceptance into Piedmont Technical College's ADN program is competitive and is limited to 32 students to begin fall and spring terms. To be eligible to apply for the clinical ADN program, students must meet the following requirements:

- Complete the following program-ready courses with a "C" or higher: ENG 101, MAT 102 or MAT 120, PSY 201, and BIO 210.
- GPA of 2.5 or higher in the program-ready coursework.
- HOBET V score of 65% or higher in math and reading.
- Be in good academic standing at the college

Eligible Pre-Nursing students must apply for acceptance into the clinical ADN program. The top 32 applicants will be accepted for program entry. Applications are accepted in May and September. See the college calendar or website for exact dates.

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 and Statistics	
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 Nursing requires five (5) semesters upon acceptance to the major studies coursework.

FIRST SEMESTER		CREDIT HOURS
NUR 101	Fundamentals of Nursing	6.0
NUR 105	Pharmacology for Nurses	1.0
NUR 106	Pharmacologic Basics in Nursing Practice	2.0

SECOND SEMESTER		
NUR 180	Advanced Parenteral Skills	3.0
NUR 165	Nursing Concepts and Clinical Practices I	6.0

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

FOURTH SEMESTER	CREDIT HOURS
NUR 217 Trends and Issues in Nursing	2.0
NUR 211 Care of Childbearing Family	4.0
NUR 212 Nursing Care of Children	4.0

FIFTH SEMESTER

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

TOTAL CREDIT HOURS: 68.0

LPN to ADN Program

The LPN to ADN curriculum is designed to prepare qualified licensed practical nurses (LPN) to obtain an associate degree in nursing (ADN). Graduates of the LPN to ADN program are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Students are also qualified to transfer to a four-year university to continue their nursing career.

Transition Nursing

After completing the admission process, students must take the National League for Nursing's Foundation for Nurses test and score a 55 percentile or higher to enter into the Transition Nursing program. LPN graduates from a NLNAC accredited South Carolina practical nurse program would not be required to take the NLN Foundation for Nurses test. Students must have an active unencumbered PN license, a high school diploma or GED, and a 2.0 GPA for program entry.

Day Program

GENERAL EDUCATION AND

PROGRAM-READY 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	
NUR 201 Transition Nursing	3.0
PSY 201 General Psychology	3.0
Elective Humanities/Fine Arts	3.0

FIRST SEMESTER

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

SECOND SEMESTER

NUR 211 Care of Childbearing Family	4.0
NUR 212 Nursing Care of Children	4.0
NUR 217 Trends and Issues in Nursing	2.0

THIRD SEMSETER

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

TOTAL CREDIT HOURS: 53.0

D.A.S., Major in Practical Nursing

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

The PN program is three semesters. Students are admitted in the fall to the Lex Walters Campus-Greenwood and in the spring to the Laurens campus.

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

The PN program is approved by the Board of Nursing for SC.

Admission: The PN program has special 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 prerequisites and general education coursework.

Students must meet the following criteria to be considered for admission into the PN program:

- Complete the following program-ready courses with a "C" or higher: ENG 101, MAT 155, PSY 201, and BIO 112.
- GPA of 2.5 or higher in the program-ready coursework.
- HOBET V score of 65% or higher in reading and math.

These requirements will not prepare the PN graduate to continue their nursing education in the ADN program. Students interested in continuing their education in the ADN program should take the higher level math and biology needed for the ADN program.

Day Program

PROGRAM-READY COURSES	CREDIT HOURS
BIO 112 Basic Anatomy and Physiology	4.0
ENG 101 English Composition	3.0
MAT 155 Contemporary Mathematics	3.0
PSY 201 General Psychology	3.0

TOTAL CREDIT HOURS: 13.0

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

FIRST SEMESTER	CREDIT HOURS
PNR 110 Fundamentals of Nursing	5.0
PNR 122 Pharmacology	3.0
PNR 170 Nursing of the Older Adult	2.0

SECOND SEMESTER

PNR 128 Medical/Surgical Nursing I	7.0
PNR 154 Maternal/Infant/Child Nursing	5.0

THIRD SEMESTER

PNR 138 Medical/Surgical Nursing II	7.0
PNR 183 Special Topics in Practical Nursing	3.0

TOTAL CREDIT HOURS: 32.0

A.A.N.T., Associate in Arts Nursing Transfer, ADN to BSN

Students who plan to pursue a Bachelor of Science in Nursing (BSN) at Lander University upon completion of the Associate Degree in Nursing (ADN) have the option of taking the additional courses required for Lander's BSN program. These courses can be incorporated with program-ready courses, general education, and/or recommended courses for the ADN program. The licensed ADN graduate who has completed the AA degree will need to take a pathophysiology course, an elective, 3 hours of PEES online, and 24 hours of nursing coursework at Lander to obtain a BSN. Thirty-two credit hours must be taken at Lander University for graduation.

Acceptance into Piedmont Technical College's ADN program is competitive and is limited to 32 students to begin fall and spring terms. To be eligible to apply for the clinical ADN program, students must meet the following requirements:

- Complete the following program-ready courses with a "C" or higher: ENG 101, MAT 102 or MAT 120, PSY 201, and BIO 210.
- GPA of 2.5 or higher in the program-ready coursework.
- HOBET V score of 65% or higher in math and reading.
- Be in good academic standing at the college

Eligible pre-nursing students must apply for acceptance into the clinical ADN program. The top 32 applicants will be accepted for program entry. Applications are accepted in May and September. See the college calendar or website for exact dates.

Upon acceptance into the clinical ADN program, students will complete the five semesters of Nursing (NUR) curriculum. Graduates of the ADN program are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The licensed ADN is qualified to pursue a BSN. The ADN program is approved by the Board of Nursing for SC and is accredited by the National League for Nursing Accrediting Commission.

FIRST SEMESTER		CREDIT HOURS
AHS 102	Medical Terminology[1]	3.0
BIO 210	Anatomy and Physiology I[2]	4.0
ENG 101	English Composition I	3.0
MAT 120	Probability and Statistics	3.0
PSY 201	General Psychology	3.0

SECOND SEMESTER		
BIO 211	Anatomy and Physiology II	4.0
ENG 102	English Composition II	3.0
MAT 110	College Algebra	3.0
	or MAT 122 College Finite Mathematics	
	or MAT 130 Elementary Calculus	
	Elective Humanities/Fine Arts[3]	3.0

THIRD SEMESTER		CREDIT HOURS
BIO 225	Microbiology[4]	3.0
	English Literature[5]	3.0
PHI 101	Introduction to Philosophy	4.0
	or English Literature	
SPA 101	Elementary Spanish I	4.0

FOURTH SEMESTER		
CHM 110	College Chemistry I[6]	4.0
ECO 210	Macroeconomics	4.0
	or PSC 201 American Government	
	History[7]	3.0
PHI 105	Introduction to Logic	3.0
SPA 102	Elementary Spanish II	4.0

TOTAL CREDIT HOURS: 60.0

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[1] AHS 102 is highly recommended by the Nursing Division. This course will transfer to Lander as an elective.

[2] Basic Anatomy and Physiology (BIO 112) is the prerequisite to BIO 210.

[3] Students planning to complete a BSN at Lander University should take ART 101, MUS 105 or THE 101 for the humanities/fine arts elective.

[4] BIO 225 may not be offered every semester.

[5] English Literature course options: ENG 202, 205, 208, 209, or 235.

[6] MAT 102 is the prerequisite to CHM 110. Appropriate math placement scores may also be acceptable.

[7] History course options: HIS 101, 102, 201, or 202.

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.

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
           Approved Elective*...3.0
           Approved Elective*...3.0

THIRD SEMESTER
CRJ 145   Juvenile Delinquency...3.0
CRJ 220   The Judicial Process..3.0
HUS 230   Interviewing Techniques 3.0
           or SPC 205 Public Speaking
CRJ 224   Police Community Relations 3.0

FOURTH SEMESTER
CRJ 236   Criminal Evidence...3.0
CRJ 250   Criminal Justice Internship I..3.0
PSY 201   General Psychology...3.0
SPA 101   Elementary Spanish I 4.0
           Elective Humanities 3.0

TOTAL CREDIT HOURS: 64.0

* CRJ, ECD, HUS, PSC, PSY, or SOC.

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
SOC 101   Introduction to Sociology 3.0
           Approved Elective*.. 3.0
           Approved Elective*...3.0

THIRD SEMESTER
CRJ 125   Criminology..3.0
CRJ 236   Criminal Evidence...3.0
CRJ 242   Correctional Systems 3.0
CRJ 224   Police Community Relations 3.0

FOURTH SEMESTER
CRJ 220   The Judicial Process..3.0
HUS 230   Interviewing Techniques 3.0
           or SPC 205 Public Speaking
           Elective Humanities 3.0/4.0

SUMMER TERM		CREDIT HOURS
PSY 201	General Psychology I	3.0
	Approved Elective*	3.0
	Approved Elective*	3.0

TOTAL CREDIT HOURS: 63.0/64.0

* CRJ, ECD, HUS, PSC, PSY, or SOC.

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.

Candidates for the associate degrees or the certificate in Early Care and Education must meet the following requirements:

1. Complete all required coursework with a "C" or higher.
2. May only take ECD 243, ECD 244 and ECD 251 twice and must earn a "C" or higher.
3. Be responsible for transportation to and from any practicum or clinical sites.

