ACADEMIC CATALOG 2016/2017

PIEDMONT TECHNICAL COLLEGE

Please note: This version of the catalog contains updates and/or corrections for the following programs: Nursing, Surgical Technology, Cardiovascular Technology, Medical Assisting and Occupational Therapy Assistant. These changes have been made to present the most current information per program accreditation expectations. In addition, minor corrections were made throughout.

ABBEVILLE
EDGEFIELD
GREENWOOD
LAURENS
MCCORMICK
NEWBERRY
SALUDA

2016-2017
ACADEMIC CATALOG
VOLUME XLI

Visit **www.ptc.edu** for most current information.
This catalog is effective Fall 2016.

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

For information on tuition and fees, program length, graduation rates, placement rates, and median loan debt, visit www.ptc.edu.

ACCREDITATION INFORMATION

Piedmont Technical College (PTC) 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.

Inquiries about the institution such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Piedmont Technical College and not to the Commission on Colleges. The Commission should be contacted only if there is evidence that appears to support non-compliance with a requirement or standard.

The Cardiovascular Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org) 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; (727) 210-2350, upon the recommendation of The Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT), www.jrccvt.org, 1449 Hill Street, Whitinsville, MA 01588-1032

The Electronic Engineering Technology and Engineering Graphics Technology programs are accredited by the Engineering Technology Accreditation Commission of ABET, http:// www.abet.org.

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 Accreditation Commission for Education in Nursing (ACEN) 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) 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; (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 Diploma program at Piedmont Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763; (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 A.A.S. major in Funeral Service 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 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).

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA (2682) and its Web address is www.acoteonline.org. Graduates are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). The sponsoring institution (Piedmont Technical College) assumes primary responsibility for appointment of faculty, admission of students, and curriculum planning at all locations where the program is offered. This would include course content, satisfactory completion of the educational program, and granting of the degree. The sponsoring institution(s) must also be responsible for the coordination of classroom teaching and supervised fieldwork practice and for providing assurance that the practice activities assigned to students in a fieldwork setting are appropriate to the program.

PTC holds membership in the American Association of Community Colleges (AACC).

Copies of accreditation documents are in the Office of the Vice President for Academic Affairs, Chief Academic 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.

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Academic Calendar

FALL 2016

*Administrative and Inservice Days**	August 8-12 & 15-19, 2016
Classes Begin (Full Term, A Term)	August 22
End Add/Drop Period (A Term)	August 24
End Add/Drop Period (Full Term)	August 26
Labor Day (College Closed)	September 5
Classes Begin (Late Term)	September 27
End Add/Drop Period (Late Term)	September 29
Classes End (A Term)	October 14
Classes Begin (B Term)	October 17
End Add/Drop Period (B Term)	October 19
Thanksgiving Break (College Closed)	November 23-25
Classes End (Full Term, B Term, Late Term)	December 9
Graduation	December 13
Final Grades Due	December 13
*Administrative and Inservice Days**	December 12-16
*Administrative Days**	December 19-22
Winter Break (College Closed)	December 23-30

SPRING 2017

New Year's Day Observed	January 2, 2017
*Administrative and Inservice Days**	January 3-6 & 9-10
Classes Begin (Full Term, A Term)	January 11
End Add/Drop Period (A Term)	January 13
Martin Luther King, Jr. Day (College Closed)	January 16
End Add/Drop Period (Full Term)	January 18
Classes Begin (Late Term)	February 16
End Add/Drop Period (Late Term)	February 20
Classes End (A Term)	March 3
Classes Begin (B Term)	March 6
End Add/Drop Period (B Term)	March 8
Spring Break (No Classes)	March 13-17
Classes End (Full Term, B Term, Late Term)	May 3
Graduation	May 4
*Administrative Days**	May 4-5
Final Grades Due	May 5

SUMMER 2017

*Administrative Days**	May 8-12 & 15-16
Classes Begin (Full Term, A Term)	May 17
End Add/Drop Period (A Term)	May 18
End Add/Drop Period (Full Term)	May 19
Memorial Day (College Closed)	May 29
Classes Begin (Late Term)	May 31
End Add/Drop Period (Late Term)	June 2
Classes End (A Term)	June 20
Classes Begin (B Term)	June 21
End Add/Drop Period (B Term)	June 22
Independence Day (College Closed)	July 4
Faculty Break (No Classes)	July 3 & 5-6
*Administrative Day**	July 7
Classes End (Full Term, B Term, Late Term)	August 1
*Administrative Days**	August 2-4
Final Grades Due	August 3
Graduation	August 3

**no classes*

Important Dates*

TERM DATES

Fall 2016

Full Term	August 22-December 9, 2016
A Term	August 22-October 14, 2016
Late Term	September 27-December 9, 2016
B Term	October 17-December 9, 2016

Spring 2017

Full Term	January 11-May 3, 2017
A Term	January 11-March 3, 2017
Late Term	February 16-May 3, 2017
B Term	March 6-May 3, 2017

Summer 2017

Full Term	May 17-August 1, 2017
A Term	May 17-June 20, 2017
Late Term	May 31-August 1, 2017
B Term	June 21-August 1, 2017

VIP REGISTRATION DATES

Fall 2016

Current Students	April 4-June 29, 2016
New Students	May 2-June 29, 2016
Spring 2017	October 31-November 30, 2016
Summer 2017	April 3-28, 2017

TUITION DEADLINES

Fall 2016

Full and A Terms	August 8, 2016
Late Term	September 13, 2016
B Term	October 3, 2016

Spring 2017

Full and A Terms	January 3, 2017
Late Term	February 2, 2017
B Term	February 20, 2017

Summer 2017

Full and A Terms	May 3, 2017
Late Term	May 17, 2017
B Term	June 7, 2017

FINANCIAL AID DATES

FINANCIAL AID STUDENTS CAN PURCHASE BOOKS

Fall 2016

Full, A, Late and B Terms Charges Open	August 8, 2016
Full and A Terms Charges End	September 19, 2016
Full Term Charges Open Again	September 30, 2016
Full and Late Terms Charges End	October 10, 2016
All Bookstore Charges End	October 31, 2016

Spring 2017

Full, A, Late and B Terms Charges Open	January 3, 2017
Full and A Terms Charges End	February 6, 2017
Full Term Charges Open Again	February 17, 2017
Full and Late Terms Charges End	February 27, 2017
All Bookstore Charges End	March 20, 2017

Summer 2017

Full, A, Late and B Terms Charges Open	May 3, 2017
Full, A and Late Terms Charges End	June 19, 2017
All Bookstore Charges End	July 3, 2017

FINANCIAL AID ENROLLMENT FREEZE DATES

Fall 2016

Full and A Terms	August 29, 2016
Late Term	September 30, 2016
B Term	October 20, 2016

Spring 2017

Full and A Terms	January 19, 2017
Late Term	February 21, 2017
B Term	March 9, 2017

Summer 2017

Full and A Terms	May 22, 2017
Late Term	June 5, 2017
B Term	June 23, 2017

PAYMENT PLAN DATES

Fall 2016 Payment Plan Opens	July 6, 2016
Last day to enroll with no down payment	August 3, 2016
33% down payment begins	August 4, 2016
Last day to enroll with 33% down payment	August 24, 2016
50% down payment begins	August 25, 2016
Last day to enroll in payment plan	September 23, 2016
Spring 2017 Payment Plan Opens	October 31, 2016
Last day to enroll with no down payment	December 8, 2016
33% down payment begins	December 9, 2016
Last day to enroll with 33% down payment	January 5, 2017
50% down payment begins	January 6, 2017
Last day to enroll in payment plan	February 6, 2017
Summer 2017 Payment Plan Opens	April 3, 2017
Last day to enroll with no down payment	May 10, 2017
50% down payment begins	May 11, 2017
Last day to enroll in payment plan	June 9, 2017
Fall 2017 Payment Plan Opens	July 6, 2017

FINANCIAL AID 60% OF TERM DATES

Fall 2016

Full Term: October 27, 2016
A Term: September 23, 2016
Late Term: November 10, 2016
B Term: November 18, 2016

Spring 2017

Full Term: March 23, 2017
A Term: February 13, 2017
Late Term: April 6, 2017
B Term: April 13, 2017

Summer 2017

Full Term: June 26, 2017
A Term: June 6, 2017
Late Term: July 11, 2017
B Term: July 19, 2017

DROPS FOR NON-PAYMENT

Fall 2016	
Full and A Terms	August 15 and August 30, 2016
Late Term	September 20 and October 3, 2016
B Term	October 10 and October 21, 2016
Spring 2017	
Full and A Terms	January 6 and January 20, 2017
Late Term	February 9 and February 22, 2017
B Term	February 27 and March 10, 2017
Summer 2017	
Full and A Terms	May 10 and May 23, 2017
Late Term	May 24 and June 6, 2017
B Term	June 14 and June 26, 2017

LAST DAY TO WITHDRAW FROM A CLASS

Fall 2016	November 28, 2016
Spring 2017	April 19, 2017
Summer 2017	July 18, 2017

GRADUATION DATES

APPLICATION DEADLINES

Fall 2016 Graduates	October 7, 2016
Spring 2017 Graduates	March 3, 2017
Summer 2017 Graduates	June 16, 2017

GRADUATION CEREMONY DATES

Fall 2016	December 13, 2016
Spring 2017	May 4, 2017
Summer 2017	August 3, 2017

Please refer to the Student Handbook & Calendar or* **www.ptc.edu *for other Important Dates and Deadlines not listed.*

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 Commission on Colleges, 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.

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 Economic Development and Continuing Education 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) 941-8369 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, Campus Police and Security 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 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 System, is a public comprehensive two-year postsecondary institution. Piedmont Technical College contributes to the economic growth and development of the largest and most diverse region of the technical college system, Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda counties and to the state. The college responds to the academic, training and public service needs of the community through excellence in teaching and educational services. Piedmont Technical College'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; college preparatory programs; student development programs providing academic, career and individual support; and custom-designed credit and non-credit programs to provide training for business and industry and to meet the needs of the community. To optimize access to higher education in the rural seven-county service area, Piedmont Technical College offers distance learning courses through multiple modes of delivery. (Revision approved by the PTC Area Commission on April 21, 2015. Approved by the Commission on Higher Education on June 30, 2015.)

STRATEGIC DIRECTIONS AND GOALS

Strategic Direction A:

Transforming Lives: The college will play a critical role in improving the lives of its stakeholders by ensuring widespread access to our educational services; by promoting excellence in teaching and learning; and by providing responsive enrollment and student services to ensure that our students are well-positioned for success in associate degrees, diplomas, and certificates in career and technical fields, and in university transfer.

1. Create individual graduation plans for all students to enable them to see a direct path toward their educational goals, and establish a mechanism to intervene when students are deviating from their plan.
2. Introduce structured career planning and validation at pre- and post-enrollment phases to ensure students have chosen a career path that aligns with their goals.
3. Establish a "Proactive Advising" model.
4. Create Early Connection opportunities in all programs for students to engage with program faculty earlier.
5. Expand communication plan concept in use during pre-enrollment phase to include targeted communications at key points during the student lifecycle. These will include both "validation" and "alert" communications triggered by feedback gathered at each checkpoint.
6. Embed ongoing orientation during the first term to provide students with structured exposure to high impact student services and important information.
7. Incorporate integrated student support and engagement opportunities into the learning experience to positively impact learning outcome attainment.
8. Refine and improve the effectiveness of the college's recruitment, admissions, and new student enrollment activities.

Strategic Direction B:

Supporting Our People: Foster a cooperative, accessible, safe and healthy environment that enhances the awareness, understanding, and celebration of differences.

1. Actively attract and engage a diverse workforce based on our mission, vision, and values.
2. Offer comprehensive employee services and programs that add value to employees' overall success.
3. Promote the achievement of work-life balance and wellness in our employees.

Strategic Direction C:

Embracing Continuous Improvement: Use data and assessment results to make well-informed academic and operational decisions and to provide professional development opportunities regarding the continuous improvement of the college's financial and physical resources.

1. Streamline program structures to provide the quickest possible path to completion.
2. Refine course schedules by campus, modality, etc. to ensure maximum access and flexibility for learners with different scheduling needs.

3. Review and improve student-facing business processes from a student's point of view to ensure we're placing students in situations where they have a high likelihood of success and that the college isn't creating unnecessary barriers.
4. Create measureable, actionable checkpoints to gauge student progress, engagement, and continued enrollment. Utilizing a "funnel" model, these checkpoints will provide a structured way for the institution to monitor student success incrementally, and will provide a framework for proactive interventions with at-risk students. We will leverage Zogotech and Argos to create a set of tools to monitor and proactively intervene based on checkpoint data and early alerts.
5. Support mission-driven operational and assessment planning and reporting.
6. Provide strategically aligned professional development and learning opportunities for faculty and staff that support institutional, division, and program outcomes.

Strategic Direction D:

Strengthening Communities: Promote community and workforce development and economic prosperity through new and existing partnerships with business, industry, government, community agencies, and educational institutions.

1. Increase connections between PTC, K-12, and bachelor's degree granting institutions to ensure students are well-positioned to succeed before they enroll, and after they transfer.
2. Integrate soft skills instruction into the curriculum and student life.
3. Address the needs of business and industry in a proactive and responsive manner.

Strategic Direction E:

Ensuring Institutional Sustainability and Growth: Exercise efficient and responsible stewardship of the college's financial and physical resources and ensure widespread recognition of the college's role and scope.

1. Create additional opportunities for tuition and financial relief for qualifying students.
2. Ensure our enrollment processes, facilities, and information technology services are optimally configured to facilitate new and continued enrollment, and reflect the image we'd like to project to the greatest degree possible within our budgetary constraints.
3. Position the college to maximize local, state, federal and other funding streams.
4. Ensure campus facilities and college technology infrastructure are modern, safe, and environmentally efficient.
5. Increase private financial support for the college through fund-raising opportunities.
6. Improve community perception and satisfaction with the institution.
7. Implement a structured process based on market needs to identify, develop, and launch new and repackaged credit programs.

CORE VALUES

Piedmont Technical College is guided by the practice of these Core Values (Approved by the PTC Area Commission on April 21, 2015):

- 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 all new students 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 all new students 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.

STUDENT CONSUMER INFORMATION

Campus Safety

Under Title II of Public Law 101-542, the college is required to provide information regarding campus police and security 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 Campus Police and Security Web page at **www.ptc.edu/campuspolice**.

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 Campus Police and Security 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.

Piedmont Technical College's Title IX Coordinator for all student-related matters is Andy Omundson, Associate Vice President for Student Affairs located in Room 239A and at (864) 941-8376.

Persistence Rate

73.3 percent of all PTC students persist from one semester to the next, based on fall 2014 to spring 2015 enrollment.

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)
- Building C (Lower Level Kitchen & Administrator's Office)
- Building D (Kitchen)
- Building F (Campus Police and Security 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)
- Building T (HVAC Office)
- Building V (Kitchens)
- James Medford Family Event Center

First aid assistance for minor injuries can be obtained from the faculty/staff member present or by calling the Campus Police and Security Office at extension 8000. For emergency cases that cannot await referral to the student's family physician, please call the Campus Police and Security 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 Campus Police and Security Offices as soon as possible after the accident to complete insurance claim forms and Personal Injury Report. Staff should report to their supervisors before going to the Human Resources and Campus Police and Security Offices.

Campus Police and Security Office

The Campus Police and Security 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 Campus Police and Security to assist each instructor in meeting the needs of his/her 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 Campus Police and Security 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 Campus Police and Security Office is staffed with four full-time campus police officers, of which three 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 Campus Police and Security 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) 941-8745 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 Campus Police and Security 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 Campus Police and Security 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.

Security or safety needs off campus should be reported to the director of that particular campus.

CARRYING OR POSSESSION OF WEAPONS PROHIBITED ON CAMPUS

"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 Campus Police and Security 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 Campus Police and Security Office. The committee will meet once a month or as required by volume of appeals.

TOBACCO USE POLICY

It is the policy of Piedmont Technical College that the use of tobacco, tobacco products and electronic cigarettes are prohibited. Violations could result in a $25 citation and a referral to the Associate Dean of Students.

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.

Admissions Information

ADMISSIONS POLICY

In compliance with our mission to transform lives and strengthen communities, it is the policy of Piedmont Technical College to provide access to postsecondary education to all who are eligible in accordance with statutory requirements and existing policies of the South Carolina Technical College System.

Applicants must be 18 years old or a high school graduate or the equivalent to be admitted to the college. Under certain circumstances, an applicant who is under 18 years old and has not graduated from high school may be admitted, such as dual enrolled high school students, or others through arranged partnerships or agreements. Evidence of high school graduation or its equivalent is required for admission to Associate Degree and Diploma programs. Certain certificate programs require a high school diploma or the equivalent; this information is available on the college website and in the college catalog.

Piedmont Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status in its admissions policies.

GENERAL ADMISSIONS PROCEDURES

The purpose of defined Admissions Procedures is to outline the steps applicants must follow to be admitted into the college and the program of study of their choice. Admission requirements and procedures are established to ensure equal opportunity for all students in consideration of their potential for success and graduation from the college.

Any exceptions to the procedures documented herein must be approved by the PTC Associate Vice President for Enrollment and Communications.

General Admission Requirements for Associate Degree, Diploma and Certificate Programs for First-Time College, Returning and Transfer Students:

1. All applicants for admission to the college must be eighteen years of age or possess a high school diploma or General Educational Development (GED) credential. Exceptions are made for specific programs and partnerships, such as the Dual Enrollment Program with area high schools.

2. All applicants must submit a college application for admission.

3. All applicants for admission to associate degree, diploma, and certain certificate programs must possess and provide proof of completion of high school, GED or the equivalent. The college will accept the high school diploma or GED credential as verification in lieu of the official transcript. The original diploma must be copied by a PTC personnel at any of our county campuses. An official transcript may still be required to receive certain forms of financial aid.

   There are four exceptions to providing acceptable proof of completion for high school, GED or the equivalent, and they are listed below:

   a. Current graduating seniors will be admitted provisionally for a maximum of one term until appropriate documentation is provided. If documentation is not provided before registration for the subsequent term, a hold will be placed on the student's account which will prevent registration for future terms. If the student indicates he/she cannot provide the documentation, the student must meet with the Dean of Admissions to change the student type to Non High School Graduate. The student will be responsible for any tuition and/or fees owed to the college, but can continue enrollment in an eligible certificate program.
   b. Students enrolling in certificate programs that are not eligible for federal financial aid.
   c. Applicants who have earned an associate degree or higher, or the equivalent, from an accredited institution are not required to verify high school graduation or GED provided they submit an official college transcript verifying the highest degree earned or equivalent coursework.
   d. Applicants who have attended an accredited four-year institution and have earned at least 15 college-level credit hours.

   It is the responsibility of the Dean of Admissions to determine the validity of a high school credential or diploma based on criteria set by regional accreditation bodies and state departments of education. Requests for exceptions to the Dean of Admissions determination must be reviewed and approved by the PTC Associate Vice President for Enrollment and Communications.

4. All applicants must have taken the college placement test within the past five years or meet one of the following criteria for exemption:

   a. Earned a minimum SAT of 480 on Verbal (or Critical Reading after March 2005) waives the Reading and Writing portion; and a minimum SAT score of 480 on Math waives the Math portion.
   b. Earned minimum score of 19 on ACT Math waives the Math portion; and a minimum score of 20 on ACT English and Reading waives the Writing and Reading portion.
   c. Completed college level English and math courses from a regionally accredited or approved institution with minimum grades of "C."
   d. Earned an associate, bachelor's degree or higher from a regionally accredited institution.

   More information regarding Placement Test and Disability Accommodations can be found on page number 17.