Students must 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 123	Contemporary College Mathematics	3.0
	Elective Humanities[1]	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[2]	3.0

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

FALL SEMESTER		CREDIT HOURS
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[3]	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] ART 101 or MUS 105.
[2] ECD 109, 200, 205, 207, 246, or SAC 101.
[3] ECD 109, 200, 205, 207, 246, or SAC 101.

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 123	Contemporary College 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[1]	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[2]	3.0
	Elective Early Childhood[3]	3.0
SPC 205	Public Speaking	3.0

TOTAL CREDIT HOURS: 66.0

[1] ART 101 or MUS 105.
[2] ECD 109, 200, 205, 207, 246, or SAC 101.
[3] ECD 109, 200, 205, 207, 246, or SAC 101.

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

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 123	Contemporary College Mathematics	3.0
	Elective Early Childhood[2]	3.0
	Elective Humanities[3]	3.0

TOTAL CREDIT HOURS: 66.0

[1] ECD 109, 200, 205, 207, 246, or SAC 101.
[2] ECD 109, 200, 205, 207, 246, or SAC 101.
[3] ART 101 or MUS 105.

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

FALL SEMESTER

CPT 101	Introduction to Computers	3.0
PSY 201	General Psychology	3.0
MAT 123	Contemporary College Mathematics	3.0
	Elective Early Childhood[3]	3.0

TOTAL CREDIT HOURS: 66.0

[1] ART 101 or MUS 105.
[2] ECD 109, 200, 205, 207, 246, or SAC 101.
[3] ECD 109, 200, 205, 207, 246, or SAC 101.

A.A.S., Major in Early Care and Education, Infant/Toddler Care Concentration

The Infant/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.

1. Complete all required coursework with a "C" or higher.
2. May only take ECD 243, ECD 244 and ECD 251 twice and must earn a "C" or higher.
3. Be responsible for transportation to and from any practicum or clinical sites.

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 123	Contemporary College Mathematics	3.0
PSY 201	General Psychology	3.0
	Elective Humanities[1]	3.0

SPRING SEMESTER

ECD 102	Growth and Development I	3.0
ECD 131	Language Arts	3.0
ECD 200	Curriculum Issues in Infant and Toddler Development	3.0
CPT 101	Introduction to Computers	3.0
	Elective Early Childhood[2]	3.0

SUMMER TERM		CREDIT HOURS
ECD 135	Health, Safety, and Nutrition	3.0
ECD 246	Designing Quality Infant and Toddler Environments	3.0

FALL SEMESTER

ECD 205	Socialization and Group Care of Infants and Toddlers	3.0
ECD 207	Inclusive Care for Infants and Toddlers	3.0
ECD 237	Methods and Materials	3.0
ECD 251	Supervised Field Experiences in Infant and Toddler Environments	3.0
	Elective Early Childhood[3]	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] ART 101 or MUS 105.

[2] ECD 105, 107, 109, 133, or SAC 101.

[3] ECD 105, 107, 109, 133, or SAC 101.

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 123	Contemporary College 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 and 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[2]	3.0

FALL SEMESTER

ECD 205	Socialization and Group Care of Infants and Toddlers	3.0
ECD 207	Inclusive Care for Infants and Toddlers	3.0
ECD 237	Methods and Materials	3.0
ECD 251	Supervised Field Experiences in Infant and 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		CREDIT HOURS
ECD 246	Designing Quality Infant and Toddler Environments	3.0
SPC 205	Public Speaking	3.0
	Elective Early Childhood[3]	3.0

TOTAL CREDIT HOURS: 66.0

[1] ECD 105, 107, 109, 133, or SAC 101.

[2] ART 101 or MUS 105.

[3] ECD 105, 107, 109, 133, or SAC 101.

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 and 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 and Toddler Environments	3.0
PSY 201	General Psychology	3.0

FALL SEMESTER

ECD 205	Socialization and Group Care of Infants and Toddlers	3.0
ECD 207	Inclusive Care for Infants and Toddlers	3.0
ECD 237	Methods and Materials	3.0
ECD 251	Supervised Field Experiences in Infant and 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[2]	3.0
	Elective Early Childhood[3]	3.0

TOTAL CREDIT HOURS: 66.0

[1] ECD 105, 107, 109, 133, or SAC 101.

[2] ART 101 or MUS 105.

[3] ECD 105, 107, 109, 133, or SAC 101.

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 and Toddler Development	3.0

SUMMER TERM		
ECD 135	Health, Safety and Nutrition	3.0
ENG 101	English Composition I	3.0
	Elective Humanities[1]	3.0

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

FALL SEMESTER		
CPT 101	Introduction to Computers	3.0
PSY 201	General Psychology	3.0
MAT 123	Contemporary College Mathematics	3.0
	Elective Early Childhood[3]	3.0

TOTAL CREDIT HOURS: 66.0

[1] ART 101 or MUS 105.
[2] ECD 105, 107, 109, 133, or SAC 101.
[3] ECD 105, 107, 109, 133, or SAC 101.

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 coursework 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.

1. Complete all required coursework with a "C" or higher.
2. May only take ECD 243, ECD 244 and ECD 251 twice and must earn a "C" or higher.
3. Be responsible for transportation to and from any practicum or clinical sites.

Day or Evening Program

FALL SEMESTER		CREDIT HOURS
ECD 101	Introduction to Early Childhood	3.0
ECD 105	Guidance and 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/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.

1. Complete all required coursework with a "C" or higher.
2. May only take ECD 243, ECD 244 and ECD 251 twice and must earn a "C" or higher.
3. Be responsible for transportation to and from any practicum or clinical sites.

Day or Evening Program

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

TOTAL CREDIT HOURS: 21.0

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
CPT 101 Introduction to Computers 3.0
Approved Elective 3.0

SUMMER TERM CREDIT HOURS
SPA 105 Conversational Spanish 3.0
or SPA 101 Elementary Spanish I 4.0
or SPA 102 Elementary Spanish II......................................4.0
Approved Elective 3.0

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
Approved Elective 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
Approved Elective 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 209 Case Management 3.0
HUS 216 Behavior Change Techniques...3.0
HUS 230 Interviewing Techniques 3.0
Approved Elective 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
Approved Elective 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

Occupational Technology Curricula

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.

- Advertising Design
- Desktop Publishing
- Digital Rendering and Gaming Development
- Horticulture Landscape Management
- Illustration
- Machine Tool
- Mechatronics Technology I
- Photography
- 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 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

A.A.S., Major in General Technology (Health Science Programs)

Graduates of the Massage Therapy, Medical Assisting, Patient Care Technician, Pharmacy Technology and Surgical Technology programs must complete the following courses to earn an Associate in Applied Science with a major in General Technology.

REQUIRED CORE SUBJECT COURSES
(MINIMUM 40 CREDIT HOURS)

GENERAL EDUCATION
(MINIMUM 18 CREDIT HOURS)   CREDIT HOURS

CPT 101   Introduction to Computers 3.0
ENG 101   English Composition I......................................3.0
MAT 102   Intermediate Algebra.......................................3.0
PSY 201   General Psychology...3.0
           Elective Humanities/Fine Arts 3.0
           Elective Natural Science/Math 3.0

SECONDARY TECHNICAL SPECIALTY
(12 CREDIT HOURS)   CREDIT HOURS

ACC 101   Accounting Principles I 3.0
MGT 150   Fundamentals of Supervision...........................3.0
MGT 201   Human Resource Management........................3.0
MKT 135   Customer Service Techniques..........................3.0

OTHER HOURS REQUIRED FOR GRADUATION
(6 CREDIT HOURS)   CREDIT HOURS

AHS 205   Ethics and Law for Allied Health Professions 3.0
PSY 203   Human Growth and Development 3.0

TOTAL CREDIT HOURS: 76.0

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. Prerequisites: RDG 100 or appropriate placement test scores. (3/0)

ACC 102   Accounting Principles II*   3 SHC
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and financial statement analysis. Prerequisite: ACC 101. (3/0)

ACC 124   Individual Tax Procedures*   3 SHC
This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns. Prerequisites: RDG 100 or appropriate placement test scores. (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. Internal controls and 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. Prerequisites: ACC 101, 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. Prerequisites: ACC 101, 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. Prerequisites: ACC 101, 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 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 107   Wiring Diagrams   2 SHC
This course covers the basic requirements for interpretation of wiring diagrams used in air conditioning and refrigeration equipment. (1/3)

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. Prerequisite: ACR 140. (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. Prerequisite: ACR 101. (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. Prerequisite: ACR 101. (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. Prerequisite: ACR 106. (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 160   Service Customer Relations   3 SHC
This course covers how to deal with different types of customers, selling techniques and correct record keeping. (3/0)

ACR 210   Heat Pumps   4 SHC
This course is a study of theory and operational principles of the heat pump. Prerequisite: ACR 140. (3/3)

*Denotes college transfer courses.

ACR 223   **Testing and Balancing**   **3 SHC**
This course covers testing and balancing of air distribution in duct work and water flow in piping. Prerequisite: ACR 122. (2/3)

ACR 224   **Codes and Ordinances**   **2 SHC**
This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment. (2/0)

ACR 231   **Advanced Refrigeration**   **4 SHC**
This course is an in-depth study of commercial and industrial refrigeration equipment. Prerequisite: ACR 131. (3/3)

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. (3/0)

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. (3/0)

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. Prerequisite: CWE 101. (0/24)

AGR 211   **Applied Agriculture Calculations**   **3 SHC**
This course is a study of basic mathematical applications in crop and livestock production, agribusiness and financial management. Mastery of these concepts will assist students in understanding the importance of such applications in the agricultural industry. Prerequisite: completion of MAT requirement (2/3)

ARCHITECTURAL ENGINEERING TECHNOLOGY (AET)

AET 101   **Building Systems I**   **3 SHC**
This course is a study of the fundamental concepts of design and construction techniques in residential, commercial and industrial buildings. This course will also cover civil engineering fundamentals such as site planning and project planning. 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 test scores (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. Prerequisite: RDG 100 or approriate placement test scores. (3/0)

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. Prerequisite: RDG 100 or approriate placement test scores. (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 126   **Health Calculation**   **1 SHC**
This course is a study of the mathematical concepts needed in health science studies. Prerequisite: Admission to Program. Corequisites: AHS 106, AHS 108, AHS 205, BIO 112. (1/0)

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 106, AHS 108, AHS 128, AHS 205, BIO 112. Corequisites: AHS 141, AHS 145, AHS 176, . (2/3)

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. Prerequisites: AHS 106, AHS 108, AHS 126, AHS 128, AHS 205, BIO 112. Corequisites: AHS 139, AHS 145, AHS 176. (3/0)

AHS 142 **Phlebotomy** **2 SHC**
This course is a study of phlebotomy procedures utilized in clinical facilities and physicians' offices. Prerequisites: AHS 106, AHS 108, AHS 126, AHS 128, AHS 139, AHS 141, AHS 145, AHS 176, AHS 205, BIO 112; Corequisites: AHS 116, AHS 175. (0/6)

AHS 143 **Phlebotomy Skills** **6 SHC**
This course provides instruction in phlebotomy equipment, procedures and techniques, as well as practical experience. Prerequisites: Admission to program, AHS 102. Corequisites: CPT 101, AHS 106 or exemption, AHS 146. (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. Prerequisites: AHS 106, AHS 108, AHS 126, AHS 128, AHS 205, BIO 112. Corequisites: AHS 139, AHS 141, AHS 176. (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. Prerequisites: Admission to program, AHS 102. Corequisites: CPT 101, AHS 106 or exemption, AHS 143. (0/21)

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 163 **Long-Term Care** **5 SHC**
This course emphasizes the basic skills needed to care for residents in the long-term care setting. Students will apply practical use of these skills through clinical experiences in a long-term care facility. (3/6)

AHS 170 **Fundamentals of Disease** **3 SHC**
This course provides a study of general principles of disease and the disorders that affect the human body, with an emphasis on symptoms and signs routinely assessed in health care facilities. (3/0)

AHS 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, 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. Prerequisites: AHS 102, AHS 116, AHS 171. Corequisites: AHS 173, 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. Prerequisites: AHS 102, AHS 116, AHS 171. Corequisites: AHS 172, 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. Prerequisites: AHS 102, AHS 116, AHS 171. Corequisites: AHS 172, AHS 173. (0/9)

AHS 175 **Multi-Skilled Clinical Practicum** **4 SHC**
This course offers clinical experiences across health related disciplines exposing students to a variety of patient care areas such as cardiac monitoring, EKG, patient transport and medical and surgical asepsis. Prerequisites: AHS 102, AHS 106, AHS 108, AHS 126, AHS 128, AHS 139, AHS 141, AHS 145, AHS 176, AHS 205, BIO 112. Corequisites: AHS 142, AHS 116. (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: Admission to Program. Corequisites: AHS 126, AHS 128, AHS 205, AHS 108, BIO 112. (2/6)

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. Prerequisite: RDG 100 or appropriate placement test scores. (3/0)

AUTOMATED MANUFACTURING TECHNOLOGY (AMT)

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: EGR 130. (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, 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. Prerequisite: CPT 141 or TRA score of 70 or above. (3/0)

AOT 161   Records Management   3 SHC
This course emphasizes records management functions and various types of storage methods, technology and procedures. Prerequisites: AOT 105 and AOT 165. (3/0)

AOT 164   Medical Information Processing   3 SHC
This course emphasizes development of proficiency in producing medical documents typical of those used in health care settings. Prerequisite: AHS 102. (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, 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, AOT 105, CPT 101. (3/0)

AOT 251   Administrative Systems and Procedures   3 SHC
This course covers processing information in the office. Emphasis is on increasing proficiency in performing a variety of office tasks. Prerequisites: AOT 105, CPT 101. (3/0)

AOT 252   Medical Systems and Procedures   3 SHC
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. Prerequisite: AOT 164. (3/0)

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

ART (ART)

ART 101   Art History and Appreciation*   3 SHC
This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts. Prerequisites: ENG 100 and RDG 100 or appropriate placement test scores. (3/0)

ART (VISUAL) (ARV)

ARV 102   Modern Art Communication   3 SHC
This course is a study of art communication from the Renaissance to modern art with emphasis on Western art. (3/0)

ARV 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 along with InDesign and other components of the Adobe Creative Suite. (2/3)

ARV 114   Photography I   3 SHC
This course is a study of the principles, terminology, techniques, tools and materials of basic photography focusing on digital application of techniques. (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. (3/0)

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 advertising. 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 207 or 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. Prerequisites: ENG 100 and RDG 100, MAT 101 or MAT 152 or appropriate placement test scores. (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. Prerequisites: ENG 100 and RDG 100, MAT 101 or MAT 152 or appropriate placement test scores. (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 103   Engine Reconditioning   4 SHC
This course is a review of engine fundamentals and overhaul procedures followed by performance in all areas of block preparation, cylinder head preparation, cleaning specifications, measurements with micrometers, assembly and preparation of the unit. (2/6)

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. Corequisites: AUT 122, AUT 141. (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. Corequisites: AUT 112, AUT 141. (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 automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis and accessory systems as well as instruction in the proper use of electrical schematics. (2/3)

AUT 133   Electrical Fundamentals   3 SHC
This course is a study of the theories of electricity, including magnetism, series and parallel circuits, Ohm's Law and an introduction to the use of various electrical test equipment. (2/3)

AUT 141   Introduction to Heating and Air Conditioning   4 SHC
This course is a basic study of the principles of heat transfer and refrigeration in automotive technology. Emphasis on modern air conditioning systems and equipment. Corequisites: AUT 112, AUT 122. (3/3)

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. Prerequisite: AUT 101. (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. Emphasis on computerized diagnostics, including the use of scan tools and multi-meters. Prerequisites: AUT 101, AUT 112, 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. Prerequisite: AUT 133. (3/3)

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. Prerequisite: AUT 133. (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 252   Advanced Automatic Transmission   4 SHC
This course is an advanced study of automatic transmission and transaxle electronics, including torque converter clutch and clutch controls. (3/3)

AUT 275   Alternate Technology Vehicles   3 SHC
This course is the study of vehicles powered with gasoline engines in combination with other non-gasoline power systems. Hybrid, Fuel Cell, compressed gases and diesel/bio-diesel and Homogeneous Charge Compression Ignition (HCCI) technology will be covered in this course. (3/0)

BUSINESS ADMINISTRATION FINANCE (BAF)

BAF 101   **Personal Finance**   3 SHC
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning. Prerequisite: RDG 100 or appropriate test scores. (3/0)

BAF 250   **Investments**   3 SHC
This course is a study of the securities field with emphasis on individual portfolio analysis. Prerequisites: RDG 100 or appropriate placement test scores. (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 building 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 building applications. (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)

MSY 101   **Masonry Fundamentals**   5 SHC
This course is an introduction to masonry skills and tools. (2/9)

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. Prerequisites: ENG 100 and RDG 100, MAT 101 or MAT 152 or appropriate placement test scores. (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. Prerequisites: ENG 100 and RDG 100, MAT 101 or MAT 152 or appropriate placement scores. (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. Prerequisites: ENG 100 and RDG 100, MAT 032, MAT 012 or appropriate placement test scores.(3/3)

BIO 115   **Basic Microbiology**   3 SHC
This is a general course in microbiology, including epidemiology, presence, control and identification of microorganisms. Prerequisite: BIO 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 appropriate 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)

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. Prerequisites: RDG 100 or appropriate placement test scores. (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. Prerequisites: RDG 100 or appropriate placement test scores. (3/0)

BUS 210   Introduction to E-Commerce in Business   3 SHC
This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online. Prerequisites: RDG 100 or appropriate placement test scores. (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 106   Contemporary Chemistry I   4 SHC
This course provides an introduction to basic physics concepts required for applied knowledge in the profession of non-invasive cardiology. Prerequisites: RDG 100, ENG 100, and MAT 152 or appropriate reading, English, and algebra placement scores. (3/3)

CHM 107   Contemporary Chemistry II   4 SHC
This is a survey course in chemistry for non-science majors emphasizing applications of chemistry to present society. Topics include organic chemistry, polymers, biochemistry, consumer and environmental chemistry, drugs, fitness and health. Laboratory sections emphasize applications of basic techniques and supplement lecture topics. Prerequisite: CHM 106 (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: RDG 100, ENG 100, 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 251. (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)