5. All applicants must be US citizens, have a lawful presence in the United States, or apply as a non-immigrant.

Additional Admission Procedures for Specific Academic Programs

1. **Nursing and Health Science Programs**
   a. Applicants must complete the online Health Science and Nursing Information Session.
   b. Applicants for Health Science Transfer programs with other technical colleges may have additional requirements which are listed in the college catalog.
   c. Applicants must meet specific Program-Ready or Merit entrance requirements for admission into the clinical phase of limited-enrollment programs. These are defined in the college catalog and on the college website.
   d. Applicants must complete a physical examination, a criminal background check, and a drug screening prior to the clinical experience for health care facilities.

More information regarding Health Science and Human Services curricula can be found on page 75. More information regarding Nursing curricula can be found on page 89.

2. **Gunsmithing**
   Applicants must possess a current concealed weapons permit or complete a background check.

3. **Funeral Service**
   Applicants must complete all general education courses and meet with the department head prior to enrollment in Funeral Services courses.

4. **Early Care and Education**
   Applicants must complete a background check and drug screening prior to the Supervised Field Experience, which is a required component in the program

GENERAL ADMISSION REQUIREMENTS FOR OTHER STUDENT TYPES

Transient Students

Applicants enrolled at another college desiring to transfer PTC courses to their home college may be admitted as transient students. Applicants must submit an application for admission, and the Transient Coursework Approval Form. Satisfaction of course prerequisites is indicated via signature of the home institution registrar/designee. Transient students are not eligible for federal or state financial aid. The college placement test is not required for transient students. Online classes require at least one proctored assignment or exam to be completed. Electing to have the exam proctored by an institution other than PTC may result in additional charges with that institution.

Non-Degree Seeking Students

Applicants not seeking admission into a degree, diploma, or certificate program may be admitted as non-degree students. Applicants must complete an application for admission, and take the college placement test if enrolling in a college-level English and/or mathematics course. All course prerequisites must be satisfied. Non-degree students are not eligible for federal or state financial aid.

Dual Enrollment Students

Dual enrollment students are high school students (juniors and seniors) who take college courses to earn college credit and high school credit simultaneously. Dual enrolled students must have the approval of their high school principal/designee and parent/guardian for the specific courses that will be awarded as both high school and college credit. Home school applicants must obtain permission from the parent/guardian and from the school district or an authorized educational agency which has jurisdiction over the home school. 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 can be found at www.ptc.edu/courses-transfer. These courses 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. Students who are South Carolina residents and enroll in at least six credit hours may be eligible for Lottery Tuition Assistance. Tuition for dual enrollment courses taken at the high school may be free if the student is enrolled in at least six credit hours (two courses) within the same semester and meets eligibility for Lottery Tuition Assistance.

Early High School Graduates

Early graduates must follow the general admissions requirements and complete the "Early Graduates" form that verifies graduation and the importance of submitting their final official high school transcript before financial aid can be awarded.

International Students

Piedmont Technical College reaffirms its policy of nondiscrimination with specific reference to international students. The college's "Open Door" procedure does not apply to international students. The college can deny admission to any international applicant whenever such action appears to be in the best interest of the college.

International applicants/students are those non-citizens or non-permanent residents of the United States who hold or who are applying for student visa category F for admission to the college's credit programs. International students holding other visas should consult with the International Student Advisor for admission information.

In addition to meeting the regular college and program admission criteria, international students must fulfill the following requirements:

1. Apply for admission.

2. Submit a certified English translation of secondary school records, including evidence of graduation.

3. If the institutions are located outside the U.S., professional credential evaluations from any member of the National Association of Credential Evaluation Services (NACES) are required. If requesting transfer of credits, a course by course

report is also required. The report must be sent directly to PTC's Student Records Office from the evaluation service.

4. Provide evidence of English language proficiency by one of the following
   a. Test results from the Test of English as a Foreign Language (TOEFL) showing a minimum score of 61 on the internet-based version. If the paper version is taken, a minimum of 173 Computerized; 500 Written
   b. Test results from the International English Language Testing System (IELTS) indicating a minimum overall band score of 5.0.
   c. Official report verifying transfer credit for postsecondary level English coursework.

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

5. Complete the placement test within the past five years, or provide proof of one of the following:
   a. An earned composite SAT score of at least 960 with a minimum of 480 on Verbal (or Critical Reading after March 2005) and 480 on Math;
   b. An earned minimum score of 19 on ACT Math waives the Math portion; and a minimum score of 20 on ACT English and Reading waives the Writing and Reading portion;
   c. A college level English and math courses from an accredited or approved institution with minimum grades of "C."

6. Demonstrate evidence of financial support by submitting an Affidavit of Support (Form I-134) with official document of financial support to cover tuition and expenses for one academic year. The amount is subject to change based on the current rate of tuition, books, and cost living in the local area.

7. Provide a two-semester escrow deposit of U.S. based on the international rate of tuition. 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. Corporate or government contractual agreements and/or assessment of the student's ability to pay may satisfy this requirement. The college will also adhere to the Sister-State Agreements established annually by the South Carolina Commission on Higher Education. Therefore, when the student submits necessary forms and is approved under the Sister-State Agreements, the student will be refunded the difference from the international to out-of-county tuition rate.

8. Issue INS Form 1-20 upon receipt of all required documents and escrow deposit. Issuance of an INS Form 1-20 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.

   When an international student is enrolled at the college, the student must:
   a. Comply with certain academic requirements.
   b. Follow the requirements of the Student Code.
   c. Maintain visa status and immigration documents in the manner required by the Department of Homeland Security.

   Implementation of the Admission of International Students Procedure 3-2-1020 will be guided by the following:
   d. The college must maintain certification by the United States Department of Homeland Security and the United States Immigration and Customs Enforcement to admit nonimmigrant students (F visa category).
   e. The college must have a primary designated international admissions officer/international student advisor.
   f. The college must maintain a current subscription to the Adviser's Manual of Federal Regulations Affecting Foreign Students and Scholars, which is a publication of the Association of International Educators (NAFSA).
   g. The college shall maintain all necessary and appropriate documents for international students as required by U.S. Immigration and Customs Enforcement and ensure the accuracy of the Student & Exchange Visitor Information System (SEVIS).

ADDITIONAL NOTES:

- 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 SEVIS Designated School Official for more information about this process:
- Transient International students must also provide a copy of their INS Form 1-20 and visa.

Readmission

Students who are not enrolled at Piedmont Technical College for three consecutive semesters (including summer) or more, and who wish to re-enroll must reapply for admission, and must meet admissions criteria under the current catalog. Students who want to reapply to the same program must re-enter under the current catalog for their program.

Veteran Affairs Students

Veteran students have unique requirements for VA benefits. For specific details refer to the website: **www.ptc.edu/vabenefits**.

PLACEMENT TEST

Piedmont Technical College's placement test is a tool that helps place new college students into courses to ensure their ability to succeed in meeting their educational goals. Through this assessment, students learn how their skills compare with the skills needed to pursue specific college courses and if prerequisite developmental or transitional courses are required.

Testing for the Greenwood Campus is scheduled on a walk-in basis. For all other campuses, call to schedule testing. Refer to page 2 for campus contact information.

For more information on placement testing or to review sample test questions, visit our Testing Center website at **www.ptc.edu/collegeresources/testing-center**.

Disability Accommodations Request

Persons requiring special assistance because of a physical limitation or other disability should contact the Student Disability Service Counselor in the Career Planning and Counseling Center, Room 101A at (864) 941-8356.

Financial Information

TUITION AND FEES

To assist you in your financial planning, the following is provided to give estimated tuition for the 2016-2017 academic year. Because tuition and fees are based on the extent of financial support provided by the state and the county in which the student lives, exact fees may not be determined until July prior to the beginning of the new academic year. Piedmont Technical College is anticipating that fees will not exceed the maximum amount indicated; however, a reduction of state financial support may force tuition to exceed the projected maximum. In-county students are those students who live in one of the following counties: Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry or Saluda. Check **www.ptc.edu/tuition** for current tuition information.

Tuition*

In-County Rate	**Minimum**	**Maximum**
Per Credit Hour	$163.50	$176.50
Full-Time	1,962.00	2,118.00
Out-of-County Rate		
Per Credit Hour	186.50	
Full-Time	2,238.00	
Out-of-State Rate		
Per Credit Hour	236.50	
Full-Time	2,838.00	
International Rate		
Per Credit Hour	314.50	
Full-Time	3,774.00	

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. Visit **www.ptc.edu/tuition** for the most current information. Fees above include a technology fee of $5 per credit hour.

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 Registration 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. 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, 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 canceled 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/payment-plan**.

Refunds

Students may receive refunds of tuition upon reduction of credit hours during the add/drop period of each term. To receive refunds, students must submit the Change of Class Schedule Form or drop courses through their Pathway account prior to the end of the add/drop period. A student is considered to be enrolled unless the student initiates the drop through Pathway or through the use of the Change of Class Schedule Form. Please see the student calendar, the college website at **www.ptc.edu** or the Student Records Office for dates of the add/drop periods. Refunds for student-initiated drops will be processed as they occur and mailed on Friday of the following week.

This refund policy applies to all students. A student receiving financial assistance should consult the Financial Aid Office before reducing credit hours to determine the impact 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.

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 dedicated in assisting all students and potential students in securing financial assistance for college expenses. In order to apply for Financial Aid, students should complete the Free Application for Federal Student Aid (known as the FAFSA) online at **www.fafsa.gov**. The college has computers available for this service in the Financial Aid Office and at each county campus. Please contact the Financial Aid Office for more information on this service. Application deadlines and further information on the available programs can be found on the college's website at **www.ptc.edu/fininfo**. Students should monitor their financial aid status online through their personal Pathway Account.

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 add/drop 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. Students must submit a FAFSA each year in order to apply. Students who have previously earned a bachelor's degree are not required to complete the FAFSA, but alternately must complete a FAFSA waiver. This form can be found on the Financial Aid portion of **www.ptc.edu**.

The LTA award varies each year and is dependent upon funding sources. Students who receive LTA are required to maintain academic standards required by law.

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 enrolled in an associate degree program can earn or retain the LIFE Scholarship by meeting all required criteria, including earning a cumulative LIFE GPA of at least a 3.0 and completing 30 non-remedial credit hours during the first year. 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 $588 to $5,775 per year for undergraduate students. Eligiblity is determined by the completion of the FAFSA.

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. Students should complete their FAFSA by the priority deadline in order to apply. S.C. 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.

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**.

VETERANS 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 Veterans Services Coordinator 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)

To remain eligible for financial aid at Piedmont Technical College, a student must make reasonable academic progress towards a degree, diploma, or certificate as defined in the standards of Progression in PTC procedure number 3-2-1050.1. Piedmont Technical College (PTC) has adopted the following Satisfactory Academic Progress (SAP) policy adhering to federal and state mandates.

FINANCIAL AID PROGRAMS UNDER THE SATISFACTORY ACADEMIC PROGRESS POLICY

- Federal Pell Grant (PELL)
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Direct Loans
- Federal Work Study Program (FWS)
- South Carolina Need-Based Grant (SCNB)

REQUIREMENTS OF THE SAP 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 (Fall, Spring, and Summer). Failure to meet any one of these standards may result in the cancellation of future financial aid. Satisfactory Academic Progress is a federal government requirement and is measured by the following:

1. **Cumulative Completion Rate (Pace):**
   A student must successfully pass 67% of the cumulative hours attempted including Developmental and transfer hours. 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. Courses with grades of F, W, NC, CF and I are counted in the hours attempted.

2. **Cumulative Grade Point Average:**
   All Piedmont Technical College students must maintain a 2.0 cumulative GPA in order to meet SAP.

3. Length of Eligibility (Maximum Timeframe):

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.

ACADEMIC ISSUES THAT WILL AFFECT SATISFACTORY ACADEMIC PROGRESS (SAP)

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.

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 or prerequisite courses that are not included in the program of study. These courses count towards hours attempted and will be considered in determining SAP.

Prior College Coursework:

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. All prior courses will be counted in cumulative attempted hours, cumulative earned hours, and cumulative GPA. Any student not meeting a standard will be subject to suspension of all financial aid.

Transfer Credits:

All transfer credits accepted will be counted in cumulative attempted and cumulative earned hours.

Fresh Start Program:

Students approved for the Fresh Start Program are not exempted from the Satisfactory Academic Progress requirements. Students should be aware that financial aid requirements regarding prior attendance and cumulative eligibility must be considered from the first date of enrollment (all prior grades will be included in the SAP Calculation).

Change of Major(s):

A student who changes his or her major is still responsible for maintaining satisfactory academic progress in accordance with the procedure as outlined. A review of satisfactory academic progress will be based on the student's current program of study. A student changing from an associate program to a diploma or certificate program may lose federal and state eligibility immediately upon making the change based on the cumulative academic history review for the 150% maximum time frame requirement.

Maximum Timeframe for subsequent degrees:

Students seeking a subsequent degree at the same level as first degree must complete the subsequent degree within the maximum time frame (150%) of the current program. If unable to do so, the student may appeal for continued eligibility. In the appeal the student may need to explain the rationale for the pursuit of an additional degree.

For students who have reached the maximum timeframe (150%) of their current program, financial aid eligibility is limited to no more than two associate degrees. Students who wish to pursue additional degrees beyond this limit may do so, but without federal financial assistance.

RESULTS OF 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. Financial Aid Warning:

Students are evaluated on satisfactory academic progress standards at the end of each term (Fall, Spring and Summer). Students who are not maintaining satisfactory academic progress for the first time will be placed on **Financial Aid Warning**. Students under Financial Aid Warning can receive student financial aid for one term, without submitting an appeal. At the end of the term, the student must meet the criteria for satisfactory academic progress.

2. Financial Aid Suspension:

Students who have failed to meet Satisfactory Academic Progress standards after a term of Financial Aid Warning are placed on **Financial Aid Suspension**. 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 with Piedmont will be placed on suspension upon their return to the college.

Students on Financial Aid suspension are ineligible for student financial aid unless they submit an appeal along with an academic plan created by an advisor, and the appeal is granted. Approval of all appeals is at the discretion of the Financial Aid Appeals Committee.

3. Financial Aid Probation:

Financial Aid Probation status is assigned to a student who fails to meet SAP (following Financial Aid Warning status) and who has successfully appealed and has had eligibility for financial aid reinstated.

APPEAL OF FINANCIAL AID INELIGIBILITY

A student on financial aid suspension may appeal by submitting a Financial Aid Appeal Form, an academic plan and all requested documents to the Financial Aid Office. The student must indicate reasons why he or she did not achieve minimum academic standards. Acceptable reasons for an appeal are: personal injury or illness, death or serious illness of an immediate family member, employment changes, or divorce/ separation in the student's immediate family. Students may only appeal the same situation once. Previous medical history cannot be used as an acceptable reason for ongoing semesters. The student must provide supporting documentation for the appeal.

If the student has reached or is approaching the 150 percent maximum, he/she is ineligible to receive additional semesters of aid without an appeal. In this appeal, the student must explain why they have not

completed their degree along with an academic plan created with an advisor. The determination of whether an appeal is accepted and the student can receive financial aid is at the discretion of the Financial Aid Appeals Committee.

If it is not mathematically possible for a student who is appealing to reach satisfactory academic progress by the end of the next term, the student can be placed on an Academic Plan for a specific number of terms. The Academic Plan, which must be signed by the student and an advisor, will be used to evaluate the student's satisfactory academic progress until it expires. Continuing to meet the stipulations of the Academic Plan will eventually result in the student meeting the SAP policy overall or completing their program of study.

Students who have failed to meet any of the stipulations of the Academic Plan will be placed on Repeat Suspension status where any federal financial aid will be suspended. A second appeal will only be allowed for new documented extenuating circumstances that occur during the probationary period such as a prolonged hospitalization, death in the family, or a change in work hours that conflict with the class schedule. Extenuating circumstances do not include being a single parent or working full-time while attending school. A maximum of 2 appeals will be accepted during a student's time at Piedmont Technical College.

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.

Upon review by the Financial Aid Committee, the student will be advised by Pathway notification of the committee's decision. Simply submitting an appeal and an academic plan does not automatically guarantee approval and appeals without supporting documentation will be denied.

RE-ESTABLISHING ELIGIBILITY

Other than having eligibility restored through filing a successful appeal, a student on financial aid suspension may regain eligibility only by taking action that brings him or her into compliance with the appropriate progress standard. Students who choose to remain enrolled without receiving Title IV aid may request a review of their academic record after any term in which they were on financial aid suspension to determine if they are now meeting the appropriate standards.

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 servicer 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 cancelled. For example, if a student withdraws after receiving the fall disbursement, the spring disbursement of the loan is automatically cancelled. 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.

A federal financial aid recipient who does not officially withdraw from the term will be considered as having completed 50 percent of the term for calculating the amount of aid to be returned to the federal government and 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:

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

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

$$\textit{(Percent of unearned aid)} \times \textit{(Amount of federal financial aid disbursed)} = \textbf{Aid to be returned}$$

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 Affairs

The mission of Student Affairs is to provide smooth and personalized processes, 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:

- Scholarships
- Student Employment Services
- Student Life
- Student Organizations
- 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.

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**.

To report a behavioral concern or an act of academic misconduct, please use the appropriate form found on the Student tab of Pathway.

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

- 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
- Harassment & Sexual Assault Policy
- Piedmont Technical College's Title IX Coordinator for all student-related matters is Andy Omundson, Associate Vice President for Student Affairs located in Room 239A and at (864) 941-8376.

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. A student is clearly advised in writing that at the end of the stated suspension period, he/she must meet with the Associate Vice President for Student Affairs (or designee) 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.

STUDENT CONSUMER INFORMATION

Piedmont Technical College is committed to providing students with the necessary information and resources to help achieve their goals.

Information on a variety of topics including Student Financial Assistance; Student Outcomes; Consumer Contacts; and General Institutional Information are located on the Piedmont Technical College Student Consumer page. Some very important information regarding the Health and Safety of our students can also be found here.

The Piedmont Technical College Student Consumer page is located on our website at **www.ptc.edu/hea**. Questions or requests for written copies of the information should be directed to the office of the Associate Vice President for Student Affairs.

CAREER PLANNING & COUNSELING SERVICES

Career Planning & Counseling Services is located in the Student Success Center, Room 101-A, John S. Coleman Administration Building and offers the following:

- **Academic Counseling** — Professional counselors are available to assist students with academic concerns such as: study skills, test anxiety, critical thinking, note taking, time management, and academic probation. Printed materials are available on a variety of academic topics that students can access free of charge.
- **Personal Counseling** — Sometimes students become overwhelmed with personal issues and don't know where to turn. Professional counselors are available to offer assistance with issues such as grief, divorce, loss of job, anger issues, homelessness, suicide, etc.
- **Career Counseling** — Career counselors can assist with:
  - Career assessments
  - Career/job specific resources
  - Online resources
- **Disability Counseling** — Services are available to students who have disabilities including, but not limited to, visual impairments, hearing impairments, learning disabilities and physical disabilities.

Advising and Registration

ADVISING

The purpose of the advising process is to help students move smoothly through their college career. Advisors assist students to develop an educational plan to complete their degree, certificate or diploma in the most efficient manner possible. This is achieved by helping the students to clarify academic major and career goals, interpret specific program requirements and make good choices based on academic ability and personal life situations. The advisor also helps to clarify academic policies and procedures and helps a student to understand the consequences of academic decisions.

New Student Advising

After completing the Admissions process, new and readmit students (those students returning to PTC after an absence of one year or more) will meet with a New Student Advisor who will review the student's vocational, academic and personal goals and needs, assist the student with selection of first semester courses and provide information about the next steps in the advising process as well as resources for college success. The New Student Advisor will assist in the initial steps in developing an individualized degree plan in collaboration with the student.