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: CPT 141 and RDG 100 or appropriate placement test scores. (3/0)

CPT 114   Computers and Programming   3 SHC
This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory and input/output devices. Programming is done in a modern high-level procedural language. (3/0)

CPT 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 Raster Graphics I   3 SHC
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 172   Microcomputer Data Base   3 SHC
This course introduces microcomputer data base concepts, including generating reports from data base, creating, maintaining and modifying data bases. Prerequisites: CPT 101, AOT 105. (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. (3/0)

CPT 209   Computer Systems Management   3 SHC
This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations and troubleshooting. (3/0)

CPT 232   C++ Programming I   3 SHC
This introductory course in C++ Programming I emphasizes the designing, coding, testing and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers and strings. Prerequisite: CPT 207. (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 207. (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 242. (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 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 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. Prerequisite: IST 220. (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 or CPT 207. (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. Prerequisite: RDG 100 or appropriate placement test scores. (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. Prerequisite: ENG 101 or ENG 165. (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. Restricted to Criminal Justice majors. Prerequisite: ENG 101 or ENG 165. (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. Prerequisites: ENG 100 and RDG 100 or appropriate placement test scores. (3/0)

CRJ 205 Criminal Justice in Film   3 SHC
This course employs motion pictures in an examination of issues pertinent to the criminal justice field, including court procedure, forensics, terrorism, community relations, police corruption, corrections and criminology. Prerequisites: ENG 100 and RDG 100 or appropriate placement test scores. (3/0)

CRJ 220 The Judicial Process   3 SHC
This course includes an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice. Prerequisite: RDG 100 or appropriate placement test scores. (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. Restricted to Criminal Justice majors. Prerequisites: ENG 100 and RDG 100 or appropriate placement test scores. (3/0)

CRJ 224 Police Community Relations   3 SHC
This course is a study of the importance of a two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations. (3/0)

CRJ 230 Criminal Investigation I   3 SHC
This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course. Restricted to Criminal Justice majors. Prerequisite: RDG 100 or appropriate placement test scores. (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. Prerequisite: RDG 100 or appropriate placement test scores. (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. Prerequisite: RDG 100 or appropriate placement test scores. (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. (1/6)

CARDIOVASCULAR TECHNOLOGY (CVT)

*PLEASE REFER TO YOUR ACADEMIC ADVISOR OR THE COLLEGE WEBSITE FOR PREREQUISITES AND COREQUISITES FOR ALL CVT COURSES.

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. (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. (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. (3/0)

CVT 106 Introduction to Non-Invasive Physics I   4 SHC
This course introduces the student to the basic physic concepts required for applied knowledge in the profession of non-invasive cardiology. (4/0)

CVT 107 Non-Invasive Physics II   4 SHC
This course is the continuation of CVT 106. The course will offer an in-depth view of the applications utilization of physic concepts as it applies to the profession of the non-invasive technician. (4/0)

CVT 108 Medical Physics for the Invasive CVT   2 SHC
This course provides the basic knowledge of physic principles required in the profession of invasive cardiovascular technology. (2/0)

CVT 110 Hemodynamics Cardiac Care Physiology   2 SHC
This course is designed to provide the invasive cardiovascular technology student with the hemodynamic and cardiac care concepts needed to function in the clinical environment. (2/0))

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. (3/0)

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. (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. (0/15)

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. (0/15)

CVT 140   Non-Invasive Cardiology I   3 SHC
This course presents an introduction to non-invasive cardiology and diagnostic tests used. (3/0)

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. (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. (0/15)

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. (0/15)

**CVT 212   Invasive Cardiology Drug Calculations   2 SHC
and Administration**
This course is designed to provide the invasive cardiovascular technologist with the pharmacological concepts needs to function in a clinical environment. (2/0)

CVT 223   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. (3/0)

CVT 225   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. (0/18)

CVT 226   Invasive Cardiology Special Topics   2 SHC
This course is an in-depth review of invasive cardiac topics. (2/0)

CVT 243   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. (3/0)

CVT 245   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. (0/18)

CVT 246   Non-Invasive Cardiology Special Topics   2 SHC
This course is an in-depth review of non-invasive cardiac topics. (2/0)

CVT 250   Non-Invasive Cardiology Clinical IV   5 SHC
This course is designed as the capstone clinical experience for the non-invasive cardiovascular technologist. Through this course the non-invasive cardiovascular technologist student will further develop the clinical techniques to obtain meaningful data. (0/15)

CVT 252   Invasive Cardiology Clinical IV   5 SHC
This course is designed as the capstone clinical experience for the invasive cardiovascular technologist. A primary focus will be on catherization lab procedures, scrubbing and circulating responsibilities, hemodynamics monitoring, and coronary angiography procedures. (0/15)

COOPERATIVE WORK EXPERIENCE (CWE)

**CWE 101   Cooperative Work
Experience Preparation   1 SHC**
This course includes preparation for cooperative work experience. (1/0)

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 growth and development,
developmentally appropriate curriculum, positive guidance
techniques, regulations, health, safety, and nutrition standards in
early care and education. Professionalism, family/cultural values
and practical applications based on historical and theoretical
models in early care and education are highlighted in this course.
Prerequisite: RDG 100 or appropriate placement test scores. (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. Prerequisite: ENG 101. (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
is stressed. Prerequisite: ENG 101. (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 exceptional children.
Prerequisite: ENG 101. (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 and accessibility of
community resources and on developing appropriate communication
skills. Prerequisites: ECD 101, ENG 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. Prerequisite:
ENG 101. (3/0)

ECD 131   Language Arts   3 SHC
This course presents methods and materials in age-appropriate
language experiences. Opportunities are provided 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 are included. Prerequisite: ENG 101. (3/0)

ECD 132   Creative Experiences   3 SHC
In this course the importance of creativity and independence in
creative expression are stressed. A variety of age-appropriate
media, methods, techniques and equipment are utilized. Students
plan, implement and evaluate instructional activities. Prerequisites:
ECD 101, ENG 101. (3/0)

ECD 133   Science and Math Concepts   3 SHC
This course includes an overview of pre-number and science
concepts developmentally-appropriate for young children.
Emphasis is on the planning, implementation and evaluation of
developmentally appropriate activities utilizing a variety of
methods and materials. Prerequisite: ENG 101. (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. Prerequisite: ENG 101. (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. Prerequisite: ENG 101. (3/0)

ECD 200   Curriculum Issues in Infant   3 SHC
and 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. Prerequisite: ENG 101. (3/0)

ECD 201 **Principles and Ethics in Leadership** **3 SHC**
in Early Care and 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. Prerequisites: ECD 101, ENG 101. (3/0)

ECD 203 **Growth and Development II** **3 SHC**
This course presents an in-depth study 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 areas of development. Developmental tasks and appropriate activities are explored in the course. Prerequisites: ECD 102, ENG 101. (3/0)

ECD 205 **Socialization and Group Care** **3 SHC**
of Infants and 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. Prerequisite: ENG 101. (3/0)

ECD 207 **Inclusive Care for Infants and 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. Prerequisite: ENG 101. (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. Prerequisite: ENG 101. (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, ENG 101. (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. Prerequisite: ENG 101. (1/6)

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. Only Early Care and Education majors who have a minimum of 2.0 GPA and have an acceptable criminal background check and drug screen can enroll. Requires ECD advisor approval. Prerequisites: ECD 101, ECD 131, ECD 243 or ECD 251 and ENG 101. (1/6)

ECD 246 **Designing Quality Infant** **3 SHC**
and 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. Prerequisite: ENG 101. (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/Toddler Concentration; a minimum 2.0 GPA and an acceptable criminal background check. Requires ECD advisor approval. Prerequisite: ENG 101. (1/6)

ECD 259 **Behavior Management for** **3 SHC**
Special Needs
This course is an overview of understanding and managing challenging behavior in school and child care settings. It includes common causes of problem behaviors and treatment for attention disorders, making changes in the classroom, and administrative steps to help children with challenging behaviors. Prerequisite: ENG 101. (3/0)

ECD 270 **Foundations in Early Care** **3 SHC**
and 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. Prerequisite: ENG 101. (3/0)

EDU 241 **Learners and Diversity** **4 SHC**
This course is a study of a lifespan development and learning with an emphasis on individual group diversity. The students are required to participate in a field experience. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. Prerequisite: ENG 101 or appropriate placement test scores. (3/3)

SAC 101 **Best Practices in School-Age** **3 SHC**
and Youth Care Skills
This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments. Prerequisite: RDG 101 or appropriate placement test scores. (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. Prerequisite: RDG 100 or appropriate placement test scores. (3/0)

**Students may only take a field placement course two (2) times and must receive a grade of "C" or higher on the second attempt for the course to count towards graduation.

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. Prerequisite: RDG 100 or appropriate placement test scores. (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. Prerequisite: RDG 100 or appropriate placement test scores. (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. (3/3)

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. (3/3)

ELECTRONIC ENGINEERING TECHNOLOGY (EET)

EET 111 **DC Circuits** **4 SHC**

This course is a study of resistance, voltage, current, power and energy in series, parallel and series-parallel circuits using Ohm's Law, Kirchoff's Laws and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments. 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, 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. Requires advisor approval. (0/3)

EET 273   **Electronics Senior Project**   **1 SHC**

This course includes the construction and testing of an instructor-approved project. Requires advisor approval. (0/3)

ENGINEERING TECHNOLOGY (EGR)

EGR 101   **Introduction to**   **1 SHC**
Engineering Technology

This course is an introduction to computers and reporting format. The course will introduce the student to the engineering profession. Subjects covered will include the efficient use of pocket calculators, the metric system of measurement and solving and evaluating engineering problems with much emphasis on problem organization, consistent units and unit conversions. (1/0)

EGR 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, 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, 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. Prerequisite: MAT 110. (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, 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 105   Emergency Medical Care I   4 SHC
This course is a study of preparatory and pharmacology, airway management, patient assessment, and trauma and shock as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients. Prerequisite: RDG 100 or appropriate placement test scores. Corequisites: AHS 106, EMS 106. (2/6)

EMS 106   Emergency Medical Care II   4 SHC
This course is a study of medical emergencies, operations, pediatrics and other special populations as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients. Prerequisite: RDG 100 or appropriate placement test scores. Corequisites: AHS 106, EMS 105. (2/6)

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). Prerequisite: Appropriate placement test scores. 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.) Prerequisite: Appropriate placement test scores. 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. Prerequisite: Appropriate placement test scores. Corequisite: ENG 011. (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. Prerequisite: Appropriate placement test scores. 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. Prerequisites: ENG 012 and ENG 032 or appropriate placement 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 is also presented. Prerequisite: ENG 100 or ENG 165, RDG 100 or appropriate placement test scores. (3/0)

ENG 102   **English Composition II***   **3 SHC**
This is a college-transfer course in which the following topics are presented: 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 and RDG 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. Prerequisites: ENG 101, 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. Prerequisites: ENG 101, ENG 102. (3/0)

ENG 205   **English Literature I***   **3 SHC**
This is a college-transfer course in which the following topics are presented: the study of English literature from the old English period to the romantic period with emphasis on major writers and periods. Prerequisites: ENG 101, ENG 102. (3/0)

ENG 206   **English Literature II***   **3 SHC**
This is a college-transfer course in which the following topics are presented: the study of English literature from the Romantic period to the present with emphasis on major writers and periods. Prerequisites: ENG 101, 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. Prerequisites: ENG 101, 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. Prerequisites: ENG 101, 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. Prerequisites: ENG 101, ENG 102. (3/0)

ENVIRONMENTAL SCIENCE (EVT)

EVT 155   **Introduction to Earth Science**   **4 SHC**
This course is an introduction to the fundamental concepts of astronomy, geology, and meterology and how they shape human understanding of the universe. Topics include origins and characteristics of the solar system, stars, galaxies, rocks and minerals, earthquakes, volcanoes, and weather phenomena. Laboratory sections emphasize applications of basic techniques and supplement lecture topics. Prerequisites: ENG 100 and RDG 100, MAT 152 or MAT 101. (3/3)

EVT 156   **Introduction to Environmental Science**   **4 SHC**
This course includes topics from fundamental scientific disciplines (biology, chemistry, physics and geology) in a multi-disciplinary approach to investigate the interaction of humans and the environment. Topics include Earth's hydrological and biogeochemical cycles, environmental ethics, politics and sustainability, air and water pollution, renewable and nonrenewable resources and their use, and climate change. Laboratory sections emphasize basic techniques and supplement lecture topics. Prerequisites: ENG 100 and RDG 100, MAT 152 or MAT 101. (3/3)

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)

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 and Pathology**   **4 SHC**
for Funeral Service
This course is a basic study of microbiology, pathology and related funeral service issues. Emphasis is placed on sanitation, disinfection, public health and embalming practices as they relate to microorganisms. Prerequisite: FSE 112. (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 Law for Funeral Service**   **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. (2/0)

FSE 131   **Funeral Service Ethics,**   **2 SHC**
Regulations and Mortuary Law
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 165   **Sociology of Funeral Service**   **2 SHC**
This course studies those social phenomena that affect all elements of funeral service. The course includes family structures, 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 220   **Regulatory Compliance**   **3 SHC**
This course covers the legal aspects of the funeral service industry as it relates to mortuary and business law. Emphasis will be placed on the judicial system, statutes, regulations and ethical behavior of funeral directors and embalmers. Prerequisites: Admission into the program. (3/0)

FSE 225   **Principles of Embalming I**   **3 SHC**
This course is an introduction to the embalming process. Topics include post mortem changes, legal aspects, instruments, equipment and chemicals related to embalming. Prerequisites: Admission into the program, FSE 112 and FSE 113. (3/2)

FSE 226   **Principles of Embalming II**   **3 SHC**
This course is the study of different embalming procedures using case analysis applications. Topics include the preparation of the body for disposition, preparation for shipping of a body domestically or internationally and preparation of the body for alternative burial. Prerequisite: FSE 225. (3/2)

FSE 240   **Restorative Arts I**   **2 SHC**
This course examines the techniques of restorative arts that includes anatomical modeling, expressions and familiarization with instruments, materials and techniques. Prerequisites: Admission into the program, FSE 112 and FSE 113. (1/3)

FSE 241   **Restorative Arts II**   **2 SHC**
This course provides practical application of restorative arts procedures. Prerequisite: FSE 240. (1/3)

FSE 251   **Funeral Service Projects - Certificate**   **2 SHC**
This course provides an overview of funeral directing practices and procedures. Upon completion, students will be prepared to take their state Funeral Director Examination. (2/0)

FSE 300   **National Board Preparations**   **3 SHC**
The course provides as overview of funeral service practices and procedures. Upon completion, students will be prepared to take the Funeral Service National Board Examination. Prerequisite: This course is to be taken during the last semester before graduation. (3/0)

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. (1/9)

GSM 102   **Gunsmithing II**   **4 SHC**
This course covers sophisticated machine tool operations including projects using the lathe, vertical mill, surface grinder, identifying different metals and heat treating. Emphasis is placed on completing projects from blueprints using advanced machine operations. Prerequisite: GSM 101. (1/9)

GSM 103   **Gunsmithing III**   **4 SHC**
This course covers the history, design, function and repair of break-action shotguns. Upon completion, students should be able to perform repairs on single-shot, side-by-side and over/under shotguns. Prerequisite: GSM 102. (3/3)

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

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

GSM 106   **Gunsmith Safety**   **1 SHC**
This course emphasizes basic rifle, shotgun and handgun safety. (0/3)

GSM 107   **Gunsmith Machine Tool Technology**   **4 SHC**
This course introduces students to machine tool technology including machine tool theory, precision measurements, blueprint reading and projects using hand tools, drill press, bench grinder and the lathe. (4/0)

GSM 120   Basic Stockmaking   3 SHC
This course introduces design, layout and proper wood selection for rifle stocks. Topics include fitting and finishing a semi-inlet bolt action rifle stock or muzzle loader black powder rifle kit and recoil pad installation. The history, design, function and repair of rifles, general repair, mounting scopes, and rifle ammo (metallic cartridges) is also included. (2/3)

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. Upon completion, students will have built a custom bolt-action rifle (combined project with GSM 220). (1/6)

GSM 122   General Repair of Shotguns   3 SHC
This course covers the history, design, function and repair of pump and semi-auto shotguns. Also included is shotgun ammo (shotshells). Upon completion, students should be able to perform repairs on pump and semi-automatic shotguns. (1/6)

GSM 220   Rifle Stockmaking   3 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 (combined project with GSM 121). (2/3)

GSM 221   Advanced Repair Technology   3 SHC
This course is the study of advanced repair techniques and custom modifications of pistols and revolvers and shotguns. Also included is the history, design, function and repair of AR15-type rifles. Emphasis is placed on advanced gunsmithing techniques. Prerequisite: GSM 103. (1/6)

GSM 222   Handgun Technology   3 SHC
This course covers the history, design, function and repair of pistols and revolvers as well as handgun ammo (metallic cartridges). Upon completion, students should be able to perform repairs on revolvers and semi-automatic pistols. (1/6)

GSM 223   Gunsmithing Techniques   3 SHC
Students complete one large or several smaller custom projects. Each project is treated as if the student were running a gunsmithing business including a written estimate of the cost and materials, correspondence with the customer, an invoice and photos of the finished project(s). (1/6)

GSM 230   Business for Gunsmiths   3 SHC
This course is the study of basic business practices for gunsmiths. Topics include business basics, marketing, website design, photography, pricing, business plans, as well as federal and state laws regarding firearms businesses. (3/0)

HISTORY (HIS)

HIS 101   Western Civilization to 1689*   3 SHC
This course is a survey of Western Civilization from Ancient times to 1689, including the major political, social, economic and intellectual factors shaping Western cultural tradition. Prerequisite: ENG 100 and RDG 100 or appropriate placement test scores. (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. Prerequisite: ENG 100 and RDG 100 or appropriate placement test scores. (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. Prerequisite: ENG 100 and RDG 100 or appropriate placement test scores. (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. Prerequisite: ENG 100 and RDG 100 or appropriate placement test scores. (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. Prerequisite: ENG 100 and RDG 100 or appropriate placement test scores. (3/0)