Academic Advising

A student's Academic Advisor assists a student in planning the academic career and accessing college resources. A student should meet with an Academic Advisor at least once per semester to discuss career goals, review academic progress towards graduation and plan for upcoming semesters. An Academic Advisor is a faculty member within the student's major of study. Students interested in transitioning into a health science curriculum will be assigned a general education faculty member as their assigned advisor. A student may identify the assigned Academic Advisor by viewing DegreeWorks, the current semester class schedule in Pathway, or the college website **www.ptc.edu/advisor**.

County Campus Advising

Students taking courses at one of our county campus locations may meet with an Advisor at the county campus. Students are also encouraged to contact an Academic Advisor within their program of study. This may be done by phone, email or in person. Campus Connect stations are available at each county campus to contact advising staff on the Lex Walters Campus-Greenwood as needed.

Online Advising

Students taking all online courses may participate in an academic advising session via phone, email or online tools such as Skype.

Student Responsibility for Advisement

The student is ultimately responsible for his/her 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 or in the catalog 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 students to monitor progress towards graduation. By using this tool, a student can see how completed coursework meets the graduation requirements for the selected major. The Academic Advisor can assist the student to develop a semester by semester educational plan that is accessible in DegreeWorks. This audit is not your official academic transcript and it is not official notification of completion of degree or certificate requirements. Students preparing for entrance into health science or nursing programs should note that DegreeWorks outlines all courses to complete the AA degree. To review program application eligibility requirements and deadline dates, visit the Health Science and Nursing Resources section of the website: **www. ptc.edu/hsnis**.

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 of direct instruction per week and a minimum 24 hours of study time per week outside of class. For online coursework, this could equal 36 hours or more per week of study for a full course load. 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.

Course Selection - Prerequisites and Major of Study

Prerequisites are courses or placement test scores required for enrollment in a specific course. Students should carefully review the prerequisites of each course prior to registration. Some courses require a grade of "C" in the prerequisite course for enrollment. If errors occur, students should consult with an Academic Advisor. Courses not required for a student's current program may only be taken with advisor permission and may not be covered by some forms of financial aid, including Title IV federal financial aid.

Course Expiration

Due to changes in some technical fields and/or accreditation issues, some courses have an expiration date. Courses with the following prefixes have an expiration of eight years: AOT, CPT, CGC, ECD, EET, IST, MET and SAC. Courses with the following prefixes have an expiration of five years: EGR and EGT. Prior health science and nursing coursework is reviewed by the respective division.

Advising for Students on Academic Probation

Students who are on Academic Probation must first meet with an Academic Advisor to discuss and select courses. To register for classes, the student must meet with an Academic Probation Counselor or the Registrar, and complete an Academic Probation contract. Refer to the Academic Probation section within the Student Records section on page 29.

Advising for Students Receiving Veterans Educational Benefits

Students receiving VA Educational Benefits must submit a request for certification and a copy of the class schedule each semester. Only courses

required for the student's current program of study may be certified to the VA. After a student's semester schedule has been certified to the VA, a hold is placed until the start of the next open registration period. To make class schedule changes, the student and advisor should consult with the VA Certifying Official. Withdrawals must be reported to the VA and can impact a student's educational benefit from the VA. Each chapter has different requirements and different benefits. Students should carefully review this information on the college website and consult with the VA Certifying Official.

Academic Fresh Start

Academic Fresh Start is a program designed for a student who may have done poorly in a previous attempt at college to gain a "fresh start." Refer to the Academic Fresh Start section under Student Records on page 31 for more detailed information.

Curriculum Changes

Students who wish to change their major of study will need to complete a Change of Major Form and meet with an Academic Advisor to discuss the new program of study and develop a new educational plan. Refer to the Curriculum Change Form section under Student Records on page 31 for more detailed information.

Career Planning

Career Planning is available to new, returning and current students who are seeking assistance with planning a program of study. Career counselors will discuss information about PTC program choices and show students an array of website information about hiring trends in our area, duties one might expect to have on the job and what salaries one might expect for a selected program upon graduation.

Assessments to assist students with the selection of program choices are available. All services are free. Please contact Career Planning and Counseling Services located in the Student Success Center (101A) or call **(864) 941-8356** to make an appointment.

New Student Orientation

New students are encouraged to learn about college programs, policies and services. There is a live orientation prior to each semester that will provide information and introduce students to staff and faculty who may be able to offer assistance. There are also online modules that students can view through the college website. For more information, please visit **www.ptc.edu/orientation**.

General Education Courses - Elective Choices

Each associate degree program consists of a basic core of general education courses requiring a minimum of 15 credit semester hours. 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 the college's general education competencies: to communicate effectively, apply mathematic skills appropriate to an occupation, employ effective processes for resolving problems and making decisions, and demonstrate the basic computer skills necessary to function in a technological world.

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

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

HUMANITIES/FINE ARTS

ART 101 Art History and Appreciation
ENG 201 American Literature I
ENG 202 American Literature II
ENG 205 English Literature I
ENG 206 English Literature II
ENG 208 World Literature I
ENG 209 World Literature II
ENG 235 Southern Literature
MUS 105 Music Appreciation
PHI 101 Introduction to Philosophy
PHI 105 Introduction to Logic
PHI 110 Ethics
REL 103* Comparative Religion
SPA 107 Hispanic Culture and Communication*
THE 101 Introduction to Theatre

SOCIAL/BEHAVIORAL SCIENCES

ECO 210 Macroeconomics
ECO 211 Microeconomics
HIS 101 Western Civilization to 1689
HIS 102 Western Civilization Post 1689
HIS 115* African-American History
HIS 201 American History: Discovery to 1877
HIS 202 American History: 1877 to Present
PSC 201 American Government
PSC 215 State and Local Government
PSY 103 Human Relations*
PSY 201 General Psychology
PSY 203 Human Growth and Development
PSY 210* Educational Psychology
SOC 101 Introduction to Sociology
SOC 205 Social Problems
SOC 210 Juvenile Delinquency

LAB SCIENCES/MATHEMATICS

AST 101 Astronomy I
AST 102 Astronomy II
BIO 101 Biological Science I
BIO 102 Biological Science II
BIO 112 Basic Anatomy and Physiology*
BIO 210 Anatomy and Physiology I
BIO 211 Anatomy and Physiology II
BIO 225 Microbiology
CHM 106 Contemporary Chemistry I*

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

CHM 107 Contemporary Chemistry II*
CHM 110 College Chemistry I
CHM 111 College Chemistry II
EVT 155 Introduction to Earth Science
EVT 156 Introduction to Environmental Science
MAT 102 Intermediate Algebra*
MAT 110 College Algebra
MAT 111 College Trigonometry
MAT 120 Probability and Statistics
MAT 122 Finite College Mathematics
MAT 123 Contemporary College Mathematics
MAT 130 Elementary Calculus
MAT 140 Analytical Geometry and Calculus I
MAT 141 Analytical Geometry and Calculus II
MAT 155 Contemporary Mathematics*
MAT 170 Algebra, Geometry and Trigonometry I*
MAT 171 Algebra, Geometry and Trigonometry II
PHI 105 Introduction to Logic

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

REGISTRATION

All students should consult with an Academic Advisor prior to registration. Students should also review degree requirements in the catalog, website and through the DegreeWorks tool available in Pathway. Students preparing for entrance into health science or nursing programs should review program application eligibility requirements and deadline dates on the Health Science and Nursing Resources section of the website: **www.ptc.edu/hsnis**.

VIP Registration

Students who register within the VIP registration dates get first choice of classes and avoid the $25 registration fee. These dates are posted in the college calendar and on the college website.

Online Registration

After meeting with an advisor, students should register for classes using PTC Pathway. The Class Scheduler tool can assist in development of a schedule. Registration error messages indicate that the student is not eligible to take a course. Prerequisites are courses or test scores required for enrollment in a specific course. Major Restriction would indicate that the course is outside of the student's current major of study. Consultation with an advisor can help prevent or solve these issues.

Add/Drop and Withdrawal

Students should consult with an Academic Advisor prior to making schedule changes or withdrawing from courses to discuss the implications on the student's educational plan. Schedule changes and withdrawals can also impact a student's financial aid and/or veterans benefits. Students should clearly understand the implications of any academic decisions.

Student Records 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. If a student repeats a course due to the age of the first attempt and the course cannot count toward graduation, the most recent attempt will be calculated into the GPA, even if the grade is lower than the first attempt.

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 (0-level courses, like ENG 032) 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 all course requirements are 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
EE = Exemption: Examination
EL = Exemption: Life Experience
EM = Exemption: Military
EP = Exemption: Advanced Credit (AP exams, CLEP)
EO = Exemption: Other

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 (or transitional) 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. Students should withdraw through PTC Pathway.
- Administrative withdrawal for certain extenuating circumstances, which include, but are not limited to, disciplinary issues, health or safety concerns, or failure to comply with general policies and procedures of the college or clinical sites.

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 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.

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.

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.

Mu Alpha Theta is a national mathematics honor society for two-year college students. The primary purpose is to stimulate an interest in mathematics by providing public recognition of superior mathematical scholarship and by promoting various mathematical activities. Students who have completed at least one mathematics course at or above the College Algebra - Precalculus level and have a 3.0 GPA in all two-year math courses above the College Algebra-Precalculus level are eligible to participate.

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.

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.

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 admissions application and submit a transcript of coursework from all 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 the transcript from the granting institution, and an official 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 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.

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
- Chemistry
- Physics B
- 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) and must appear on the student's official Joint Services Transcript (JST). 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. There will be a limit of one attempt (per course) for exemption by exam credit. 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. The college reserves the right to limit the amount of exemption credit allowed to count towards graduation.

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. 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 a 2.0 GPA be maintained for continued enrollment.

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 2.0 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 the 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 may be placed on academic suspension and 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 OF STUDENT RECORDS

The privacy and confidentiality of all current and former student records shall be preserved at Piedmont Technical College. Student records are maintained and safeguarded by the Student Affairs 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 with the Student Records Office that the student is a dependent, view or receive a copy of the student's record. To continue this access, parents must validate the student's dependent status each year.

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/records**.

2. The college may provide directory information in accordance with the provisions of the Rights to Privacy Act. The following is considered directory information at Piedmont Technical College:

   a. student name
   b. address
   c. email address
   d. telephone number
   e. major field of study
   f. dates of attendance
   g. degrees and awards received
   h. enrollment status
   i. photograph
   j. grade level or year

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 Police and Security 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

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.

For additional information on the security and release of student records, please visit the PTC website at **www.ptc.edu/recordsecurity**.

REQUESTS FOR TRANSCRIPTS

Transcripts will be furnished to other colleges, agencies, or to the student only upon a signed 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/records**.

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 via Pathway or on the Change of Class Schedule Form prior to the end of the published add/drop period (see academic calendar on page 7). 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).

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 a class after the add/drop period is completed by the student via Pathway. To withdraw from all classes, the student must complete the semester withdrawal form, and for the last class, meet with an advisor or financial aid counselor to discuss possible consequences of withdrawing and to have the form signed. The form can be obtained from the Student Records Office or county campus. 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 the letter grade earned in the class.

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 Change of Major Form must be completed, signed by the student's advisor 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. Requests for curriculum change after the add/drop period for the current term will be effective the following term. Students who were accepted into the college into a certificate program that did not require documentation of high school graduation or equivalent will need to produce such documentation in order to change into a major that would have required it for admission (i.e. associate degrees, diplomas or financial aid-eligible certificates).

Program of Study (Major) Restrictions

Registration is limited to courses that are listed as part of the program outline for a student's declared major. Program outlines for each major can be found in the "Academic Programs" section of this catalog, beginning on page 42. Students may also use DegreeWorks to assist in identifying courses for which they may register.

If a student wishes to register for a course outside his/her declared major, permission must be obtained from the Academic Advisor. These courses will not count in the credit hour calculation for Federal Title IV financial aid. Students should consult with the Financial Aid Office before deciding to register for a course outside the declared major.

Student Loading

No student may carry more than 18 credit hours per semester unless required by curriculum configuration. Any exception to this policy requires approval of the appropriate department head/program director 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 Academic 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 he/she was not enrolled in any postsecondary 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 program credits must have been earned through instruction 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 and the student completes the graduation application, Piedmont Technical College will award the certificate, diploma or degree following the term of completion.

Students who do not apply to graduate during the term in which all program courses have been completed may still apply in a subsequent term. These students will be awarded the completed certificate, diploma, or degree, and will be allowed to participate in the graduation ceremony, during the term in which they apply.

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:

- Course numbers 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. 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 program 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

Graduation honors are based on previous semester's grades.

The Honors Program

The Honors Program at Piedmont Technical College offers a rigorous academic challenge to highly prepared students. Students who graduate from the Honors Program with 18 hours or more of honors credit will be recognized during commencement exercises.
All Honors Program graduates will wear a blue stole and have their honors designation printed in the graduation bulletin.

Academic Information

ATTENDANCE REQUIREMENT

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. 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.

Individual instructors establish the attendance expectations for the courses they teach. Students are expected to know and abide by the attendance expectations set forth in their instructor's course materials. If an absence is unavoidable, the student should contact their instructor as soon as possible. Class attendance is expected from the first class meeting. If a student does not attend the first class meeting, he/she may be dropped.

Attendance in online classes is established through the use of an introductory activity. If a student has completed the introductory activity, the student will be considered to be enrolled in the course. Students who have not completed the introductory assignment in an online course by the due date established by the instructor, may be dropped. Beyond this initial activity, additional participation expectations/due dates will be established by individual instructors.

Once a student has established his/her attendance in a class, it is the student's responsibility to withdraw from a class, if he/she desires to do so.

SPECIAL NOTE ON ATTENDANCE REQUIREMENTS FOR VETERANS:
Students eligible for assistance under the G.I. Bill must satisfy documentation requirements of the program. Veterans should consult with the Veterans Affairs Certifying Official to ensure compliance regarding attendance.

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/Academic Program Directors, division Administrative Assistants 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.

DISTANCE LEARNING POLICIES AND PROCEDURES

Fees

Piedmont Technical College (PTC) 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 at which 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.

Privacy

Piedmont Technical College protects the privacy of all students, including distance education students, through the strict adherence to the rules of the Family Educational Rights and Privacy Act of 1974 (FERPA). The official FERPA statement is available for student and public view through the college's website (**www.ptc.edu/ferpa**).

Verification of Identity

Piedmont Technical College issues each student an eight-digit Student Identification Number at the time of initial registration. These student identification numbers become part of the unique identifier for all students throughout their enrollment at the college. The identification number and a password are required to access the learning management system (LMS). The LMS is a secure virtual learning environment where faculty members supplement or facilitate traditional, online and hybrid courses. PTC's present LMS's (Desire2Learn) privacy statement can be found at: **https://www.d2l.com/legal/privacy/**.

The password-protected LMS ensures privacy of individual students' records such as grades and attendance. Students accept responsibility for the security of their personal passwords.

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.

Testing Center

Student assessment is part of the college's educational program. All applicants to associate degree and diploma programs complete the Accuplacer, which is a complete educational planning program that includes skills assessment in the areas of language usage, reading and mathematics. 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 Testing 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.

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

Upon availability, 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 NetTutor. Students may connect to NetTutor through the D2L home page. NetTutor 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 on the Lex Walters Campus-Greenwood or at a Learning Resource Center at the county campuses, or online, students will find access to high-quality information and technology as well as staff members who want to help them succeed.

Marion P. Carnell Library

The bright and spacious Marion P. Carnell Library 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 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 (Abbeville, Laurens, Newberry, McCormick and Saluda) and a Learning Resource Room (Edgefield) that are suitable for study, research and computing.

Resources

Together, the Marion P. Carnell Library and Learning Resource Centers house approximately 30,000 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 with the college's 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 340,000 full-text electronic books, approximately 6,000 educational videos, and 104 electronic 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

Staff members at the main library 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. Furthermore, via the PASCAL Delivers courier service, students, faculty, and staff have borrowing privileges at academic libraries across South Carolina.

Other services performed by staff members include teaching research and information literacy 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 and library guides are also offered in an online format via the library's website at **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 sciences 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 admissions.

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 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 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 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.

COLUMBIA COLLEGE BRIDGE PROGRAM

Piedmont Technical College and Columbia College have signed an articulation agreement that will create a bridge program for students who would like to begin their studies at PTC, and then transfer to Columbia College. Because PTC is an open-admissions institution, it will also offer students who may require some academic preparation an alternative for admission to Columbia.

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 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.

UNIVERSITY OF SOUTH CAROLINA UPSTATE

Piedmont Technical College and the University of South Carolina

Upstate have signed an articulation agreement that will create a bridge program for students who would like to begin their studies at PTC, and then transfer to USC Upstate. Because PTC is an open-admissions institution, it will also offer students who may require some academic preparation an alternative for admission to USC Upstate.

WEBSTER UNIVERSITY ARTICULATION AGREEMENT
This partnership will offer Piedmont Technical College students more options as they prepare for careers. The agreement will provide a seamless transition for those who would like to begin their college careers closer to home. Because PTC is an open-admissions institution, it will also offer students who may require some academic preparation an alternative for admission to Webster University.

PRESBYTERIAN COLLEGE AGREEMENT
Piedmont Technical College and Presbyterian College have signed an articulation agreement that will create a bridge program for students who would like to begin their studies at PTC, and then transfer to Presbyterian College. Students will have opportunities to participate in Presbyterian College activities, enhanced academic advising, access to the library at Presbyterian College and free admission to some sporting events, student activities, and cultural productions. In addition, Bridge students will receive a fee waiver for the application fee to Presbyterian College.

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 academic program director 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 38 and 39.

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 degrees 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 into the University of South Carolina, University of South Carolina Aiken, Columbia College, Lander University, South Carolina State University, Clemson University, Southern Wesleyan University or Newberry College's Early Childhood bachelor's degree program for teacher certification.

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, Coastal Carolina University 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.

VETERINARY TECHNOLOGY
This agreement facilitates transfer from Piedmont Technical College's Veterinary program to Clemson University's bachelor's degree program in Animal & Veterinary Sciences.

Additional Transfer Opportunities

ABRAHAM BALDWIN AGRICULTURE COLLEGE
This agreement guarantees admission to Abraham Baldwin Agriculture College's bachelor's degree programs in Rural Studies to students who earn an Associate in Arts or an Associate in Applied Science degree from Piedmont Technical College with a minimum 2.0 GPA.

THE CITADEL
This articulation agreement facilitates transfer for Piedmont Technical College graduates in the Associate in Arts or Criminal Justice program to The Citadel's evening program in Criminal Justice. It also facilitates transfer for Piedmont Technical College graduates in the Associate in Arts or Business program to The Citadel's evening program in Business Administration.

COLORADO STATE UNIVERSITY GLOBAL
This articulation agreement allows the transfer of up to 64 credit hours from Piedmont Technical College's Criminal Justice program to CSU Global's online bachelor's degree program in Criminal Justice and Law Enforcement Administration and up to 64 credit hours from Piedmont Technical College's Administrative Office Technology program to CSU Global's online bachelor's degree program in Business Management. It also includes a tuition reduction for students who remain continuously enrolled in the bachelor's degree program.

COLUMBIA COLLEGE
This associate to bachelor's degree program allows Piedmont Technical College graduates in a variety of majors (including Business, Human Services, Health Sciences, Associate in Arts, and Associate in Science)

to transfer into Columbia College bachelor's degree programs in Human Services, Health Communication, and Community and Organization Leadership. These three programs are offered during the evening on the Piedmont Technical College campus.

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.

LIMESTONE COLLEGE
This agreement ensures that Piedmont Technical College graduates in the Associate in Arts and Associate in Science programs who transfer to Limestone College will have satisfied all General Education requirements at Limestone College.

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.