HORTICULTURE (HRT)

HRT 104   Landscape Design and Implementation   3 SHC
This course is a study of landscape design and drafting as well as landscape installation techniques. Prerequisite: HRT 105. (2/3)

HRT 105   Landscape Plant Materials   4 SHC
This course is a study of plant materials that are used in the southeastern landscaping and nursery trade. Identification of plants by common and scientific nomenclature, characteristics, culture and use are included. (3/3)

HRT 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 144   Plant Pests   3 SHC
This course is a study of horticulturally important insects, plant diseases and weeds. Emphasis is on identification, prevention and control. (3/0)

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. (3/3)

HRT 271   **SCWE in Horticulture**   **8 SHC**
This course includes supervised comprehensive work experience in the horticulture industry. Work in a horticulture related position under supervision of the instructor and employer is required. Prerequisite: A minimum of 12 credit hours successfully completed in horticulture/agriculture is required for course enrollment. Prerequisite: CWE 101. (0/24)

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 the students. (3/0)

HUS 150   **Supervised Field Placement I**   **3 SHC**
This course includes work experience assignments by students 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   **Gerentology**   **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 this 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. (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 use 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. Prerequisites: ENG 100 and RDG 100, MAT 152 or appropriate placement scores. (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)

IMT 173   **Manufacturing Skills Standards**   **1 SHC**
Council Certification III
This course is a study of manufacturing processes and production as one of four key portable production skills associated with MSSC certification. Students will examine the entire production process cycle including resource availability, product specifications and shipping/distribution. (1/0)

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. (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 226. (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 administration functions including local user account maintenance, security, data backup and recovery. Prerequisite: IST 220. (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. Prerequisite: IST 220. (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. Prerequisite: CPT 101. (3/0)

IST 281   **Presentation Graphics**   **3 SHC**
This course covers state-of-the-art presentation graphics software packages. Prerequisites: CPT 101, AOT 105. (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). Prerequisite: Appropriate placement test scores. Corequisite: MAT 031. (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). Prerequisite: appropriate placement test scores. Corequisite: MAT 032. (0/1)

**MAT 013   Developmental Mathematics   1 SHC
Compressed**

This course provides a review, in a compressed timeframe, of arithmetic skills, measurement and geometry, basic algebra concepts and data analysis skills studied in MAT 032**. This course is a condensed review of MAT 032 and substitutes for MAT 032. Prerequisite: appropriate placement test scores.(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. Prerequisite: appropriate placement test scores. Corequisite: MAT 011. (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. Prerequisite: Appropriate placement test scores. Corequisite: MAT 012. (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: Appropriate placement test 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 appropriate placement test 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 appropriate placement test scores. (3/0)

MAT 111   College Trigonometry*   3 SHC

This course includes the following topics: trigonometric and 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; and parametric equations. Prerequisite: MAT 110. (3/0)

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 appropriate placement test 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 or MAT 101 or appropriate placement 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 appropriate placement test 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 appropriate placement test scores. (3/0)

**MAT 140   Analytical Geometry   4 SHC
and Calculus I***

This course includes the following topics: derivatives and integrals of polynomial, 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 appropriate placement test scores. (4/0)

**MAT 141   Analytical Geometry   4 SHC
and Calculus II***

This course includes the following topics: continuation of calculus of one variable including analytic geometry; techniques of integration; volumes by integration and other applications; infinite series, including Taylor series and improper integrals. Prerequisite: MAT 140. (4/0)

**Successful completion of this course allows a student to exit Developmental Mathematics.

MAT 152   Elementary Algebra   5 SHC
This course includes the following topics: operations with signed numbers and algebraic expressions; solving linear equations; factoring; and an introduction to graphing. Prerequisites: MAT 032 and MAT 012 or appropriate placement 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. Prerequisites: MAT 032 and MAT 012 or appropriate placement test scores. (3/0)

**MAT 170   Algebra, Geometry   3 SHC
            & Trigonometry I**
This course includes the following topics: algebra, geometry, trigonometry and advanced applications. Prerequisites: MAT 032 and MAT 012 or appropriate placement test scores. (3/0)

**MAT 171   Algebra, Geometry   3 SHC
            & Trigonometry II**
This course includes the following topics: algebra, geometry, trigonometry and advanced applications. Prerequisites: MAT 170. (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   4 SHC
            and Calculus III***
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   3 SHC
            and Physiology for Massage Therapy**
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   4 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 113, MTH 122, 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: MED 114, 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, MED 131. Corequisites: MED 115, 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, MED 118.
Corequisites: MED 117, 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. Prerequisite: Admission to program.
Corequisites: 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: MED 102, MED 114 and MED 131.
Corequisites: 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: 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: 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. Prerequisites: MAT 110, 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, EGT 152. (3/3)

MET 235 **Manufacturing Engineering Principles** 2 SHC
This course covers an analysis of the management of
manufacturing using the tools of work cell design, standards,
process planning, inventory control and quality control. It
includes analytical decision making and planning techniques. (2/0)

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. Prerequisite: RDG 100 or appropriate
placement test scores. (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. Prerequisite: RDG 100 or appropriate placement
test scores. (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.
Prerequisite: RDG 100 or appropriate placement test scores. (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. Prerequisite: RDG 100
or appropriate placement test scores. (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: ACC 101,
MGT 101, RDG 100 or appropriate placement test scores. (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. Prerequisite: RDG 100 or appropriate placement test scores. (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. Prerequisite: RDG 100 or appropriate placement test scores. (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. Prerequisite: RDG 100 or appropriate placement test scores. (3/0)

MKT 240   **Advertising**   3 SHC
This course is a study of the role of advertising in the marketing of goods and service including types of advertising, media, how advertising is created, agency functions and regulatory aspects of advertising. Prerequisites: RDG 100 or appropriate placement test scores. (3/0)

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. (0/12)

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. Prerequisite: MTT 122 (0/12)

MTT 126   **Machine Tool Practice III**   4 SHC
This course covers the practical application of the Principles in Machine Tool Theory III. Prerequisite: MTT 122. (0/12)

MTT 130   **Fundamentals of Geometric**   2 SHC
Dimensions and Tolerances
This course covers 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. (0/12)

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. (0/12)

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. (0/12)

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
of Coordinate Measuring Machines   3 SHC**
This course is a study of the operation, application and programming of coordinate measuring machines (CMM). (3/0)

MUSIC (MUS)

MUS 105   Music Appreciation*   3 SHC
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences. Prerequisites: ENG 100 and RDG 100 or appropriate placement test scores. (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. (4.5/4.5)

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
in Nursing Practice   2 SHC**
This introductory course outlines the basic concepts of pharmaceutics, pharmacokinetics, pharmacodynamics and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications. Prerequisite: Admission to program. 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 165   Nursing Concepts
and Clinical Practice I   6 SHC**
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 105, NUR 106. Corequisite: NUR 180. (4/6)

NUR 180   Advanced Parenteral Skills   3 SHC
This course focuses on the continued development of competencies in the knowledge, skills and drug calculations related to I.V. therapy, blood administration, central lines, total parenteral nutrition and phlebotomy. Prerequisites: NUR 101, NUR 105, NUR 106. Corequisite: NUR 165. (2.5/1.5)

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 and NLN Foundation of Nursing score of 55 or greater. (1/6)

NUR 210   Complex Health Problems   5 SHC
This course expands application of the nursing process in meeting the needs of patients with complex health problems. Prerequisites: NUR 211, NUR 212, NUR 217. Corequisites: NUR 219, NUR 216. (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, NUR 217. (2/6)

NUR 212   Nursing Care of Children   4 SHC
This course facilitates the application of the nursing process to assist in meeting the needs of children with acute and chronic health problems. Focus is on growth and development and anticipatory guidance. Prerequisites: NUR 214, NUR 265. Corequisite: NUR 211, NUR 217. (2/6)

NUR 214   Mental Health Nursing   4 SHC
This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme. Prerequisites: NUR 165, NUR 180. Corequisite: NUR 265. (3/3)

NUR 216   Nursing Seminar   1 SHC
This course is an exploration of concepts related to selected nursing topics. Prerequisites: NUR 217, NUR 211, NUR 212. Corequisites: NUR 210, NUR 219. (1/0)

NUR 217   Trends and Issues in Nursing   2 SHC
This course is an exploration of health care trends and issues in nursing. Prerequisites: NUR 214, NUR 265. Corequisite: NUR 211, NUR 212. (2/0)

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 217, NUR 211, NUR 212. Corequisites: NUR 210, NUR 216. (2/6)

**NUR 265   Nursing Concepts
and Clinical Practice II   6 SHC**
This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings. Prerequisites: NUR 180, NUR 165. Corequisite: NUR 214. (4/6)

PRACTICAL NURSING (PNR)

PNR 110   Fundamentals of Nursing   5 SHC
The course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to physiological and psychosocial needs of the individual. Legal ethical roles of the practical nurse are emphasized. Prerequisite: Acceptance into PN program. Corequisites: PNR 122, PNR 170. (3/6)

PNR 122   Pharmacology   3 SHC
This is an introductory course to the concepts of pharmacology and medication administration. Emphasis is on calculation of dosages, administration of medications, and correct use of abbreviations. Effects of specific drugs are presented. Prerequisite: Acceptance into PN program. Corequisites: PNR 110, PNR 170. (2/3)

PNR 128   Medical/Surgical Nursing I   7 SHC
The course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, and health and safety needs of adult patient. Pharmacology and nutrition are integrated. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisites: PNR 110, PNR 122, PNR 170. Corequisite: PNR 154. (5/6)

PNR 138   Medical/Surgical Nursing II   7 SHC
This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, and health and safety needs of the adult patient. Pharmacology and nutrition are integrated. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisites: PNR 128, PNR 154. Corequisite: PNR 183. (5/6)

PNR 154   Maternal/Infant/Child Nursing   5 SHC
The course is a study utilizing the nursing process to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring diseases. Prerequisites: PNR 110, PNR 122, PNR 170. Co-requisite: PNR 128. (4/3)

PNR 170   Nursing of the Older Adult   2 SHC
The course is a study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the older patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisite: Acceptance into PN program. Corequisites: PNR 110, PNR 122. (1/3)

PNR 183   Special Topics in Practical Nursing   3 SHC
This course covers special topics in practical nursing: To include delegation, leadership, professionalism and preparation for taking the NCLEX. Prerequisites: PNR 128, PNR 154. Corequisite: PNR 138. (3/0)

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 130   Pottery Production   7 SHC
This course focuses on the production of similar functional forms that have a harmony of form, function and design. (2/15)

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

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

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

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

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

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

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

PHILOSOPHY (PHI)

PHI 101   **Introduction to Philosophy***   **3 SHC**
This course includes a topical survey of the three main branches of philosophy–epistemology, metaphysics, and ethics–and the contemporary questions related to these fields. Prerequisites: ENG 100 and RDG 100 or appropriate placement test scores. (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. Prerequisites: ENG 100 and RDG 100 or appropriate placement test scores. (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. Prerequisites: ENG 100 and RDG 100 or appropriate placement test scores. (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 103   **Pharmacy Law and Ethics**   **2 SHC**
This course is a study of the current laws and ethical practices appropriate to pharmacy and the role of patient services. Prerequisites: PHM 124, PHM 152, and PHM 164 Corequisites: PHM 118 and PHM 173. (2/0)

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, 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, 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, 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, PHM 152. Corequisites: PHM 110, 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, 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, PHM 152. Corequisites: PHM 110, 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, PHM 118. (0/9)

PHM 202   **Pharmacological Anatomy and Physiology**   **4 SHC**
This course introduces therapeutic drug categories. Basic anatomy and physiology of systems affected by drug action are emphasized. Focus is directed to the body systems' anatomical and physical reaction to therapeutic drugs. (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: MAT 102 or appropriate algebra placement test 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: MAT 102 or appropriate algebra placement test score. (3/3)

PHYSICS (PHY)

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. Prerequisites: MAT 102 or appropriate algebra placement score, RDG 100 and ENG 100 or appropriate placement test score. (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. (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. Prerequisites: ENG 100 and RDG 100 or appropriate placement test scores. (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. Prerequisites: ENG 100 and RDG 100 or appropriate placement test scores. (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. Prerequisites: ENG 100 and RDG 100 or appropriate placement test scores. (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. Prerequisite: PSY 201. (3/0)

PSY 210   **Educational Psychology***   **3 SHC**
This course is the study of the teaching-learning process with emphasis on theory, transfer, problem solving, habit formation, individual difference and other factors that facilitate learning. Prerequisite: PSY 201. (3/0)

PSY 212   **Abnormal Psychology***   **3 SHC**
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures, analysis of human behavior problems and identification of the personal and social skills needed to deal with these problems. Prerequisite: PSY 201. (3/0)

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, RAD 102, RAD 152. 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 are included. Prerequisite: BIO 211. Corequisites: RAD 101, RAD 102, RAD 152. (2/3)

RAD 136 Radiographic Procedures II 3 SHC
This course is a study of radiographic procedures for visualization of the structures of the body. Prerequisites: RAD 130, RAD 152. Corequisites: RAD 110, RAD 165. (2/3)

RAD 152 Applied Radiography I 2 SHC
This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures. Prerequisite: RAD 130. Corequisites: RAD 101, RAD 102. (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. Corequisites: RAD 110, RAD 136. (0/15)

RAD 175 Applied Radiography III 5 SHC
This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment. Prerequisite: RAD 165. Corequisites: RAD 201, RAD 205. (0/15)

RAD 201 Radiation Biology 2 SHC
This course is a study of 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 Radiographic Topics 2 SHC
This course is a study of selected areas related to radiography. Prerequisite: RAD 115. Corequisites: RAD 235, RAD 268, RAD 282. (2/0)

RAD 230 Radiographic Procedures III 3 SHC
This course is a study of special radiographic procedures. Prerequisite: RAD 175. Corequisites: RAD 115, RAD 121, RAD 256. (2/3)

RAD 235 Radiography Seminar I 1 SHC
This course is a study of 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 includes selected areas of radiography that require additional study or application. Prerequisites: RAD 225, RAD 235, RAD 268, RAD 282. Corequisite: RAD 276. (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 includes 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 exploration of career opportunities in radiology and advanced imaging modalities. Prerequisites: RAD 115, RAD 121, 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. Prerequisite: Appropriate placement test scores. Corequisite: RDG 031. (0/1)

RDG 012 Developmental Reading Workshop 1 SHC
This course provides support for mastery of Reading 032 competencies. Prerequisite: Appropriate placement test scores. 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. Prerequisite: Appropriate placement test scores. Corequisite: RDG 011. (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. Prerequisite: Appropriate placement test scores. 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 and RDG 012 or appropriate placement test scores. (3/0)

RDG 101   College Reading   3 SHC
This course is designed to enhance reading efficiency by effectively processing and analyzing information. Prerequisites: Advisor approval and appropriate 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 Indigenous Religions, Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity and Islam. Prerequisites: ENG 100 and RDG 100 or appropriate placement test scores.(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. Corequisite: RES 131. (2/0)

RES 121   Respiratory Skills I   4 SHC
This course includes a study of basic respiratory therapy procedures and their administration. Corequisites: RES 101, RES 123, RES 160. (3/3)

RES 123   Cardiopulmonary Physiology   3 SHC
This course covers cardiopulmonary physiology and related systems. Corequisites: 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. Corequisite: RES 151. (3/3)

RES 141   Respiratory Skills III   3 SHC
This course covers mechanical ventilation systems, pediatrics and associated monitors. Prerequisite: RES 131. Corequisite: RES 152. (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. Corequisite: RES 131. (0/15)

RES 152   Clinical Applications II   3 SHC
This course includes practice of respiratory care procedures in the hospital setting. Prerequisite: RES 151. Corequisite: RES 141. (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. Corequisite: RES 255. (2/3)

RES 206   Respiratory Care for the   2 SHC
Gerontological Patient
This course is the study of respiratory care as it relates to the psychological, physiological and social aspects of a gerontological client. Prerequisites: RES 111, RES 121. Corequisite: RES 246 (2/0)

RES 207   Management in Respiratory Care   2 SHC
This course is a study of health care management, emphasizing the importance of good planning, decision-making, and organizational skills as they relate to respiratory care. Prerequisite: RES 232. Corequisite: RES 275. (2/0)

RES 220   Hemodynamic Monitoring   1 SHC
This course is a study of basic hemodynamic monitoring. Prerequisites: RES 123, RES 246. Corequisite: RES 244. (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. Corequisite: RES 274. (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. Corequisite: RES 255. (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. Corequisite: RES 274. (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. Corequisite: RES 152. (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. Corequisite: RES 275. (1/3)

RES 255   Clinical Practice   5 SHC
This course includes clinical training with emphasis on intensive care. Prerequisite: RES 152. Corequisite: RES 236. (0/15)

RES 274   Advanced Clinical Practice   4 SHC
This course includes clinical practice in advanced patient care procedures. Prerequisite: RES 255. Corequisite: RES 244. (0/12)

RES 275   Advanced Clinical Practice   5 SHC
This course includes clinical practice in advanced patient care procedures. Prerequisite: RES 274. Corequisite: RES 249. (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. Prerequisites: ENG 100 and RDG 100 or appropriate placement test scores. (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. Prerequisite: SOC 101. (3/0)

SPANISH (SPA)

SPA 101   Elementary Spanish I*   4 SHC
This course is a study of the four basic Spanish language skills: listening, speaking, reading and writing. It includes an introduction to the Hispanic cultures. Prerequisites: ENG 100 and RDG 100 or appropriate placement test scores.(4/0)

SPA 102   Elementary Spanish II*   4 SHC
This course continues the development of basic Spanish 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. Prerequisites: ENG 100 and RDG 100 or appropriate placement test scores.(3/0)

SPA 107   Hispanic Culture and Communication   3 SHC
This course is a study of Hispanic culture and intercultural communication.(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, SUR 126, SUR 130, BIO 211. (2/15)

SUR 116   Basic Surgical Procedures   3 SHC
This course is a study of basic surgical procedures to include intraoperative routines sutures, medications, and anesthesia. (3/0)

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, SUR 126, SUR 130, BIO 211. (2/0)

SUR 126   Principles of Surgical Pharmacology   1 SHC
This course is a study of therapeutic agents and mathematical concepts in relation to the perioperative setting. Prerequisites: SUR 101, SUR 102, SUR 103. Corequisites: SUR 104, SUR 110, SUR 130. (1/0)