UNIVERSITY OF PHOENIX
Students transferring to the University of Phoenix should consult with the transfer coordinator for more information.

Secondary Articulation Agreements

Articulation agreements with 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. 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, 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 Accreditation Commission for Education in Nursing 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/InstitutionsEducators/AcademicPolicies,Programs/AcademicTransferArticulation.aspx**

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 of 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, Management, Office Management; Associate in Applied Science with a major in General Technology with a concentration in Advertising Design; Associate in Applied Science with a major in General Technology with a concentration in Digital Rendering and Gaming; Associate in Applied Science with a major in General Technology with a concentration in Photography; Associate in Applied Science with a major in Administrative Office Technology, with concentration in one of the following: Accounting, Legal, Medical, Medical Coding/Billing; Associate in Applied Science with a major in Computer Technology, with concentrations in Cybersecurity, Programming, Network; Associate in Applied Science with a major in Human Services; 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 Occupational Therapy Assistant; 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 General Technology with a concentration in Gunsmithing; 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. Associate in Applied Science with a major in General Technology with a concentration in Welding; 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 Business, Commercial Art, Computer Technology, Health Science, Nursing, Public Service, 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 15-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.

COLLEGE PREPARATORY AND TRANSITIONAL STUDIES

Classes in the College Preparatory and Transitional Studies Division are designed for students who need refresher courses in English, math, and/or reading before taking college-level courses. These classes provide an excellent starting point for many students who are focused on their educational futures. Courses are structured for students who score at or above the minimum entrance scores on the Accuplacer, but below specific program-entrance requirements. Students are encouraged to prepare for these tests by visiting the Testing Center website to review sample questions. Developmental-level courses (011, 012, 031 and 032) are offered in a computer-based format but are not available fully online. Integrated reading and English classes (RWR 032, 100) are available to help students progress into curriculum-level courses more quickly. RWR 032/012 replaces both RDG 012/032 and ENG 012/032; similarly, RWR 100 replaces both RDG 100 and ENG 100.

COL 103, Introduction to College, is a course designed to assist students with study skills, time and stress management, budgeting, career planning, and note taking.

Courses in the College Preparatory and Transitional Studies Division are listed below. For a complete list of course descriptions, refer to the section beginning on page 98.

COLLEGE (COL)
COL 101 College Orientation 1 SHC
COL 103 College Skills 3 SHC

ENGLISH (ENG)
ENG 012 Developmental English Workshop 1 SHC
ENG 032 Developmental English 3 SHC
ENG 100 Introduction to Composition 3 SHC

INTEGRATED READING AND ENGLISH (RWR)
RWR 012 Integrated Developmental Reading and Developmental English Workshop 1 SHC
RWR 032 Integrated Developmental Reading and Developmental English 3 SHC
RWR 100 Integrated Transitional Reading and English 3 SHC

MATH (MAT)
MAT 011 Developmental Mathematics Basics Workshop 1 SHC
MAT 012 Developmental Mathematics Workshop 1 SHC
MAT 013 Developmental Mathematics Compressed 1 SHC
MAT 031 Developmental Mathematics Basics 3 SHC
MAT 032 Developmental Mathematics 3 SHC
MAT 101 Beginning Algebra 3 SHC
MAT 152 Elementary Algebra 5 SHC

READING (RDG)
RDG 012 Developmental Reading Workshop 1 SHC
RDG 032 Developmental Reading 3 SHC
RDG 100 Critical Reading (Non-Degree Credit) 3 SHC
RDG 101 College Reading 3 SHC

PROGRAMS OFFERED AT PIEDMONT TECHNICAL COLLEGE COUNTY 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 Diversified Agriculture						✔
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 Mechatronics Technology [3]			✔		✔	
A.A.S., Major in Veterinary Technology					✔	
D.A.S., Major in Practical Nursing[2]			✔			
D.A.S., Major in Welding [3]			✔			
Accounting Certificate	✔	✔	✔	✔	✔	✔
Basic Diversified Agriculture Certificate						✔
Early Childhood Development Certificate			✔		✔	
Emergency Medical Technician[4]		✔	✔		✔	
Entrepreneurship Certificate	✔	✔	✔	✔	✔	✔
Health Care Certificate	✔	✔	✔	✔	✔	✔
Infant/Toddler Certificate			✔		✔	
Manufacturing Production Technician[3]			✔			
Machine Tool CNC Precision Operator[3]			✔			
Mechatronics Technology I Certificate[3]			✔		✔	
Nursing Care Certificate			✔		✔	✔
Occupational Therapy Assistant[2]					✔	
Office Technician Certificate[1]	✔	✔	✔	✔	✔	✔
Patient Care Technician Certificate					✔	
Precision Metrology Certificate[3]			✔			
Basic Welding Certificate[3]			✔			

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] At local EMS office within county

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 - HRT3

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 their advisor for possible higher level requirements and for other transferable course information.

Day Program

FIRST SEMESTER		CREDIT HOURS
HRT 101	Introduction to Horticulture	3.0
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
HRT 125	Soils	4.0

SECOND SEMESTER		CREDIT HOURS
ACC 101	Accounting Principles I	3.0
	or BUS 101 Introduction to Business	
	or AGR 209 Introduction to Agricultural Marketing	
CWE 101	Cooperative Work Experience Preparation	1.0
HRT 104	Landscape Design and Implementation	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	
SPC 205	Public Speaking	3.0

SUMMER TERM		
CWE 112	Cooperative Work Experience I	2.0
CWE 113	Cooperative Work Experience II	3.0

THIRD SEMESTER		
AGR 211	Applied Agriculture Calculations	3.0
HRT 110	Plant Form and Function	4.0
	or BIO 101 Biological Science I	
HRT 253	Landscape Installation	4.0
TUF 172	Turfgrass Management I	3.0

FOURTH SEMESTER		
ART 101	Art History and Appreciation	3.0
	or Approved Humanities/Fine Arts Course[1]	
HRT 144	Plant Pests	3.0
	or AGR 205 Pest Management	
HRT 230	Greenhouse Technology	4.0
PSY 103	Human Relations	3.0
	or ANY Social/Behavioral Science listed on page 22	
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.S. (Associate in Science) curriculum.

Horticulture Landscape Management Certificate - HRT7

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, pest control, maintenance and installation. 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 101	Introduction to Horticulture	3.0
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
	or AGR 205 Pest Management	
HRT 230	Greenhouse Technology	4.0
CWE 101	Co-op Work Prep	1.0
BUS 101	Introduction to Business	3.0
	or ACC 101 Accounting Principles I	
	or AGR 209 Introduction to Agricultural Marketing	

TOTAL CREDIT HOURS: 26.0

Basic Diversified Agriculture Certificate - BAC7

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
ENG 165	Professional Communications	3.0
	or ENG 101 English Composition I	
FOR 104	Introduction to Environmental and Natural Resources	1.0
MAT 170	Algebra, Geometry and Trigonometry I	3.0
SECOND SEMESTER		
BIO 101	Biological Science I	4.0
	or HRT 110 Plant Form and Function	
CWE 101	Cooperative Work Experience Preparation	1.0
HRT 125	Soils	4.0
AGR 203	Introduction to Animal Science	4.0
SUMMER TERM		
CWE 112	Cooperative Work Experience I	2.0
CWE 113	Cooperative Work Experience II	3.0

TOTAL CREDIT HOURS: 29.0

A.S., Agriculture Education Articulation Option, Clemson University and Piedmont Technical College - AS5

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 credit hours toward the 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
THIRD SEMESTER		
CHM 110	College Chemistry I	4.0
HRT 110	Plant Form and Function	4.0
MAT 130	Elementary Calculus	3.0
MUS 105	Music Appreciation	3.0
FOURTH SEMESTER		
ART 101	Art History and Appreciation[5]	3.0
CHM 111	College Chemistry II	4.0
ENG 201	American Literature[6]	3.0
SPC 205	Public Speaking	3.0

TOTAL CREDIT HOURS: 60.0

[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 - AS4

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 credit hours toward the Bachelor 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 Bachelor 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
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
THIRD SEMESTER		
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
FOURTH SEMESTER		
CHM 111	College Chemistry II	4.0
HRT 101	Introduction to Horticulture	3.0
MAT 130	Elementary Calculus	3.0
PHY 201	Physics I	4.0

TOTAL CREDIT HOURS: 60.0

[1] Optional courses for ART 101: REL 101, 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 - AGR3

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 201	Introduction to Sustainable Agriculture	3.0
AGR 206	Basic Farm Maintenance	4.0
HRT 127	Soil and Water Management	4.0
MAT 170	Algebra, Geometry and Trigonometry I	3.0
	or MAT 120 Probability and Statistics	
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		
CWE 112	Cooperative Work Experience I	2.0
CWE 113	Cooperative Work Experience II	3.0
THIRD SEMESTER		
AGR 207	Field Crop Production	3.0
AGR 205	Pest Management	3.0
	or HRT 144 Plant Pests	
PSY 103	Human Relations	3.0
	or PSY 201 General Psychology	
SPC 205	Public Speaking	3.0
FOURTH SEMESTER		
AGR 209	Introduction to Agriculture Marketing	3.0
AGR 208	Introduction to Agriculture Economics	3.0
BIO 101	Biological Science I	4.0
	or HRT 110 Plant Form and Function	
HRT 101	Introduction to Horticulture	3.0
BUS 101	Introduction to Business	3.0
	or ACC 101 Accounting Principles I	

TOTAL CREDIT HOURS: 66.0

*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 - AA3

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
MAT 240	Analytical Geometry and Calculus III	4.0
MAT 242	Differential Equations	4.0
PHI 105	Introduction to Logic	3.0

SOCIAL/BEHAVIORAL SCIENCE		
ECO 210	Macroeconomics	3.0
ECO 211	Microeconomics	3.0
HIS 101	Western Civilization to 1689	3.0
HIS 102	Western Civilization Post 1689	3.0
HIS 115	African-American History	3.0
HIS 201	American History: Discovery to 1877	3.0
HIS 202	American History: 1877 to Present	3.0
PSC 201	American Government	3.0
PSC 215	State and Local Government	3.0
PSY 201	General Psychology	3.0
PSY 203	Human Growth 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
SOC 210	Juvenile Delinquency	3.0
SOC 220	Sociology of the Family	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

		CREDIT HOURS
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 106	Contemporary Chemistry I	4.0
CHM 107	Contemporary Chemistry II	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

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

COL 103	College Skills	3.0
COL 108	Basic Graphing Calculator Skills	1.0
CPT 101	Introduction to Computers	3.0
ENG 105	Editing Academic Writing	1.0

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 - AS3

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
MAT 240	Analytical Geometry and Calculus III	4.0
MAT 242	Differential Equations	4.0
PHI 105	Introduction to Logic	3.0

SOCIAL/BEHAVIORAL SCIENCE		
ECO 210	Macroeconomics	3.0
ECO 211	Microeconomics	3.0
HIS 101	Western Civilization to 1689	3.0
HIS 102	Western Civilization Post 1689	3.0
HIS 115	African-American History	3.0
HIS 201	American History: Discovery to 1877	3.0
HIS 202	American History: 1877 to Present	3.0
PSC 201	American Government	3.0
PSC 215	State and Local Government	3.0
PSY 201	General Psychology	3.0
PSY 203	Human Growth 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
SOC 210	Juvenile Delinquency	3.0
SOC 220	Sociology of the Family	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		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 106	Contemporary Chemistry I	4.0
CHM 107	Contemporary Chemistry II	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 106	Contemporary Chemistry I	4.0
CHM 107	Contemporary Chemistry 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
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		CREDIT HOURS
COL 103	College Skills	3.0
COL 108	Basic Graphing Calculator Skills	1.0
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	CREDIT HOURS
Mathematics/Analytical Reasoning Requirement	3.0
Lab Science Requirement	4.0
Humanities/Fine Arts Requirement	3.0

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

APPROVED BUSINESS ELECTIVES:
Any class with the prefixes BUS, ACC, MGT, ECO, BAF, MKT, as well as SPC 205, will be acceptable as Business electives.

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 or medical coding/billing concentration.

Students enrolled in the Medical Coding/Billing concentration will take AHS 174 (Medical Coding Practicum) for internship experience. All other students will take CWE 101 and CWE 112.

Courses with a prefix of AOT, CGC, CPT and IST must be less than 8 years old in order to count toward a certificate, diploma or degree program.

A.A.S., Major in Administrative Office Technology, Accounting Concentration - AOA3

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		CREDIT HOURS
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
CWE 101	Cooperative Work Experience Preparation	1.0
CWE 112	Cooperative Work Experience	2.0
CPT 172	Microcomputer Data Base	3.0

TOTAL CREDIT HOURS 63.0

A.A.S., Major in Administrative Office Technology, Legal Concentration - AOL3

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		
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
PSC 201	American Government	3.0

FOURTH SEMESTER		
AOT 161	Records Management	3.0
CWE 101	Cooperative Work Experience Preparation	1.0
CWE 112	Cooperative Work Experience	2.0
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 - AOM3

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		
AOT 161	Records Management	3.0
AOT 165	Information Processing Software	3.0
ENG 101	English Composition I	3.0
	Elective Social/Behavioral Science	3.0

SUMMER TERM		
AHS 102	Medical Terminology	3.0
IST 281	Presentation Graphics	3.0
	Elective Humanities/Fine Arts	3.0

THIRD SEMESTER		
ACC 101	Accounting Principles I	3.0
AOT 251	Administrative Systems and Procedures	3.0
CPT 172	Microcomputer Data Base	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
AOT 164	Medical Information Processing	3.0

FOURTH SEMESTER		
AOT 120	Introduction to Machine Transcription	3.0
AOT 212	Medical Document Production	3.0
AOT 252	Medical Systems and Procedures	3.0
CWE 101	Cooperative Work Experience Preparation	1.0
CWE 112	Cooperative Work Experience	2.0

TOTAL CREDIT HOURS: 63.0

A.A.S., Major in Administrative Office Technology, Medical Coding/Billing Concentration - AOB3

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		
CPT 274	Advanced Microcomputer Spreadsheets	3.0
AHS 102	Medical Terminology	3.0
AOT 165	Information Processing Software	3.0
ENG 101	English Composition I	3.0

SUMMER TERM		
AHS 171	Introduction to Medical Coding	4.0
BIO 112	Basic Anatomy and Physiology	4.0
	Elective Social/Behavioral Science	3.0

THIRD SEMESTER		CREDIT HOURS
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	2.0
AHS 174	Medical Coding Practicum	3.0

TOTAL CREDIT HOURS: 63.0

Office Technician Certificate - OTC7

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

A.A.S., Major in General Business - BUS3

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, Management or Office Management.) 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.

**MGT 240 is the "capstone" course of the business curriculum and should be taken during the student's last semester before graduation.*

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
	Business Elective	3.0

SECOND SEMESTER		
ACC 101	Accounting Principles I	3.0
ENG 102	English Composition II	3.0
MAT 120	Probability and Statistics	3.0
MGT 120	Small Business Management	3.0
MKT 101	Marketing	3.0

SUMMER TERM		
ACC 102	Accounting Principles II	3.0
	Elective Humanities/Fine Arts	3.0

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

FOURTH SEMESTER		CREDIT HOURS
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
	Business Elective	3.0
	Business Elective	3.0

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

FOURTH SEMESTER		
ACC 124	Individual Tax Procedures	3.0
BUS 121	Business Law I	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
ECO 211	Microeconomics	3.0

SUMMER TERM		
MGT 120	Small Business Management	3.0
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 - ACC3

Day Program

FIRST SEMESTER		CREDIT HOURS
ACC 101	Accounting Principles I	3.0
BUS 101	Introduction to Business	3.0
CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I	3.0
MAT 122	Finite College Mathematics	3.0

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

SUMMER TERM		
ACC 124	Individual Tax Procedures	3.0
ECO 211	Microeconomics	3.0

THIRD SEMESTER		
ACC 150	Payroll Accounting	3.0
ACC 201	Intermediate Accounting I	3.0
BAF 260	Financial Management	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
ECO 210	Macroeconomics	3.0

FOURTH SEMESTER		
ACC 202	Intermediate Accounting II	3.0
ACC 230	Cost Accounting I	3.0
ACC 240	Computerized Accounting	3.0
BUS 121	Business Law I	3.0
MGT 101	Principles of Management	3.0

TOTAL CREDIT HOURS: 66.0

Evening Program

FIRST SEMESTER		CREDIT HOURS
ACC 101	Accounting Principles I	3.0
BUS 101	Introduction to Business	3.0
CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I	3.0
MAT 122	Finite College Mathematics	3.0

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

SUMMER TERM		
ECO 211	Microeconomics	3.0
MKT 101	Marketing	3.0

THIRD SEMESTER		CREDIT HOURS
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 - MGT3

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
MKT 101	Marketing	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
MGT 240	Management Decision Making	3.0

TOTAL CREDIT HOURS: 66.0

A.A.S., Major in General Business, Office Management Concentration - OMG3

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		
ACC 102	Accounting Principles II	3.0
IST 281	Presentation Graphics	3.0

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

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

TOTAL CREDIT HOURS: 66.0

Evening Program

FIRST SEMESTER		CREDIT HOURS
CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I	3.0
MAT 122	Finite College Mathematics	3.0
MGT 101	Principles of Management	3.0

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

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

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

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

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

TOTAL CREDIT HOURS: 66.0

Accounting Certificate - ACC7

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 - ETR6

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

Advertising Design Certificate - ARV6

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

A.A.S. Major in General Technology, Concentration in Advertising Design with Secondary Specialty in Photography - GADP

The A.A.S. degree in General Technology with a concentration in Advertising Design with secondary specialty in Photography provides additional training and hands-on experience for those students who plan to operate a freelance business or find employment with advertising agencies, printing firms or in-house marketing departments.

The core training received in these programs will prepare the degree student with skills layout and design, color and composition, basic and advanced photographic skills, a familiarity with many styles of art and a portfolio of finished professional work for interviews in the job market.

GENERAL EDUCATION		CREDIT HOURS
ENG 101	English Composition I	3.0
	or ENG 165 Professional Communications	
PSY 201	General Psychology	3.0
	or PSY 103 Human Relations	
MAT 170	Algebra, Geometry and Trigonometry I	3.0
BIO 101	Biological Science I	4.0
	or EVT 155 Introduction to Earth Science	
	or EVT 156 Introduction to Environmental Science	
ART 101	Art History and Appreciation	3.0

PRIMARY SPECIALTY: ADVERTISING DESIGN		
ARV 110	Computer Graphics I	3.0
ARV 120	Drawing	3.0
ARV 121	Design	3.0
CGC 106	Typography I	3.0
ARV 162	Graphic Reproduction I	3.0
ARV 261	Advertising Design I	3.0
ARV 262	Advertising Design II	3.0
CWE 112	Cooperative Work Experience I	2.0
ARV 265	Graphics Art Portfolio	1.0
ARV 123	Composition and Color	3.0

SECONDARY SPECIALTY: PHOTOGRAPHY		
ARV 114	Photography I	3.0
ARV 214	Photography II	3.0
ARV 215	Photography III	3.0
ARV 161	Visual Communication Media	3.0

OTHER COURSES REQUIRED FOR GRADUATION		
CWE 113	Cooperative Work Experience II	3.0
CPT 160	Digital Vector Graphics I	3.0
CPT 161	Introduction to Digital Raster Graphics II	3.0
MGT 120	Small Business Management	3.0

TOTAL CREDIT HOURS: 67.0

Digital Rendering and Gaming Development Certificate - ARV5

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

A.A.S. Major in General Technology, Concentration in Digital Rendering and Gaming with Secondary Specialty in Advertising Design or Photography - GDRA

The A.A.S. degree in General Technology with a concentration in Digital Rendering and Gaming Development provides additional training and hands-on experience for those students who plan to operate a freelance business or find employment with gaming industry, advertising agencies, printing firms or in-house marketing departments.