SUR 130   Biomedical Science for the Surgical Technologist   1 SHC
This course includes basic principles of electricity, physics and robotics as they relate to safe patient care practices in the operating room. Prerequisites: SUR 101, SUR 102, SUR 103. 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. Prerequisites: VET 101, VET 103, VET 104, VET 105. Corequisites: BIO 115, VET 117, VET 140, VET 150. (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. Prerequisites: VET 101, VET 103, VET 104, VET 105. Corequisites: VET 109, VET 140, VET 150, BIO 115. (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: BIO 115, VET 109, VET 117, 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 180, VET 207, VET 215. Corequisites: VET 160, VET 181, VET 201, VET 260. (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 180, VET 207, VET 215. Corequisites: VET 152, VET 181, VET 201, VET 260. (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. Prerequisites: VET 152, VET 160, VET 181, VET 201, VET 260. Corequisites: VET 240, VET 250, VET 270, VET 280. (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 207, VET 215. (0/6)

VET 181   Preceptorship II   3 SHC
This course offers supervised experience in a variety of veterinary clinical settings. Prerequisites: VET 180, VET 207, VET 215. Corequisites: VET 152, VET 160, VET 201, VET 260. (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 207, VET 215, VET 180. Corequisites: VET 152, VET 160, VET 260, 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 109, VET 117, VET 140, VET 150. Corequisites: VET 180, VET 215. (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 180, VET 207. (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 152, VET 160, VET 181, VET 201, VET 260. 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 152, VET 160, VET 181, VET 201, VET 260. Corequisites: VET 170, VET 240, VET 270, VET 280. (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 207, VET 215, VET 180. Corequisites: VET 201, VET 160, VET 152, VET 181. (2/3)

VET 270   **Advanced Medical Care**   **3 SHC**
This course provides a study of the technician's role in emergency medical and surgical procedures. This course includes a survey of diagnostic procedures. Prerequisites: VET 152, VET 160, VET 181, VET 201, VET 260. Corequisites: VET 170, VET 240, VET 250, VET 280. (1/6)

VET 280   **Senior Seminar**   **1 SHC**
This course allows various topics applicable to the second-year student's curriculum to be discussed in small groups. This includes, but is not limited to, issues arising from the veterinary technician externship. Prerequisites: VET 152, VET 160, VET 181, VET 201, VET 260. Corequisites: VET 170, VET 240, VET 250, VET 270. (1/0)

WELDING (WLD)

WLD 102   **Introduction to Welding**   **2 SHC**
This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment. (1/3)

WLD 103   **Print Reading I**   **1 SHC**
This is a basic course that includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered. (1/0)

WLD 105   **Print Reading II**   **1 SHC**
This course includes print reading including welding symbols and their applications to pipe fabrication. Basic sketching of piping symbols, single line and double line pipe drawings, material estimating, template layout and use of templates in pipe layouts are included. Prerequisite: WLD 103. (0/3)

WLD 106   **Gas and Arc Welding**   **4 SHC**
This course covers the basic principles and practices of oxyacetylene welding, cutting and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures. (1/9)

WLD 108   **Gas Metal Arc Welding I**   **4 SHC**
This course covers equipment setup and the fundamental techniques for welding ferrous and non-ferrous metals. (2/6)

WLD 113   **Arc Welding II**   **4 SHC**
This course is a study of arc welding of ferrous and/or non-ferrous 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 non-ferrous, 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 non-ferrous 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)

WLD 235   **Robotic Welding I**   **2 SHC**
This course covers basic theory and practice for robotic welding. (1/3)

Continuing Education and 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 Lex Walters Campus-Greenwood and at our six county campuses. Convenient scheduling and locations make it easier for you to stay one step ahead of the rapid changes occurring in today's workplace.

We also offer online 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 website at **www.ptc.edu/ConEd** and click on "Online Courses" to view the variety of courses and complete the online registration form.

PROGRAM AREAS

Health Care
The Continuing Education Division provides customized health and safety training for employers in the college's seven-county service area in addition to health care courses for the general public. Course topics include, but are not limited to: Emergency Medical Technician, Electronic Medical Records, CPR/First Aid, Medical Coding, Blood-borne Pathogens, and American Heart Association Training.

Deborah Hoffman, Program Manager
(864) 941-8426
hoffman.d@ptc.edu

Industrial Maintenance
The Continuing Education Division provides customized industrial maintenance training for employers in the college's seven-county service area. Course topics include, but are not limited to: Arc Flash Safety, Cranes & Hoists, Forklift Driving, HAZMAT, HAZWOPER, HVAC, OSHA, Wastewater, and Weatherization.

Michael Reid, Dean, Operations and Services
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Professional Development
The Continuing Education Division provides professional development training for employers in the college's seven-county service area in addition to professional development courses for the general public. Course topics include, but are not limited to: SHRM Training, Customer Service, Communicating Effectively, Massage Therapy, Seminars, Administrative Professionals, Real Estate, Social Media, Floral Design, and Occupational Spanish.

Kassie Hall, Program Manager
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hall.k@ptc.edu

Computer Training
The Continuing Education Division provides customized computer training for employers in the college's seven-county service area in addition to computer courses for the general public. Course topics include, but are not limited to: Microsoft Office, Adobe, Microsoft Projects, QuickBooks, and Basic Computer Skills.

Vickie Baldwin, Program Manager
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baldwin.v@ptc.edu

Quality Improvement & LEAN
The Continuing Education Division provides customized quality improvement and LEAN training for employers in the college's seven-county service area in addition to quality improvement and LEAN courses for the general public. Course topics include, but are not limited to: LEAN Training, ASQ Training, Statistical Process Control, GD&T, Six Sigma, and ISO Training.

Lisa Bartanus, Program Manager
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SC Works offers free services to residents of the community who are seeking work. The Resource Center is located in Room 101-A on the Lex Walters Campus-Greenwood. Individuals can check 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 attend a weekly information session regarding additional services available through the WIA program. These sessions are held in the SC Works Centers in the seven counties served by Piedmont Technical College. Possible WIA services include assistance with resumes, interview preparation, and possible assistance with training expenses. See **www.upperscworks.com** for a schedule of the information sessions.

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.

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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.M., Southern Wesleyan University

Sterling Dale Wilson
Interim Facilities Director,
Facilities Management
B.S., Lander University

Where to Find It

LEX WALTERS CAMPUS-GREENWOOD

College Number: (864) 941-8324 (TECH)
or toll free at (800) 868-5528

Admissions: (864) 941-8369
Room 103-B, Paul M. DeLoache Building

Arts and Sciences Division: (864) 941-8447
Room 138-K, Marion P. Carnell Library/Learning Resources Center

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 Planning and Counseling Center: (864) 941-8356
Room 149-A, John S. Coleman Administration Building

Continuing Education: (864) 941-8400
GA Building

Dual Enrollment: (864) 941-8397
Room 209-A, John S. Coleman Administration 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 140-B, Paul M. DeLoache Building

Genesis Program: (864) 941-8657
Room 101-A, John S. Coleman Administration Building

Health Science Programs: (864) 941-8504
Room 129-H, Jennings G. McAbee Health Science Building

Human Resources Office: (864) 941-8784
Room 156-A, John S. Coleman Administration Building

Journey Program: (864) 941-8356
Room 149-A, John S. Coleman Administration Building

Library: (864) 941-8441
Upper Level-K, Marion P. Carnell Library/Learning Resources Center

Marketing and Public Relations: (864) 941-8541
Room 216-A, John S. Coleman Administration Building

Nursing Programs: (864) 941-8724
Room 149-H, Jennings G. McAbee Health Science Building

Public Safety: (864) 941-8000
Room 109-F, Francis B. Nicholson General Education Building

SC Works: (864) 941-8395
Room 101-A, John S. Coleman Administration Building

Student Disability Services: (864) 941-8356
Room 149-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

Veterans Affairs: (864) 941-8665
Room 140-B, Paul M. DeLoache 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 Building
- P. Henderson Barnette Business Technologies Building
- John W. Drummond Engineering
  and Industrial Technologies Center
- General Education Building

COUNTY CAMPUSES

Abbeville County Campus: (864) 446-8324
143 Highway 72 W, Abbeville, SC 29620

Edgefield County Campus: (803) 637-5388
506 Main Street, Edgefield, SC 29824

Laurens County Campus: (864) 938-1505
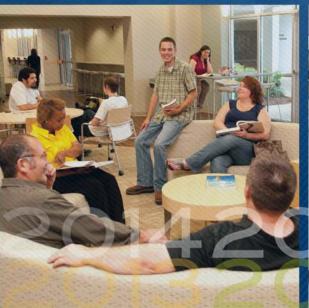663 Medical Ridge Road, Clinton, SC 29325

    Center for Advanced Manufacturing: (864) 682-3702
    109 Innovation Drive, Laurens, SC 29360

McCormick County Campus: (864) 852-3191
1008 Kelly Street, McCormick, SC 29835

Newberry County Campus: (803) 276-9000
1922 Wilson Road, Newberry, SC 29108

Saluda County Campus: (864) 445-3144
701 Batesburg Highway, Saluda, SC 29138