The core training received in these programs will prepare the degree student with skills Character rendering, layout and design, color and composition, a familiarity with many styles of art and a portfolio of finished professional work for interviews in the job market.

GENERAL EDUCATION		CREDIT HOURS
ENG 101	English Composition I	3.0
	or ENG 165 Professional Communications	
PSY 201	General Psychology	3.0
	or PSY 103 Human Relations	
MAT 170	Algebra, Geometry and Trigonometry I	3.0
BIO 101	Biological Science I	4.0
	or EVT 155 Introduction to Earth Science	
	or EVT 156 Introduction to Environmental Science	
ART 101	Art History and Appreciation	3.0

PRIMARY SPECIALTY: DIGITAL RENDERING AND GAMING		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
ARV 124	Sequential Drawing	3.0
ARV 125	Drawing for Animators	3.0
CPT 288	Computer Game Development	3.0
ARV 222	Computer Animation	3.0
CPT 295	Desktop Publishing Applications	3.0

SECONDARY SPECIALTY:

Choose 12 credit hours from one of the following groups:

Photography

ARV 114	Photography I	3.0
ARV 123	Composition and Color	3.0
ARV 214	Photography II	3.0
ARV 215	Photography III	3.0
CGC 106	Typography I	3.0

Advertising Design		**CREDIT HOURS**
ARV 110	Computer Graphics I	3.0
ARV 123	Composition and Color	3.0
ARV 162	Graphic Reproduction I	3.0
ARV 261	Advertising Design I	3.0
ARV 262	Advertising Design II	3.0

ELECTIVES:

Choose 12 credit hours from:

BUS 101	Introduction to Business	3.0
MKT 135	Customer Service Techniques	3.0
MKT 240	Advertising	3.0
MGT 120	Small Business Management	3.0
ARV 266	Seminar in Graphics Art	3.0

TOTAL CREDIT HOURS: 67.0

Photography Certificate - ARV9

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

A.A.S. Major in General Technology, Concentration in Photography with Secondary Specialty in Advertising Design - GPAD

The A.A.S. degree in General Technology with a concentration in Photography provides additional training and hands-on experience for those students who plan to operate a freelance business or find employment with photography studios, advertising agencies, printing firms or in-house marketing departments.

The core training received in these programs prepares the degree student with basic and advanced photographic skills, skills in layout and design, color and composition, basic and advanced photographic skills, a familiarity with many styles of art and a portfolio of finished professional work for interviews in the job market.

GENERAL EDUCATION		**CREDIT HOURS**
ENG 101	English Composition I	3.0
	or ENG 165 Professional Communications	
PSY 201	General Psychology	3.0
	or PSY 103 Human Relations	
MAT 170	Algebra, Geometry and Trigonometry I	3.0
BIO 101	Biological Science I	4.0
	or EVT 155 Introduction to Earth Science	
	or EVT 156 Introduction to Environmental Science	
ART 101	Art History and Appreciation	3.0

PRIMARY SPECIALTY: PHOTOGRAPHY		
ARV 110	Computer Graphics I	3.0
ARV 114	Photography I	3.0
ARV 121	Design	3.0
CGC 106	Typography I	3.0
ARV 162	Graphic Reproduction I	3.0
ARV 214	Photography II	3.0
ARV 266	Seminar in Graphics Art	3.0
ARV 215	Photography III	3.0
ARV 265	Graphics Art Portfolio	1.0
CWE 112	Cooperative Work Experience I	2.0

SECONDARY SPECIALTY: ADVERTISING DESIGN		
ARV 123	Composition and Color	3.0
ARV 261	Advertising Design I	3.0
ARV 262	Advertising Design II	3.0
MKT 240	Advertising	3.0

OTHER COURSES REQUIRED FOR GRADUATION		
CWE 113	Cooperative Work Experience II	3.0
CPT 160	Digital Vector Graphics I	3.0
CPT 161	Introduction to Digital Raster Graphics II	3.0
MGT 120	Small Business Management	3.0

TOTAL CREDIT HOURS: 67.0

Computer Technology Curricula

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

Courses with a prefix of CPT or IST must be less than 8 years old in order to count toward a certificate, diploma or degree program.

A.A.S., Major in Computer Technology, Programming Concentration- CTP3

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 coursework 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 Cybersecurity concentration will provide students with the concepts and skills of the fast growing field of cybersecurity, including security of systems and infrastructure in business and industry. Students will learn how to protect networks and defend information systems from attack.

To complete the student's preparation for entry-level 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 155	Contemporary Mathematics	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 188	Mobile App Development	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 - CTN3

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 155	Contemporary Mathematics	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, Cybersecurity Concentration - CTC3

Day or 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 155	Contemporary Mathematics	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 268	Computer Forensics	3.0
IST 209	Fundamentals of Wireless LANs	3.0
IST 256	LAN Desktop Technologies	3.0
IST 293	IT and Data Assurance I	3.0

FOURTH SEMESTER		
CPT 267	Technical Support Concepts	3.0
IST 269	Digital Forensics	3.0
CPT 242	Advanced Database	3.0
IST 294	IT and Data Assurance II	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

PC Technician Certificate - PCS7

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
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 220	Data Communications	3.0
	CPT or IST Elective	3.0

SUMMER TERM		
CPT 247	UNIX Operating Systems	3.0
CPT 282	Information Systems Security	3.0

TOTAL CREDIT HOURS: 30.0

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 he/she plans to attend for additional transfer information.

Courses with a prefix EET or MET must be less than 8 years old in order to count toward a certificate, diploma, or degree program. Courses with a prefix of EGT or EGR must be less than 5 years old to count toward a certificate, diploma or degree program

A.A.S., Major in Electronic Engineering Technology - EET3

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 ABET, **http://www.abet.org**, 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		**CREDIT HOURS**
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		
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		CREDIT HOURS
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

A.A.S., Major in Engineering Graphics Technology (with Computer Aided Design) - EGT3

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 ABET, **http://www.abet.org.**

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 125	Descriptive Geometry	2.0
EGT 251	Principles of CAD	3.0
ENG 102	English Composition II	3.0
	or ENG 165 Professional Communications	
MAT 111	College Trigonometry	3.0
PHY 201	Physics I	4.0
SUMMER TERM		
EGT 165	Introduction to CAD/CAM	2.0
EGT 115	Engineering Graphics II	4.0
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 125	Descriptive Geometry	2.0
EGT 251	Principles of CAD	3.0
MAT 111	College Trigonometry	3.0
SUMMER TERM		
EGT 165	Introduction to CAD/CAM	2.0
	Elective Humanities/Fine Arts	3.0
ENG 101	English Composition I	3.0
THIRD SEMESTER		
EGR 175	Manufacturing Processes	3.0
ENG 102	English Composition II	3.0
	or ENG 165 Professional Communications	
PHY 201	Physics I	4.0
FOURTH SEMESTER		
EGR 130	Engineering Technology Applications and Programming	3.0
EGR 170	Engineering Materials	3.0
PHY 202	Physics II	4.0

SUMMER TERM		CREDIT HOURS
EGR 194	Statics and Strengths of Materials	4.0
EGT 115	Engineering Graphics II	4.0

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 - EGR3

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

THIRD SEMESTER		CREDIT HOURS
MAT 130	Elementary Calculus	3.0
	or MAT 140 Analytical Geometry and Calculus I	4.0
CIM 131	Computer Integrated Manufacturing	3.0
EET 233	Control Systems	4.0
EET 140	Digital Electronics	3.0
EGR 194	Statics and Strength of Materials	4.0

FOURTH SEMESTER		
EET 212	Industrial Robotics	3.0
EET 235	Programmable Controllers	3.0
EGR 255	Engineering Technology Senior Systems Project	2.0
	Elective Humanities/Fine Arts	3.0
PSY 103	Human Relations	3.0
	or PSY 201 General Psychology	

TOTAL CREDIT HOURS: 68.0/69.0

A.A.S., Major in Mechanical Engineering Technology, Mechanical Engineering Concentration - MET3

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		
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		CREDIT HOURS
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

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	4.0
MET 213	Dynamics	3.0

SIXTH SEMESTER		CREDIT HOURS
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

A.A.S., Major in Mechanical Engineering Technology, Electro-Mechanical Engineering Concentration - MET3

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		
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

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

Courses with a prefix of AMT, EEM, or IMT must be less than 8 years old in order to count toward a certificate, diploma or degree program.

A.A.S., Major in Automotive Technology - AUT3

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 77 credit hours, a graduate will be awarded an Associate in Applied Science with a major in Automotive Technology.

NOTE: New students must obtain all tools on the list of required tools and attend the Automotive Technology program safety orientation and successfully pass the safety test before the start of class. See the automotive program coordinator or an automotive instructor to obtain the tool list. Educational discounts are available from participating tool vendors.

Day Program

FIRST SEMESTER		CREDIT HOURS
AUT 101	Engine Fundamentals	3.0
AUT 112	Braking Systems	4.0
AUT 122	Suspension and Alignment	4.0
AUT 133	Electrical Fundamentals	3.0
MAT 170	Algebra, Geometry and Trigonometry I	3.0
SECOND SEMESTER		
AUT 103	Engine Reconditioning	4.0
AUT 116	Manual Transmission and Axle	4.0
AUT 152	Automatic Transmission	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 Transmission	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	Automotive 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 - AUT7

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	Braking Systems	4.0
AUT 122	Suspension and Alignment	4.0
AUT 133	Electrical Fundamentals	3.0
MAT 170	Algebra, Geometry and Trigonometry I	3.0
SECOND SEMESTER		
AUT 103	Engine Reconditioning	4.0
AUT 116	Manual Transmission and Axle	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 - BCT3

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 73 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 105	Tool Usage and Safety	2.0
BCT 113	Fundamentals of Construction Prints	4.0
MAT 170	Algebra, Geometry and Trigonometry I	3.0
SECOND SEMESTER		
BCT 102	Fundamentals of Building Construction	4.0
BCT 139	Advanced Residential Wiring	3.0
BCT 131	Estimating Quantity Take-Off	2.0
ENG 165	Professional Communications	3.0
SUMMER TERM		
BCT 208	Framing and Roofing	3.0
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 151	Introduction to Residential Plumbing	3.0
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: 73.0

Carpentry Certificate - BCT8

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 individuals who only want 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 105	Tool Usage and Safety	2.0
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 139	Advanced Residential Wiring	3.0

TOTAL CREDIT HOURS: 20.0

A.A.S., Major in Heating, Ventilation, and Air Conditioning Technology - HVA3

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
CPT 101	Introduction to Computers	3.0
	or CPT 169 Industrial Computer Applications	
MAT 170	Algebra, Geometry and Trigonometry I	3.0
	or MAT 110 College Algebra	
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
	or MAT 111 College Trigonometry	
ENG 165	Professional Communications	3.0
	or ENG 101 English Composition I	
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
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 70.0

Evening Program

FIRST SEMESTER		CREDIT HOURS
ACR 101	Fundamentals of Refrigeration	5.0
ACR 105	Tools and Service Techniques I	1.0
ACR 106	Basic Electricity for HVAC/R	4.0
CPT 101	Introduction to Computers	3.0
	or CPT 169 Industrial Computer Applications	
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
	or MAT 110 College Algebra	
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
	or ENG 101 English Composition I	
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
	or MAT 111 College Trigonometry	
FOURTH SEMESTER		
ACR 223	Testing and Balancing	3.0
ACR 224	Codes and Ordinances	2.0
ACR 231	Advanced Refrigeration	4.0
SUMMER TERM		
ACR 130	Domestic Refrigeration	4.0
	Elective Behavioral/Social Science	3.0
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 70.0

Heating Fundamentals Certificate - HTG7

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 successfully complete the R-410A and the Heat Pump Certification exams in ACR 210. Students will be required to successfully complete the Light Commercial Refrigeration Certification Exam in ACR 231.

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.

The Heating Fundamentals certificate is the second year of the HVAC Technology program. These ACR courses require prerequisites. New or first year students should not be registered in this certificate program. An exception can be made for students that previously attained an EPA 608 certification and have verifiable and pertinent field experience. Students that meet these requirements may register directly for these courses with the review and approval of the HVAC Academic Program Director.

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
CPT 101	Introduction to Computers	3.0
	or CPT 169 Industrial Computer Applications	

TOTAL CREDIT HOURS: 25.0

Refrigeration Applications Certificate - ACR7

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 successfully complete the EPA 608 Refrigerant Handling Certification Exam in ACR 101. Students will be required to successfully complete the Electrical Certification Exam in ACR 140.

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
CPT 101	Introduction to Computers	3.0
	or CPT 169 Industrial Computer Applications	
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		CREDIT HOURS
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: 33.0

A.A.S., Major in Industrial Electronics Technology - IEE3

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 Technology.

Day or Evening Program

FIRST SEMESTER		CREDIT HOURS
CPT 101	Introduction to Computers	3.0
	or CPT 169 Industrial Computer Applications	
EEM 117	AC/DC Circuits I	4.0
ENG 165	Professional Communications	3.0
	or ENG 101 English Composition I	
MAT 170	Algebra, Geometry and Trigonometry I	3.0
	or MAT 110 College Algebra	

SECOND SEMESTER		
EEM 140	National Electrical Code	3.0
EEM 151	Motor Controls I	4.0
MAT171	Algebra, Geometry and Trigonometry II	3.0
	or MAT 111 College Trigonometry	

SUMMER TERM		
EEM 162	Introduction to Process Control	3.0
EEM 200	Semiconductor Devices	4.0
EEM 231	Digital Circuits I	3.0
	Elective Humanities/Fine Arts	3.0

THIRD SEMESTER		
AMT 105	Robotics and Automated Controls	3.0
EEM 221	DC/AC Drives	3.0
EEM 241	Microprocessors I	3.0
EEM 251	Programmable Controllers	3.0

FOURTH SEMESTER		CREDIT HOURS
AMT 205	Robotics and Automated Controls II	3.0
EEM 252	Programmable Controllers Applications	3.0
EEM 273	Advanced Process Control	3.0
EEM 274	Technical/System Troubleshooting	4.0

SUMMER TERM		
EEM 170	Electrical Installation	3.0
	Elective Social/Behavioral Science	3.0

TOTAL CREDIT HOURS: 67.0

Electrical Maintenance Technician Certificate - ELM7

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 degree with a major in Industrial Electronics Technology.

Day or Evening Program

FIRST SEMESTER		CREDIT HOURS
CPT 101	Introduction to Computers	3.0
	or CPT 169 Industrial Computer Applications	
EEM 117	AC/DC Circuits I	4.0

SECOND SEMESTER		
EEM 140	National Electrical Code	3.0
EEM 151	Motor Controls I	4.0

THIRD SEMESTER		
EEM 170	Electrical Installation	3.0
EEM 200	Semiconductor Devices	4.0

FOURTH SEMESTER		
EEM 221	DC/AC Drives	3.0
EEM 251	Programmable Controllers	3.0

TOTAL CREDIT HOURS: 27.0

A.A.S., Major in Machine Tool Technology - MTT3

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 65 credit hours, a student will be awarded an Associate in Applied Science degree 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 40 credit hours.

Day or Evening Program

FIRST SEMESTER		**CREDIT HOURS**
MAT 170	Algebra, Geometry and Trigonometry I	3.0
	or MAT 110 College Algebra	
	or MAT 120 Probability and Statistics	
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)		
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	

SUMMER TERM		
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 MAT 111 College Trigonometry	
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 - MTT1

This diploma provides students with a primary technical specialty. All courses within this diploma will be awarded for credit toward an Associate in Applied Science degree with a major in Machine Tool Technology.

Day or Evening Program

FIRST SEMESTER		**CREDIT HOURS**
MAT 170	Algebra, Geometry and Trigonometry I	3.0
	or MAT 110 College Algebra	
	or MAT 120 Probability and Statistics	
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

SUMMER TERM		
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 - MTO7

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

Computerized Numerical Control Certificate - CNC7

The CNC certificate is designed for people with a machinist background who desire to learn about the basic operations of CNC (computerized numerical controlled) machinery. Good math and blueprint reading skills are essential for those who would like to study CNC programming. This certificate requires students to write simple CNC programs using the G and M codes to define tool paths and other CNC functions. The student will then program and operate CNC machines. The graduate will have a good working knowledge of CNC and the jobs associated with this type of work.

Day or Evening Program

FIRST SEMESTER		CREDIT HOURS
MAT 170	Algebra, Geometry and Trigonometry I	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 171	Algebra, Geometry and Trigonometry II	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	3.0

TOTAL CREDIT HOURS: 25.0

Precision Metrology Certificate - PMC6

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 *or MAT 152 Elementary Algebra*	3.0
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		CREDIT HOURS
MAT 120	Probability and Statistics *or MAT 170 Algebra, Geometry and Trigonometry*	3.0
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.

A.A.S. Major in General Technology, Gunsmithing - GSMG*

This A.A.S. degree in General Technology with a concentration in Gunsmithing provides additional training for students desiring to either own their own business or gain employment with a major firearm manufacturer. Students desiring to start their own business can receive additional education and training by enrolling in the Entrepreneur program. While students desiring to work for a major manufacturer can enroll in the Machine Tool or Welding programs. In any of the degreed programs, students receive an additional 12 hours of focused material along with the 5 general education courses and the complete Gunsmithing curriculum. In the Introduction to Gunsmithing section students receive training in basic hand tools, blueprint reading, precision instrument usage/reading, stock refinishing, metal treatment, cycle of operations of the 8 major action types, welding, lathe and mill theory practical application and the building of a bolt action firearm. In the Advanced Gunsmithing section students carve, inlet, shape and finish a wooden and synthetic stock for the firearm they built in the first section along with checkering. Additionally, students will work in a gunsmith shop environment where they will diagnose, repair and complete cost analysis for all the firearms they are assigned. Additional courses include: Ballistics, Sights, Triggers, Military Conversions, Safety and Business.

***CRIMINAL RECORD CHECKS FOR GUNSMITHING STUDENTS**

Criminal Record Check: Students in specific Gunsmithing 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 courses or taking the examinations.

Day or Evening Program

GENERAL EDUCATION		CREDIT HOURS
ENG 101	English Composition I *or ENG 165 Professional Communications*	3.0
Mathematical Requirement *(MAT 155, 170, 171 or approved courses on pages 25-26)*		3.0
Social/Behavioral Science Elective *(See page 25 for a list of courses)*		3.0
Lab Science or Mathematics *(See pages 25-26 for a list of courses)*		3.0
Humanities/Fine Arts *(See page 25 for a list of courses)*		3.0

PRIMARY SPECIALTY		CREDIT HOURS
GSM 101	Gunsmithing I	4.0
GSM 102	Gunsmithing II	4.0
GSM 105	Gunsmithing Welding	2.0
GSM 106	Gunsmith Safety	1.0
GSM 107	Gunsmith Machine Tool	4.0
GSM 120	Basic Stockmaking	3.0
GSM 122	General Repair of Shotguns	3.0
GSM 222	Handgun Technology	3.0

SECONDARY SPECIALTY

(Choose 12 credit hours from Options A, B or C)

OPTION A - MACHINE TOOL TECHNOLOGY

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 123	Machine Tool Theory II	3.0
MTT 124*	Machine Tool Practice II	4.0
MTT 126*	Machine Tool Practice III	4.0
MTT 130	Fundamentals of Geometric Dimensions and Tolerancing	2.0
MTT 141	Metals and Heat Treatment	3.0
MTT 143	Precision Measurement	2.0
MTT 161	Machine Tool Maintenance Theory	2.0
MTT 222	Tool and Diemaking Practice I	4.0
MTT 224	Tool and Diemaking Practice II	4.0
MTT 250	Principles of CNC	3.0
MTT 251	CNC Operations	3.0
MTT 253	CNC Programming and Operation	3.0

**Requires prerequisite course MTT 122*

OPTION B - WELDING

WLD 103	Print Reading I	1.0
WLD 105	Print Reading II	1.0
WLD 106	Gas and Arc Welding	4.0
WLD 113	Arc Welding II	4.0
WLD 115	Arc Welding III	4.0
WLD 117	Specialized Arc Welding	4.0
WLD 132	Inert Gas Weld Ferrous	4.0
WLD 136	Advanced Inert Gas Welding	2.0
WLD 154	Pipefitting and Welding	4.0
WLD 208	Advanced Pipe Welding	3.0

OPTION C - BUSINESS/ENTREPRENEURSHIP

ACC 101	Accounting Principles I	3.0
BUS 121	Business Law	3.0
CPT 101	Introduction to Computers	3.0
MGT 120	Small Business Management	3.0
MKT 101	Marketing	3.0
MKT 135	Customer Service Techniques	3.0

ELECTIVES (MINIMUM OF 12 CREDIT HOURS)

Students may use credits in this section to develop a third technical specialty or to enhance the primary and secondary specialties.

TOTAL CREDIT HOURS: 63.0

Introduction to Gunsmithing Certificate - GSM7*

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.

***CRIMINAL RECORD CHECKS FOR GUNSMITHING STUDENTS**

Criminal Record Check: Students in specific Gunsmithing 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 courses or taking the examinations.

Day Program

FIRST SEMESTER		CREDIT HOURS
GSM 101	Gunsmithing I	4.0
GSM 104	Advanced Metal Finishing	4.0
GSM 106	Gunsmith Safety	1.0
GSM 230	Business for Gunsmiths	3.0

SECOND SEMESTER

GSM 102	Gunsmithing II	4.0
GSM 107	Gunsmith Machine Tool	4.0
GSM 121	Barrel Fitting/Alterations	3.0
GSM 105	Gunsmithing Welding	2.0

TOTAL CREDIT HOURS: 25.0

Advanced Gunsmithing Certificate - GSMA*

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

Day Program

FIRST SEMESTER		CREDIT HOURS
GSM 120	Basic Stockmaking	3.0
GSM 220	Rifle Stockmaking	4.0
GSM 223	Gunsmithing Techniques	3.0
MTT 141	Metals and Heat Treatment	3.0

SECOND SEMESTER		CREDIT HOURS
GSM 103	Gunsmithing III	4.0
GSM 122	General Repair of Shotguns	3.0
GSM 221	Advanced Repair Technology	3.0
GSM 222	Handgun Technology	3.0

TOTAL CREDIT HOURS: 26.0

***CRIMINAL RECORD CHECKS FOR GUNSMITHING STUDENTS**

Criminal Record Check: Students in specific Gunsmithing 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 courses or taking the examinations.

A.A.S., Major in Mechatronics Technology - MCT3

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 or Evening Program

FIRST SEMESTER		CREDIT HOURS
EEM 117	AC/DC Circuits I	4.0
ENG 165	Professional Communications	3.0
	or ENG 101 English Composition	
IMT 112	Hand Tool Operations	3.0
MAT 170	Algebra, Geometry and Trigonometry I	3.0
	or MAT 110 College Algebra	

SECOND SEMESTER		
EEM 151	Motor Controls I	4.0
EEM 118	AC/DC Circuits II	4.0
IMT 131	Hydraulics and Pneumatics	4.0
MAT 171	Algebra, Geometry and Trigonometry II	3.0
	or MAT 111 College Trigonometry	

THIRD SEMESTER		
EEM 162	Introduction to Process Control	3.0
EEM 200	Semiconductor Devices	4.0
EEM 231	Digital Circuits I	3.0
	Elective Social/Behavioral Science	3.0

FOURTH SEMESTER		
AMT 105	Robotics and Automated Controls I	3.0
EEM 221	DC/AC Drives	3.0
EEM 251	Programmable Controllers	3.0
IMT 170	Statistical Process Control	3.0
	Elective Humanities/Fine Arts	3.0

FIFTH SEMESTER		CREDIT HOURS
AMT 205	Robotics and Automated Controls II	3.0
EEM 252	Programmable Controller Applications	3.0
EEM 274	Technical/System Troubleshooting	4.0
IMT 161	Mechanical Power Applications	4.0

TOTAL CREDIT HOURS: 70.0

Mechatronics Technology I Certificate - MCT6

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 117	AC/DC Circuits I	4.0
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 118	AC/DC Circuits II	4.0
IMT 131	Hydraulics and Pneumatics	4.0

SUMMER TERM		
EEM 231	Digital Circuits I	3.0
EEM 200	Semiconductor Devices	4.0
EEM 162	Introduction to Process Control	3.0

TOTAL CREDIT HOURS: 32.0

A.A.S. Major in General Technology, Welding Concentration - WLDG

Students in the A.A.S. program learn to weld in the four main positions: flat, vertical, horizontal and overhead on both structured steel and pipe. 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. These skills facilitate the student's entry into the job market, and completing an associate degree can lead to job advancement.

Day or Evening Program

GENERAL EDUCATION		**CREDIT HOURS**
ENG 101	English Composition I	3.0
	or ENG 165 Professional Communications	
Mathematical Requirement		3.0
	(MAT 155, 170, 171 or approved courses on pages 25-26)	
Social/Behavioral Science Elective		3.0
	(See page 25 for a list of courses)	
Lab Science or Mathematics		3.0
	(See pages 25-26 for a list of courses)	
Humanities/Fine Arts		3.0
	(See page 25 for a list of courses)	

PRIMARY SPECIALTY		**CREDIT HOURS**
WLD 102	Introduction to Welding	2.0
WLD 103	Print Reading I	1.0
WLD 105	Print Reading II	1.0
WLD 106	Gas and Arc Welding	4.0
WLD 113	Arc Welding II	4.0
WLD 115	Arc Welding III	4.0
WLD 117	Specialized Arc Welding	4.0
WLD 142	Maintenance Welding	3.0

SECONDARY SPECIALTY*

MACHINE TOOL TECHNOLOGY

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

ELECTIVES (MINIMUM OF 12 CREDIT HOURS)

Students may use credits in this section to develop a third technical specialty or to enhance the primary and secondary specialties.

TOTAL CREDIT HOURS: 62.0

**Students wishing to pursue an alternate secondary specialty should consult with their Academic Advisor.*

D.A.S., Major in Welding - WLD1

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 in Applied Science 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		
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

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
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

Basic Welding Certificate - WLD6

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.

Courses with a prefix of IMT or MET must be less than 8 years old in order to count toward a certificate, diploma or degree program.

Manufacturing Production Technician - MFG8

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 101	Introduction to Industrial Maintenance	2.0
IMT 102	Industrial Safety	2.0
IMT 170	Statistical Process Control	3.0
MET 235	Manufacturing Engineering Principles	2.0

TOTAL CREDIT HOURS: 9.0

Machine Tool CNC Precision Operator-CNC6

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 Precision Measurement techniques and 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.

Note: *The CNC6 Certificate is primarily focused on providing training for the industrial and manufacturing sectors. Students are required to contact their primary advisor before enrolling into the CNC6 Certificate.*

Day Program

FIRST SEMESTER		CREDIT HOURS
MTT 105	Machine Tool Math Applications	3.0
MTT 120	Machine Tool Print Reading	3.0
MTT 121	Machine Tool Theory I	3.0
MTT 130	Fundamentals of Geometric Dimensions and Tolerancing	2.0
MTT 143	Precision Measurements/CMM	2.0
MTT 251	CNC Operations	3.0
MTT 253	CNC Programming and Operation	3.0

TOTAL CREDIT HOURS: 19.0

Health Science and Human Services Curricula

With the complexity and diversity of today's health care system, a variety 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 curriculum specific 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 these programs 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 with either direct or indirect patient care, as well as have the opportunity to train utilizing simulation lab scenarios.

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. Students are responsible for their own transportation.

Students are required to maintain a current American Heart Association "Basic Life Support for Healthcare Providers" certification throughout the major studies courses. Students are required to observe universal precautions in all labs and experiential sites where there is a risk of exposure to blood and/or 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 course requirement.

Criminal Record Checks and Drug Screening for Health Science Students

Background 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 result in the student being ineligible for enrollment or participation in clinical courses. As a result, students would be barred from admission or removed if the infraction occurs after admission.

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.

Students testing positive for an illegal or controlled substance without a valid prescription may be removed from any Health Sciences/Nursing Program. If a student believes that the positive test result occurred in error, the student may request a re-test of the specimen, in writing, within three (3) calendar days after receiving notification of the initial positive result. A second positive result from the re-test will be addressed through the Student Code of the South Carolina Technical College System located in the Student Calendar and Handbook.

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 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 admission.
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.

Health Science Transfer to Greenville Technical College

Students who are enrolled in the Associate in Arts, Health Science Transfer tracks for Dental Hygiene, Medical Laboratory Technician or Physical Therapy Assistant programs at Greenville Tech should review requirements on Greenville Technical College's website and work carefully with an advisor to plan coursework. Lenette Thompson is the liaison for these programs and students should meet with her during their first semester of enrollment. Piedmont Technical College has specific transfer agreements with these programs.

Health Care Certificate - HCC7

This program is designed for students interested in exploring career options in health care. Students completing the program will gain a skillset allowing them to work in a number of health care related occupations. Students also have the option of transitioning to other health care programs.

Day or Evening Program

GENERAL EDUCATION		CREDIT HOURS
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
MAT Requirement*		3.0
BIO Requirement*		4.0
AHS 106	Cardiopulmonary Resuscitation	1.0
AHS 102	Medical Terminology	3.0

PRIMARY SPECIALTY		
AHS 155	Special Topics in Health Care	3.0

Choose eight (8) credits from:

BIO 210	Anatomy and Physiology I	4.0
BIO 211	Anatomy and Physiology II	4.0
BIO 225	Microbiology	4.0
AHS 154	Culture and Wellness	1.0
AHS 161	Introduction to Health Careers	1.0
AHS 170	Fundamentals of Disease	3.0
AHS 205	Ethics and Law for Allied Health Professions	3.0

Choose six (6) credits from:

SPC 205	Speech Communications	3.0
CPT 101	Introduction to Computers	3.0
PSY 203	Human Growth and Development	3.0
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 34.0

**MAT requirement options: MAT 102, MAT 120 or MAT 155;*
BIO requirement options: BIO 102, BIO 112, BIO 115 or BIO 210

Health Science Track Certificates

Students completing these certificates will gain a skillset allowing them to work in a number of health care related occupations. In addition, these tracks are designed for students to prepare for application into PTC's health care programs.

Specific details about courses required for application, minimum GPA and other requirements can be found in the information prior to the health care program outline.

Health Care Certificate (Cardiovascular Technology Track) - HCCV

Day or Evening Program

GENERAL EDUCATION		CREDIT HOURS
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
MAT 102	Intermediate Algebra	3.0
BIO 210	Anatomy and Physiology I	4.0
AHS 106	Cardiopulmonary Resuscitation	1.0
AHS 102	Medical Terminology	3.0

PRIMARY SPECIALTY		
AHS 155	Special Topics in Health Care	3.0

Choose eight (8) credits from:

BIO 211	Anatomy and Physiology II (required)	4.0
AHS 154	Culture and Wellness	1.0
AHS 161	Introduction to Health Careers	1.0
AHS 170	Fundamentals of Disease	3.0
AHS 205	Ethics and Law for Allied Health Professions	3.0

Choose six (6) credits from:

SPC 205	Speech Communications	3.0
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 34.0

Health Care Certificate (Medical Assisting Track) - HCMA

Day or Evening Program

GENERAL EDUCATION		CREDIT HOURS
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
MAT 155	Contemporary Mathematics	3.0
BIO 112	Basic Anatomy and Physiology	4.0
AHS 106	Cardiopulmonary Resuscitation	1.0
AHS 102	Medical Terminology	3.0

PRIMARY SPECIALTY		
AHS 155	Special Topics in Health Care	3.0

Choose eight (8) credits from:

AHS 154	Culture and Wellness	1.0
AHS 161	Introduction to Health Careers	1.0
AHS 170	Fundamentals of Disease	3.0
AHS 205	Ethics and Law for Allied Health Professions	3.0

Choose six (6) credits from:

CPT 101	Introduction to Computers	3.0
SPC 205	Speech Communications (required)	3.0
PSY 203	Human Growth and Development	3.0
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 34.0

Health Care Certificate (Patient Care Technology Track) - HCPC

Day or Evening Program

GENERAL EDUCATION		CREDIT HOURS
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
MAT 155	Contemporary Mathematics	3.0
BIO 112	Basic Anatomy and Physiology	4.0
AHS 106	Cardiopulmonary Resuscitation	1.0
AHS 102	Medical Terminology	3.0

PRIMARY SPECIALTY

AHS 155	Special Topics in Health Care	3.0

Choose eight (8) credits from:

AHS 154	Culture and Wellness	1.0
AHS 161	Introduction to Health Careers	1.0
AHS 170	Fundamentals of Disease	3.0
AHS 205	Ethics and Law for Allied Health Professions	3.0

Choose six (6) credits from:

CPT 101	Introduction to Computers (required)	3.0
SPC 205	Speech Communications	3.0
PSY 203	Human Growth and Development	3.0
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 34.0

Health Care Certificate (Radiologic Technology Track) - HCRA

Day or Evening Program

GENERAL EDUCATION		CREDIT HOURS
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
MAT 102	Intermediate Algebra	3.0
	or MAT 120 Probability and Statistics	
BIO 210	Anatomy and Physiology I	4.0
AHS 106	Cardiopulmonary Resuscitation	1.0
AHS 102	Medical Terminology	3.0

PRIMARY SPECIALTY

AHS 155	Special Topics in Health Care	3.0

Choose eight (8) credits from:

AHS 154	Culture and Wellness	1.0
AHS 161	Introduction to Health Careers	1.0
AHS 170	Fundamentals of Disease	3.0
AHS 205	Ethics and Law for Allied Health Professions	3.0
BIO 211	Anatomy and Physiology II (required)	4.0

Choose six (6) credits from:

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

TOTAL CREDIT HOURS: 34.0

Health Care Certificate (Respiratory Care Track) - HCRE

Day Program

GENERAL EDUCATION		CREDIT HOURS
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
MAT 102	Intermediate Algebra	3.0
	or MAT 120 Probability and Statistics	
BIO 210	Anatomy and Physiology I	4.0
AHS 106	Cardiopulmonary Resuscitation	1.0
AHS 102	Medical Terminology	3.0

PRIMARY SPECIALTY

AHS 155	Special Topics in Health Care	3.0

Choose eight (8) credits from:

BIO 211	Anatomy and Physiology II (required)	4.0
BIO 225	Microbiology (required)	4.0

Choose six (6) credits from:

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

TOTAL CREDIT HOURS: 34.0

Health Care Certificate (Surgical Technology Track) - HCSU

Day or Evening Program

GENERAL EDUCATION		CREDIT HOURS
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
MAT 155	Contemporary Mathematics	3.0
BIO 210	Anatomy and Physiology I	4.0
AHS 106	Cardiopulmonary Resuscitation	1.0
AHS 102	Medical Terminology	3.0

PRIMARY SPECIALTY

AHS 155	Special Topics in Health Care	3.0

Choose eight (8) credits from:

AHS 154	Culture and Wellness	1.0
AHS 161	Introduction to Health Careers	1.0
AHS 170	Fundamentals of Disease	3.0
AHS 205	Ethics and Law for Allied Health Professions	3.0
BIO 211	Anatomy and Physiology II (required)	4.0

Choose six (6) credits from:

CPT 101	Introduction to Computers	3.0
SPC 205	Speech Communications (required)	3.0
PSY 203	Human Growth and Development	3.0
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 34.0

Health Care Certificate (Veterinary Technology Track) - HCVE

Day or Evening Program

GENERAL EDUCATION		**CREDIT HOURS**
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
MAT 102	Intermediate Algebra	3.0
BIO 102	Biological Science II	4.0
AHS 106	Cardiopulmonary Resuscitation	1.0
AHS 102	Medical Terminology	3.0

PRIMARY SPECIALTY		
AHS 155	Special Topics in Health Care	3.0

Choose eight (8) credits from:

AHS 154	Culture and Wellness	1.0
AHS 161	Introduction to Health Careers	1.0
AHS 170	Fundamentals of Disease	3.0
AHS 205	Ethics and Law for Allied Health Professions	3.0

Choose six (6) credits from:

SPC 205	Speech Communications	3.0
CPT 101	Introduction to Computers	3.0
PSY 203	Human Growth and Development	3.0
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 34.0

A.A.S., Major in Cardiovascular Technology - CVTI/CVTN

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 brief description of program admission options is below. For more detailed information, please go to **www.ptc.edu/hsnis**.

The Cardiovascular Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)) 25400 US Highway, 19 North., Suite 158 Clearwater, FL 33763; (727) 210-2350) www.caahep.org, upon the recommendation of The Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT), www.jrccvt.org, 1449 Hill Street, Whitinsville, MA 01588-1032.

To become eligible for entry into the Cardiovascular Technology major studies coursework, applicants must complete the following:

1. Complete the following courses (minimum "C" grade required):
    - AHS 102
    - BIO 210
    - ENG 101
    - MAT 102
    - PSY 201
2. Minimum grade point average for the above coursework of 2.5. A GPA calculator can be found on the college website.
3. Good academic standing at the college.

Students are required to maintain a current American Heart Association "Basic Life Support for Healthcare Providers" certification throughout the major studies courses.

GENERAL EDUCATION COURSES		CREDIT HRS. Invasive	CREDIT HRS. Non-Invasive
AHS 102	Medical Terminology	3.0	3.0
BIO 210	Anatomy and Physiology I	4.0	4.0
BIO 211	Anatomy and Physiology II	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
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). Students are encouraged to complete all general education coursework prior to beginning program coursework.*

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.

SPRING SEMESTER		CREDIT HRS. Invasive	CREDIT HRS. Non-Invasive
CVT 101	Introduction to Cardiovascular Technology	2.0	2.0
CVT 102	Cardiovascular Pathophysiology	3.0	3.0
CVT 104	Cardiovascular Patient Assessment	3.0	3.0

Invasive track:

SUMMER TERM		CREDIT HOURS
CVT 108	Physics for the Invasive Cardiovascular Technologist	2.0
CVT 120	Invasive Cardiology I	3.0
CVT 122	Invasive Cardiology Clinical I	5.0
FALL SEMESTER		
CVT 121	Invasive Cardiology II	3.0
CVT 124	Invasive Cardiology Clinical II	5.0
CVT 110	Hemodynamics and Cardiac Care Physiology	2.0
SPRING SEMESTER		
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
SUMMER TERM		
CVT 226	Invasive Cardiology Special Topics	2.0
CVT 252	Invasive Cardiology Clinical IV	5.0

TOTAL CREDIT HOURS: 72.0

Non-Invasive track:

SUMMER TERM		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 I	5.0
FALL SEMESTER		
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
SPRING SEMESTER		
CVT 243	Non-Invasive Cardiology III	3.0
CVT 245	Non-Invasive Cardiology Clinical III	6.0
SUMMER TERM		
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 Funeral Service - FSR3

The Funeral Service Education degree program at Piedmont Technical College is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64605 (816) 233-3747. Web: www.abfse.org

National Board Examination scores, graduation rates and employment rates, for this and other ABFSE-accredited programs are available at **www.abfse.org**. To request a printed copy of this program's scores and rates, go to room 114V or by email at: martin.d@ptc.edu, or by telephone: (864) 941-8774.

Acceptance into the Funeral Service Education program is competitive and has a set number that will be admitted. Applications are available through the Funeral Service Department.

Students entering the Funeral Service Education program must be aware of the following:

1. All students are encouraged to take the National Board Exam before graduating.

2. The South Carolina Board of Funeral Service may refuse to issue or renew a license or student permit to an individual with a conviction of a felony or a crime involving fraud or moral turpitude. Pending criminal charges or convictions may make the student ineligible for a Student Permit. If you fail to receive your Student Permit, you will be dropped from the program.

3. 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, provincial/territorial 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 help enable them to develop proficiency and skills necessary for the profession, as defined in the Preamble at the beginning of this chapter;
- 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: 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.

Please contact the FSE department for start times and admittance deadlines. If you have previous college credits with a "C" or better in ACC 101, CPT 101, MGT 120, ENG 101, MAT 102 and a Social Science/ Behavioral Science Elective, you may be eligible to complete the Associate Degree program in one year (3 semesters) The FSE Department has full details about this option.

FIRST SEMESTER		**CREDIT HOURS**
ACC 101	Accounting Principles I	3.0
CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I	3.0
FSE 215	Funeral Services Directing	3.0
SECOND SEMESTER		
MGT 120	Small Business Management	3.0
FSE 101	Introduction to Funeral Services	2.0
FSE 165	Sociology of Funeral Services	2.0
FSE 210	Funeral Service Management and Merchandising I	3.0
	Social Science/Behavioral Science Elective	3.0
THIRD SEMESTER		
FSE 205	Funeral Counseling	4.0
FSE 220	Regulatory Compliance	3.0
MAT 102	Intermediate Algebra	3.0
FOURTH SEMESTER		**CREDIT HOURS**
AHS 102	Medical Terminology	3.0
BIO 112	Basic Anatomy and Physiology	4.0
CHM 106	Contemporary Chemistry I	4.0
	or CHM 110 College Chemistry I	
FSE 213	Microbiology and Pathology for Funeral Service	4.0
FIFTH SEMESTER		
FSE 225	Principles of Embalming I	2.0
FSE 240	Restorative Art I	2.0
FSE 216	Funeral Directing II	3.0
	Elective Humanities/Fine Arts	3.0
SIXTH SEMESTER		
FSE 226	Principles of Embalming II	2.0
FSE 241	Restorative Art II	2.0
FSE 211	Funeral Service Management and Merchandising II	2.0
FSE 300	National Board Preparations	2.0

TOTAL CREDIT HOURS: 68.0

Funeral Service Education Certificate - FSR7

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. Please contact the FSE department for start times.

FIRST SEMESTER		**CREDIT HOURS**
CPT 101	Introduction to Computers	3.0
ACC 101	Accounting Principles I	3.0
FSE 215	Funeral Services Directing	3.0
ENG 101	English Composition I	3.0
SECOND SEMESTER		
MGT 120	Small Business Management	3.0
FSE 101	Introduction to Funeral Services	2.0
FSE 165	Sociology of Funeral Services	2.0
FSE 210	Funeral Service Management and Merchandising I	3.0
	Social Science/Behavioral Science Elective	3.0
THIRD SEMESTER		
FSE 205	Funeral Counseling	4.0
FSE 220	Regulatory Compliance	3.0
MAT 102	Intermediate Algebra	3.0

TOTAL CREDIT HOURS: 35.0

A.A.S., Major in Human Services - HSR3

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

FALL SEMESTER		**CREDIT HOURS**
ENG 101	English Composition I	3.0
CPT 101	Introduction to Computers	3.0
PSY 201	General Psychology	3.0
HUS 101	Introduction to Human Services	3.0
HUS 225	Personal/Interpersonal Adjustment	3.0
SPRING SEMESTER		
ENG 102	English Composition II	3.0
SOC 101	Introduction to Sociology	3.0
PSY 203	Human Growth and Development	3.0
HUS 110	Orientation to Human Services	1.0
MAT 155	Contemporary Mathematics	3.0
SUMMER TERM		
SPA 105	Conversational Spanish	3.0
	or SPA 101 Elementary Spanish I	4.0
	or SPA 102 Elementary Spanish II	4.0
	Approved Elective	3.0
FALL SEMESTER		
HUS 235	Group Dynamics	3.0
HUS 224	Behaviorally-Based Interventions	3.0
HUS 230	Interviewing Techniques	3.0
HUS 250	Supervised Field Placement I	4.0
	Approved Elective	3.0
SPRING SEMESTER		
HUS 251	Supervised Field Placement II	4.0
HUS 221	Professional Ethics in Human Service Practice	3.0
HUS 209	Case Management	3.0
HUS 237	Crisis Intervention	3.0
	Elective Humanities	3.0

TOTAL CREDIT HOURS: 66.0/67.0

Evening Program

FALL SEMESTER		**CREDIT HOURS**
ENG 101	English Composition I	3.0
HUS 101	Introduction to Human Services	3.0
CPT 101	Introduction to Computers	3.0
PSY 201	General Psychology	3.0
SPRING SEMESTER		
ENG 102	English Composition II	3.0
HUS 225	Personal/Interpersonal Adjustment	3.0
PSY 203	Human Growth and Development	3.0
HUS 110	Orientation to Human Services	1.0
SUMMER TERM		
MAT 155	Contemporary Mathematics	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
FALL SEMESTER		
HUS 209	Case Management	3.0
HUS 224	Behaviorally-Based Interventions	3.0
HUS 230	Interviewing Techniques	3.0
	Approved Elective	3.0
SPRING SEMESTER		
HUS 235	Group Dynamics	3.0
HUS 250	Supervised Field Placement I	4.0
HUS 221	Professional Ethics in Human Services Practice	3.0
	Approved Elective	3.0
SUMMER TERM		
HUS 251	Supervised Field Placement II	4.0
HUS 237	Crisis Intervention	3.0
	Elective Humanities	3.0

TOTAL CREDIT HOURS: 66.0/67.0

A.A.S., Major in Radiologic Technology - RAD3

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 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 major studies coursework, applicants must complete the following:

1. Complete the following courses (minimum "C" grade required):
   - BIO 210
   - BIO 211
   - ENG 101
   - MAT 102 or 120
   - PSY 201
2. Minimum grade point average for the above coursework of 2.5. A GPA calculator can be found on the college website.
3. Good academic standing at the college.

Students are required to maintain a current American Heart Association "Basic Life Support for Healthcare Providers" certification throughout the major studies courses.

Day Program

GENERAL EDUCATION COURSES		CREDIT HOURS
BIO 210	Anatomy and Physiology I	4.0
BIO 211	Anatomy and Physiology II	4.0
CPT 101	Introduction to Computers	3.0
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
	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.

FALL SEMESTER		CREDIT HOURS
RAD 102	Radiology 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
SPRING SEMESTER		
RAD 110	Radiographic Imaging I	3.0
RAD 136	Radiographic Procedures II	3.0
RAD 165	Applied Radiography II	5.0
SUMMER TERM		
RAD 205	Radiographic Pathology	2.0
RAD 201	Radiation Biology	2.0
RAD 175	Applied Radiography III	5.0
FALL SEMESTER		**CREDIT HOURS**
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
SPRING 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 - RES3

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.

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 to the clinical phase (Phase II) of the program. 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 Phase II of the Respiratory Care program, applicants must complete the following:

- Phase I courses
- WorkKeys score of 4 in applied mathematics, locating information and reading for information.
- GPA of 2.5 or higher in Phase I coursework. A GPA calculator can be found on the college website.

Students are required to maintain a current American Heart Association "Basic Life Support for Healthcare Providers" certification throughout the major studies courses.

For more information, see the Health Science and Nursing Resource Web page: **www.ptc.edu/hsnis**.

GENERAL EDUCATION COURSES

PHASE I COURSES		CREDIT HOURS
BIO 210	Anatomy and Physiology I	4.0
BIO 211	Anatomy and Physiology II	4.0
BIO 225	Microbiology	4.0
CPT 101	Introduction to Computers	3.0
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
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 27.0

Phase II Courses: Completion of the Associate in Applied Science with a major in Respiratory Care requires five (5) semesters upon acceptance to the Phase II coursework.

MAJOR STUDIES COURSES

Day Program

SPRING 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
AHS 106	Cardiopulmonary Resuscitation	1.0
SUMMER TERM		
RES 111	Pathophysiology	2.0
RES 131	Respiratory Skills II	4.0
RES 152	Clinical Applications I	3.0
RES 246	Respiratory Pharmacology	2.0
FALL SEMESTER		
RES 141	Respiratory Skills III	3.0
RES 204	Neonatal/Pediatric Care	3.0
RES 232	Respiratory Therapeutics	2.0
RES 255	Clinical Practice	5.0
SPRING SEMESTER		
RES 244	Advanced Respiratory Skills I	4.0
RES 245	Advanced Respiratory Skills II	2.0
RES 206	Respiratory Care for the Gerontological Patient	2.0
RES 274	Advanced Clinical Practice	4.0
SUMMER TERM		
RES 207	Management in Respiratory Care	2.0
RES 249	Comprehensive Applications	2.0
RES 275	Advanced Clinical Practice	5.0

TOTAL CREDIT HOURS: 84.0

A.A.S., Major in Veterinary Technology - VET3

The field of veterinary technology is one of the fastest growing animal health professions. The Veterinary Technology program at Piedmont Technical College serves a need for qualified veterinary technicians in the mid-state area. The veterinary technician works under the supervision of a licensed veterinarian in a variety of employment settings. The veterinary technician plays a critical role in animal health and the veterinary medical team. The specialized training received will allow the graduate to seek employment in such areas as clinical medicine, laboratory animal medicine, emergency medicine, pharmaceutical sales, food inspection and government agencies. In order to become a credentialed veterinary technician, you must graduate from an AVMA-accredited program in order to sit for the Veterinary Technician National Examination (VTNE.) The Veterinary Technology program is accredited by the American Veterinary Medical Association, 1931 North Meacham Road, Suite 100, Schaumberg, IL 60173-4360; (847) 925-8070; fax (827) 925-1329; **www.avma.org**.

Admission: Health Science programs have special program admission criteria which must be completed prior to applying for the clinical phase of the program.

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

1. Complete the following courses (minimum "C" grade required):
   - BIO 102
   - ENG 101
   - MAT 102
   - PSY 201
2. Minimum grade point average for the above coursework of 2.5. A GPA calculator can be found on the college website.
3. Good academic standing at the college.

Day Program

GENERAL EDUCATION COURSES		CREDIT HOURS
BIO 102	Biological Science II	4.0
BIO 115	Basic Microbiology	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

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.

FALL SEMESTER		CREDIT HOURS
VET 101	Animal Breeds and Husbandry	3.0
VET 103	Veterinary Medical Terminology	2.0
VET 104	Veterinary Anatomy and Physiology	3.0
VET 105	Orientation to Veterinary Technology	1.0
SPRING 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		CREDIT HOURS
VET 180	Preceptorship	2.0
VET 207	Large Animal Clinical Practices	3.0
VET 215	Laboratory Animal Medicine	2.0
VET 240	Office Management and Client Education	3.0
FALL 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
SPRING SEMESTER		
VET 170	Veterinary Technology Externship	6.0
VET 250	Clinical Techniques III	3.0
VET 270	Advanced Medical Care	3.0
VET 280	Senior Seminar	1.0

TOTAL CREDIT HOURS: 77.0

D.A.S., Major in Medical Assisting - MED1

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 Medical Assisting Diploma program at Piedmont Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763 (727) 210-2350
www.caahep.org

Admission: Health Science programs have special program admission criteria which must be completed prior to applying for the clinical phase of the program. For more detailed information, please go to **www.ptc.edu/hsnis**.

To become eligible for entry into the Medical Assisting major studies coursework applicants must complete the following:

1. Complete the following courses (minimum "C" grade required):
   - AHS 102
   - BIO 112
   - ENG 101
   - MAT 155
   - PSY 201
2. Minimum grade point average for the above coursework of 2.5. A GPA calculator can be found on the college website.
3. Good academic standing at the college.

Students are required to maintain a current American Heart Association "Basic Life Support for Healthcare Providers" certification throughout the major studies courses.

Day Program

GENERAL EDUCATION COURSES		CREDIT HOURS
AHS 102	Medical Terminology	3.0
BIO 112	Basic Anatomy and Physiology	4.0
CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I	3.0
MAT 155	Contemporary Mathematics	3.0
PSY 201	General Psychology	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 103	Medical Assisting Introduction	3.0
MED 107	Medical Office Management	4.0
MED 118	Pharmacology for the Medical Assistant	4.0
SPRING SEMESTER		
MED 114	Medical Assisting Clinical Procedures	4.0
MED 115	Medical Office Lab Procedures I	4.0
MED 104	Medical Assisting Administrative Procedures	4.0
SUMMER TERM		
MED 117	Clinical Practice	5.0
MED 108	Common Diseases of the Medical Office	3.0

TOTAL CREDIT HOURS: 50.0

A.A.S., Major in Occupational Therapy Assistant - OTA3

Occupational Therapy is a health sciences specialty that employs the use of purposeful activity, occupations and exercise for individuals who are limited by physical injury or illness, psychosocial dysfunction, cognitive dysfunction, developmental or learning disabilities, or the aging process, in order to maximize independence in Activities of Daily Living (ADLs), prevent disability and maintain health. Occupational therapy assistants' work closely with occupational therapists to provide services that encompass evaluation, treatment and consultation.

Accreditation

The Piedmont Technical College OTA Program, is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is www.acoteonline.org . Once accreditation of the program has been obtained, its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT). Successful completion of this exam entitles the individual to practice as a Certified Occupational Therapy Assistant (COTA) under the supervision of a registered occupational therapist. In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. To learn more about the ACOTE standards, visit **www.ptc.edu/ACOTE**.

The sponsoring institution (Piedmont Technical College) assumes primary responsibility for appointment of faculty, admission of students, and curriculum planning at all locations where the program is offered. This would include course content, satisfactory completion of the educational program, and granting of the degree. The sponsoring institution(s) must also be responsible for the coordination of classroom teaching and supervised fieldwork practice and for providing assurance that the practice activities assigned to students in a fieldwork setting are appropriate to the program.

Admissions: Health Science programs have special program admission criteria which must be completed prior to applying for the clinical phase of the program. For more detailed information, please go to **www.ptc.edu/hsnis**. All applicants are required to provide a valid copy of their CPR card issued by the American Heart Association.

To become eligible to apply for the Occupational Therapy Assistant program, applicants must complete the following:

1. Complete the following courses (minimum "C" grade required):
   - AHS 102
   - BIO 210
   - ENG 101
   - MAT 120
   - PSY 201
   - PSY 203 or PSY 212
2. Minimum grade point average for the above coursework of 2.5. A GPA calculator can be found on the college website.
3. Completion of 40 hours of observations in at least three different occupational therapy settings.
4. Good academic standing at the college.
5. Students must complete and maintain a current CPR/Health Care Provider certification from the American Heart Association.

GENERAL EDUCATION COURSES		CREDIT HOURS
AHS 102	Medical Terminology	3.0
AHS 106	Cardiopulmonary Resuscitation	1.0*
BIO 210	Anatomy and Physiology I	4.0
BIO 211	Anatomy and Physiology II	4.0
CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I	3.0
MAT 120	Probability and Statistics	3.0
PSY 201	General Psychology	3.0
PSY 203	Human Growth and Development	3.0
	or PSY 212 Abnormal Psychology	
SPC 205	Public Speaking	3.0
	Elective Humanities/Fine Arts	3.0

*AHS 106 appears in the General Education requirements for Cohort #2 only; otherwise, the student must complete and maintain a current CPR/ Health Care Provider certification from the American Heart Association.

All general education coursework must be completed prior to the first semester of Occupational Therapy Assistant coursework.

The clinical portion of the program is located on the Newberry Campus.

Summer 2016 Cohort #2

SUMMER TERM*		CREDIT HOURS
OTA 101	Fundamentals of Occupational Therapy	3.0
OTA 203	Kinesiology for Occupational Therapy	3.0
OTA 213	Group Dynamics and Process	2.0

*Corequisites for the above courses: OTA 101, OTA 203, OTA 213, and OTA program admission.

FALL SEMESTER*		
OTA 105	Theraputic Analysis	3.0
OTA 142	OTA Clinical Introduction I (Level I Fieldwork)	1.0
OTA 162	Psychosocial Dysfunction	3.0
OTA 176	Pediatric Development and Dysfunctions	4.0
AHS 106	Cardiopulmonary Resuscitation (CPR)	1.0

*Corequisites for the above courses: AHS 106, OTA 105, OTA 142, OTA 162, OTA 176, and OTA program admission.
Prerequisites for the above courses: OTA 101, OTA 203, OTA 213 and OTA program admission.

SPRING SEMESTER		
OTA 144	OTA Clinical Introduction II (Level I Fieldwork)	1.0
OTA 155	Gerontology	2.0
OTA 164	Physical Dysfunctions	6.0
OTA 245	Occupational Therapy Department Management	2.0

*Corequisites for the above courses: OTA 144, OTA 155, OTA 164, OTA 245, and OTA program admission.

Prerequisites for the above courses: OTA 101, OTA 203, OTA 213, OTA program admission, OTA 105, OTA 142, , OTA 162, OTA 176, and AHS 106.

SUMMER TERM*		CREDIT HOURS
OTA 262	Clinical Applications I (Level II Fieldwork)	7.0
OTA 264	Clinical Applications I (Level II Fieldwork)	7.0

*Prerequisites for the above courses: Completion of all OTA courses with a grade of C or higher.

TOTAL CREDIT HOURS: 77

THE ABOVE FORMAT IS EFFECTIVE FOR COHORT #2 (201530)ADMISSION CLASS OF SUMMER 2016 AND THE TOTAL NUMBER OF CREDIT HOURS FOR THIS COHORT IS 77.

STARTING IN SPRING 2017 (201620), THE CURRICULA WILL BE AS FOLLOWS WITH A TOTAL NUMBER OF CREDIT HOURS FOR THIS COHORT BEING 76.

SPRING SEMESTER		CREDIT HOURS
OTA 101	Fundamentals of Occupational Therapy	3.0
OTA 105	Theraputic Analysis	3.0
OTA 203	Kinesiology for Occupational Therapy	3.0
OTA 213	Group Dynamics and Process	2.0
SUMMER TERM		
OTA 142	OTA Clinical Introduction I (Level I Fieldwork)	1.0
OTA 162	Psychosocial Dysfunction	3.0
OTA 176	Pediatric Development and Dysfunctions	4.0
FALL SEMESTER		
OTA 144	OTA Clinical Introduction II (Level I Fieldwork)	1.0
OTA 155	Gerontology	2.0
OTA 164	Physical Dysfunctions	6.0
OTA 245	Occupational Therapy Department Management	2.0
SPRING SEMESTER		
OTA 262	Clinical Applications I (Level II Fieldwork)	7.0
OTA 264	Clinical Applications I (Level II Fieldwork)	7.0

TOTAL CREDIT HOURS: 76

D.A.S., Major in Pharmacy Technology - PHM1

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-System Pharmacists (**http://www.ashp.org**) 7272 Wisconsin Avenue, Bethesda, MD 20814 (301) 657-3000.

Students are required to maintain a current American Heart Association "Basic Life Support for Healthcare Providers" certification throughout the major studies courses.

Note: *Drug Testing and Background Check will be completed at the end of the first semester.*

FIRST SEMESTER		CREDIT HOURS
AHS 102	Medical Terminology	3.0
ENG 101	English Composition I	3.0
MAT 102	Intermediate Algebra	3.0
PHM 101	Introduction to Pharmacy	3.0
SECOND SEMESTER		
PHM 110	Pharmacy Practice	4.0
PHM 113	Pharmacy Technician Math	3.0
BIO 112	Basic Anatomy and Physiology	4.0
CPT 101	Introduction to Computers	3.0
THIRD SEMESTER		
PHM 114	Therapeutic Agents I	3.0
PHM 152	Pharmacy Technician Practicum I	2.0
PHM 164	Pharmacy Technician Practicum II	4.0
AHS 106	Cardiopulmonary Resuscitation	1.0
FOURTH SEMESTER		
PHM 124	Therapeutic Agents II	3.0
PHM 118	Community Pharmacy Seminar	1.0
PHM 103	Pharmacy Law and Ethics	2.0
PHM 173	Pharmacy Technician Practicum III	3.0
AHS 116	Patient Care Relations	3.0

TOTAL CREDIT HOURS: 48.0

D.A.S., Major in Surgical Technology - SUR1

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 in Applied Science 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) 25400 US Highway, 19 North., Suite 158 Clearwater, FL 33763; (727) 210-2350) www.caahep.org, 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.

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 major studies coursework, applicants must complete the following:

1. Complete the following courses (minimum "C" grade required):
   - AHS 102
   - BIO 210
   - ENG 101
   - MAT 155

2. Minimum grade point average for the above coursework of 2.5. A GPA calculator can be found on the college website.

3. Good academic standing at the college.

Students are required to maintain a current American Heart Association "Basic Life Support for Healthcare Providers" certification throughout the major studies courses.

Day Program

GENERAL EDUCATION COURSES		CREDIT HOURS
AHS 102	Medical Terminology	3.0
BIO 210	Anatomy and Physiology I	4.0
BIO 211	Anatomy and Physiology II	4.0
ENG 101	English Composition I	3.0
MAT 155	Contemporary Mathematics	3.0

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

Massage Therapy Certificate - MAS7

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

Students are required to maintain a current American Heart Association "Basic Life Support for Healthcare Providers" certification throughout the major studies courses.

Day Program

FALL SEMESTER		CREDIT HOURS
AHS 106	Cardiopulmonary Resuscitation	1.0
BIO 112	Basic Anatomy and Physiology	4.0
MTH 120	Introduction to Massage	4.0
MTH 121	Principles of Massage I	4.0
MTH 123	Massage Clinical I	3.0
SPRING SEMESTER		
MTH 113	Essentials of Anatomy and Physiology for Massage Therapy	3.0
MTH 122	Principles of Massage II	4.0
MTH 126	Pathology for Massage Therapy	2.0
MTH 128	Clinical Applications of Massage	4.0

SUMMER TERM		CREDIT HOURS
MTH 124	Massage Business Applications	3.0
MTH 127	Principles of Massage III	3.0
MTH 131	Clinical Applications of Massage II	4.0
MTH 132	Massage Therapy Seminar	1.0

TOTAL CREDIT HOURS: 40.0

Patient Care Technician Certificate - PCT7

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

To become eligible for entry into the Patient Care Technician major studies coursework, applicants must:

1. Complete the following courses (minimum "C" grade required):
   - AHS 102
   - ENG 101
   - MAT 155
2. Minimum grade point average for the above coursework of 2.0.
3. Good academic standing at the college.

Students are required to maintain a current American Heart Association "Basic Life Support for Healthcare Providers" certification throughout the major studies courses.

Day Program

GENERAL EDUCATION 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

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

FALL 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
SPRING SEMESTER		
AHS 139	Principles of Expanded Patient Care	3.0
AHS 176	Patient Care Clerical Principles	4.0
AHS 141	Phlebotomy for the Health Care Provider	3.0
SUMMER TERM		
AHS 142	Phlebotomy	2.0
AHS 175	Multi-Skilled Clinical Practicum	4.0

TOTAL CREDIT HOURS: 40.0

Phlebotomy Technician Certificate - PHB6

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 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:

1. Complete the following courses (minimum "C" grade required):
   - AHS 102
   - CPT 101
   - ENG 101
   - MAT 155
2. Minimum grade point average for the above coursework of 2.0.
3. Good academic standing at the college.

Students are required to maintain a current American Heart Association "Basic Life Support for Healthcare Providers" certification throughout the major studies courses.

GENERAL EDUCATION COURSES		CREDIT HOURS
AHS 102	Medical Terminology	3.0
CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I	3.0
MAT 155	Contemporary Mathematics	3.0

Day Program

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: 26.0

Emergency Medical Technician Certificate - EMT6

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 114	Basic First Aid	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 enterthe 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.

Students testing positive for an illegal or controlled substance without a valid prescription may be removed from any Health Sciences/Nursing Program. If a student believes that the positive test result occurred in error, the student may request a re-test of the specimen, in writing, within three (3) calendar days after receiving notification of the initial positive result. A second positive result from the re-test will be addressed through the Student Code of the South Carolina Technical College System located in the Student Calendar and Handbook.

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.

Nursing Care Certificate - NCC6

This program is designed for students interested in exploring career options in nursing. Students completing the program will be eligible to sit for the South Carolina Nursing Assistant Certification Examination. Students also have the option of transitioning to other nursing programs.

Day or Evening Program

		CREDIT HOURS
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
AHS 106	Cardiopulmonary Resuscitation	1.0
MAT 120	Probability and Statistics	3.0
AHS 163	Long Term Care	5.0
	Elective Humanities/Fine Arts	3.0
Choose 4 credit hours from:		
BIO 112	Basic Anatomy and Physiology	4.0
or		
BIO 210	Anatomy and Physiology I	4.0
Choose 1 of the following courses (3 or 4 credit hours):		
BIO 211	Anatomy and Physiology II	4.0
or		
AHS 102	Medical Terminology	3.0

TOTAL CREDIT HOURS: 25.0/26.0

Nursing Track Certificates

Students completing these certificates will gain a skillset allowing them to work in a number of nursing related occupations. In addition, these tracks are designed for students to prepare for application into the practical nursing or associate degree nursing programs.

Specific details about courses required for application, minimum GPA and other requirements can be found in the information prior to the PN and ADN programs.

Nursing Care Certificate (PN Track) - NCLP

Day or Evening Program

		CREDIT HOURS
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
MAT 120	Probability and Statistics	3.0
BIO 112	Basic Anatomy and Physiology	4.0
AHS 106	Cardiopulmonary Resuscitation	1.0
AHS 102	Medical Terminology	3.0
AHS 163	Long Term Care	5.0
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 25.0

Nursing Care Certificate (ADN Track) - NCAD

Day or Evening Program

		CREDIT HOURS
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
MAT 120	Probability and Statistics	3.0
BIO 210	Anatomy and Physiology I	4.0
BIO 211	Anatomy and Physiology II	4.0
AHS 106	Cardiopulmonary Resuscitation	1.0
AHS 163	Long Term Care	5.0
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 26.0

A.A.S., Major in Nursing - ADN3

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.

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 Accreditation Commission for Education in Nursing (ACEN) (**www.acenursing.org**) 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5020 (fax); **info@acenursing.org**.

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:

1. Complete the following courses (minimum "C" grade required):
   - BIO 210 Anatomy and Physiology I
   - ENG 101 English Composition I
   - MAT 120 Probability and Statistics
   - PSY 201 General Psychology
2. Minimum grade point average for the above 4 courses of **2.5**. A grade point average calculator can be found on Health Science and Nursing Resources section of the college website.
3. TEAS V score of **65%** or higher in math and **65%** or higher in reading.
4. Good academic standing at the college.

Eligible 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.

Completion of the Associate in Applied Science with a major in Nursing requires five (5) semesters upon acceptance to the major studies coursework.

Day Program

		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
	Elective Humanities/Fine Arts	3.0
MAT 120	Probability and Statistics	3.0
NUR 101	Fundamentals of Nursing	6.0
NUR 139	Introduction to Nursing Concepts	3.0
NUR 165	Nursing Concepts and Clinical Practice I	6.0
NUR 180	Advanced Parenteral Skills	3.0
NUR 210	Complex Health Problems	5.0
NUR 211	Care of Childbearing Family	4.0
NUR 212	Nursing Care of Children	4.0
NUR 214	Mental Health Nursing	4.0
NUR 216	Nursing Seminar	1.0
NUR 217	Trends and Issues in Nursing	2.0
NUR 219	Nursing Management and Leadership	4.0
NUR 265	Nursing Concepts and Clinical Practice II	6.0
PSY 201	General Psychology	3.0

TOTAL CREDIT HOURS: 68.0

LPN to ADN Program

Students who have successfully completed the practical nursing program, hold an active unencumbered PN license, and have earned a minimum score of the 55 percentile on the National League for Nursing's Foundation for Nurses examination may be admitted to the ADN program after meeting the following additional requirements:

1. Complete the following courses with a "C" or higher: BIO 210, BIO 211, ENG 101, MAT 120, PSY 201 and an elective in Humanities/Fine Arts
2. Complete NUR 201 with a minimum grade of "C" to receive exemption credit through demonstrated competence for NUR 101, NUR 139, NUR 165, and NUR 180.

Graduate LPN students may also enter the program through the normal admission process but will not be eligible for the exemption credit without meeting the above criteria.

Transition Nursing - ADN5

PROGRAM ADMISSION: To be eligible to apply for the LPN to ADN Transition Nursing program, students must meet the following requirements:

1. Hold an active unencumbered PN license
2. Minimum of 55 percentile on National League for Nursing's Foundation for Nurses examination. (Note: PN graduates from a NLNAC accredited South Carolina practical nursing program would not be required to take the NLN Foundation for Nurses examination.)

3. Complete the following courses with a "C" or higher: BIO 210, BIO 211, ENG 101, MAT 120, PSY 201 and ELECTIVE HUMANITIES/FINE ARTS

4. Good academic standing at the college.

Completion of NUR 201 with a minimum grade of "C" is required prior to enrollment into the final three semesters of the Transition Nursing program.

Day Program

		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
	Elective Humanities/Fine Arts	3.0
MAT 120	Probability and Statistics	3.0
NUR 201	Transition Nursing	3.0
NUR 210	Complex Health Problems	5.0
NUR 211	Care of Childbearing Family	4.0
NUR 212	Nursing Care of Children	4.0
NUR 214	Mental Health Nursing	4.0
NUR 216	Nursing Seminar	1.0
NUR 217	Trends and Issues in Nursing	2.0
NUR 219	Nursing Management and Leadership	4.0
NUR 265	Nursing Concepts and Clinical Practice II	6.0
PSY 201	General Psychology	3.0

TOTAL CREDIT HOURS: 53.0

D.A.S., Major in Practical Nursing - LPN1

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:

1. Complete the following courses (minimum "C" grade required):
   - BIO 112 Basic Anatomy and Physiology
   - ENG 101 English Composition I
   - MAT 120 Probability and Statistics
   - PSY 201 General Psychology

2. Minimum grade point average for the above 4 courses of **2.5**. A grade point average calculator can be found on the Health Science and Nursing Resources section of the college website.

3. TEAS V score of **65%** or higher in math and **65%** or higher in reading.

4. Good academic standing at the college.

**These requirements will not prepare PN graduates to continue their nursing education in the ADN program. Students interested in continuing their education in the ADN program should take the biology needed for the ADN program.*

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

Day Program

GENERAL EDUCATION COURSES		**CREDIT HOURS**
BIO 112	Basic Anatomy and Physiology	4.0
ENG 101	English Composition	3.0
MAT 120	Probability and Statistics	3.0
PSY 201	General Psychology	3.0

CURRICULUM COURSES		
PNR 110	Fundamentals of Nursing	5.0
PNR 122	Pharmacology	3.0
PNR 128	Medical/Surgical Nursing I	7.0
PNR 138	Medical/Surgical Nursing II	7.0
PNR 154	Maternal/Infant/Child Nursing	5.0
PNR 170	Nursing of the Older Adult	2.0
PNR 183	Special Topics in Practical Nursing	3.0

TOTAL CREDIT HOURS: 45.0

Public Service Curricula

Students interested in a career in Public Service may choose majors in Criminal Justice and Early Care and Education. Students majoring in Criminal Justice receive training in all aspects of American justice to include law enforcement, correctional and legal systems. 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 - CRJ3

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 coursework be sent to the college.

Day or 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 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 115	Criminal Law I	3.0
CRJ 220	The Judicial Process	3.0
CRJ 224	Police Community Relations	3.0

FOURTH SEMESTER		
CRJ 120	Constitutional Law	3.0
CRJ 236	Criminal Evidence	3.0
CRJ 250	Criminal Justice Internship I	3.0
PSY 201	General Psychology	3.0
	Elective Humanities	3.0

TOTAL CREDIT HOURS: 63.0

*CRJ, ECD, HUS, PSC PSY, SOC, SPA 101 or SPC 205.

Program Requirements for Early Care and Education and Infant/Toddler Care Concentrations

Candidates for either associate degree or certificate in Early Care and Education or the Infant/Toddler Care concentration must meet the following program requirements:

1. Complete all required coursework with a "C" or higher.
2. Be responsible for transportation to and from any practicum, lab or clinical sites.
3. It is recommended that all general education coursework be taken prior to enrolling in ECD coursework.
4. Pass a drug screening.
5. Have a current acceptable background check. A criminal record could make you ineligible for enrollment or participation in a supervised field experience, creating an inability to graduate from the program.
6. Candidates are required to complete a minimum of one summer session of coursework.
7. Program electives for the Infant/Toddler concentration associate degree (ECD 105, ECD 107 or ECD 133, ECD 109 or SAC 101).
8. Program electives for the Early Care and Education associate degree (BIO 101, BIO 210, CHM 101, ECD 109, ECD 200, ECD 205, ECD 207, ECD 246, ECO 210, ENG 102, ENG 208, ENG 201, ENG 202, GEO 102, HIS 101, HIS 102, HIS 112, HIS 201, HIS 202, MAT 110, MAT 123, PHS 101, PHY 201, PSY 210, REL 103, SAC 101, SOC 101, SPA 101 or SPA 102).

9. Students seeking to transfer to a four-year university to complete South Carolina state teaching certificate requirements must meet with an ECD program advisor for specific requirements and pass all three sections of PRAXIS I.

10. Some ECD coursework is offered online and at PTC county campuses. No ECD coursework is taught on the PEN system. Methods courses are not offered online as these courses are predominantly offered at the Lex Walters Campus-Greenwood. It is not possible for a student to complete either degree or certificate completely online or at a county campus. Students will be required to travel to the Lex Walters Campus-Greenwood for ECD 243, ECD 251, ECD 244 and possibly other courses during the program.

11. ENG 101 is a prerequisite for all ECD coursework. Students must earn a "C" or higher in ENG 101.

12. Humanities requirements include either ART 101 or MUS 105.

13. CPR and First Aid Certifications are required as part of ECD 135. There is an additional fee associated with these certifications.

14. A Tuberculosis test is required for clinical sites. Students will be required to pay for this and provide results to the ECD 243, ECD 244 or ECD 251 instructor.

15. A minimum cumulative GPA of 2.5 is required for all ECD coursework.

16. Students may only take ECD 243, 244 and 251 two (2) times and must receive a grade of "C" or higher on the second attempt for the course to count towards graduation.

17. Courses with a prefix of ECD or SAC must be less than 8 years old in order to count toward a certificate, diploma or degree program.

A.A.S., Major in Early Care and Education - ECD3

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. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment.

Day Program

FIRST FALL		**CREDIT HOURS**
CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
MAT 120	Probability and Statistics	3.0
	Elective Humanities	3.0

FIRST SPRING		**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
	Program Elective (see advisor)	3.0

SUMMER (REQUIRED)		
ECD 135	Health, Safety and Nutrition	3.0
ECD 203	Growth and Development II	3.0
SPC 205	Public Speaking	3.0

SECOND FALL		
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
	Program Elective (see advisor)	3.0

SECOND SPRING		
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

TOTAL CREDIT HOURS: 66.0

Evening Program

FIRST FALL		**CREDIT HOURS**
CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I	3.0
MAT 120	Probability and Statistics	3.0
	Elective Humanities	3.0

FIRST SPRING		
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 (REQUIRED)		
ECD 203	Growth and Development II	3.0
SPC 205	Public Speaking	3.0
	Program Elective (see advisor)	3.0

SECOND FALL		
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

SECOND SPRING		
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

SECOND SUMMER		CREDIT HOURS
ECD 135	Health, Safety and Nutrition	3.0
PSY 201	General Psychology	3.0
	Program Elective (see advisor)	3.0

TOTAL CREDIT HOURS: 66.0

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

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. The placements are designed to give students opportunities for practical application of theories learned in the classroom.

Day Program

FIRST FALL		CREDIT HOURS
CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
MAT 120	Probability and Statistics	3.0
	Elective Humanities	3.0

FIRST SPRING		
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
	Program Elective (see advisor)	3.0

SUMMER (REQUIRED)		
ECD 135	Health, Safety, and Nutrition	3.0
ECD 246	Designing Quality Infant and Toddler Environments	3.0
SPC 205	Public Speaking	3.0

SECOND FALL		
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/Toddler Environments	3.0
	Program Elective (see advisor)	3.0

SECOND SPRING		
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

TOTAL CREDIT HOURS: 66.0

Evening Program

FIRST FALL		CREDIT HOURS
CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I	3.0
MAT 120	Probability and Statistics	3.0
	Elective Humanities	3.0

FIRST SPRING		
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 (REQUIRED)		
ECD 246	Designing Quality Infant and Toddler Environments	3.0
SPC 205	Public Speaking	3.0
	Program Elective (see advisor)	3.0

SECOND FALL		
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/Toddler Environments	3.0

SECOND SPRING		
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

SECOND SUMMER		
ECD 135	Health, Safety, and Nutrition	3.0
PSY 201	General Psychology	3.0
	Program Elective (see advisor)	3.0

TOTAL CREDIT HOURS: 66.0

Early Childhood Development Certificate - ECD7

Students in Early Childhood Development receive a comprehensive understanding of the needs of young children and are trained to implement quality preschool programming. They will learn growth and development principles, teaching methods, understanding and working with special needs children, safety, first aid, CPR training, discipline techniques and methods for working effectively with parents. Students prepare for the job market by participating in developmentally-appropriate practices in language arts, creative experiences, math and science concepts. This program meets ECE TEACH Credential and Headstart CDA requirements.

Day or Evening Program

SPRING		**CREDIT HOURS**
ECD 101	Introduction to Early Childhood	3.0
ECD 102	Growth and Development I	3.0
ECD 131	Language Arts	3.0
ENG 101	English Composition I	3.0
SUMMER		
ECD 107	Exceptional Children	3.0
ECD 135	Health, Safety and Nutrition	3.0
ECD 203	Growth and Development II	3.0
FALL		
ECD 105	Guidance and Classroom Management	3.0
ECD 132	Creative Experiences	3.0
ECD 133	Science and Math Concepts	3.0
ECD 243	Supervised Field Experience I	3.0

TOTAL CREDIT HOURS: 33.0

Infant/Toddler Certificate - INF7

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. This program meets TEACH infant credential requirements.

Day or Evening Program

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

TOTAL CREDIT HOURS: 24.0

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. Total credit hours for this degree must equal 60 or more.

The major in General Technology requires that a student complete a minimum of 15.0 credit hours in General Education. These 15.0 hours need to be drawn from and include one course from each of the following:

GENERAL EDUCATION
(MINIMUM 15 CREDIT HOURS) **CREDIT HOURS**

Mathematical Requirement
(MAT 170, MAT 102 or options below)* 3.0
ENG 101 English Composition I
(or ENG 165 Professional Communications) 3.0
Social/Behavioral Sciences Elective 3.0
Natural Sciences/Mathematics Elective 3.0
Humanities/Fine Arts Elective 3.0

*Approved math courses include: MAT 110, 111, 112, 120, 122, 123, 130, 140, 141, 155, 171, 220, 240, 242

REQUIRED CORE SUBJECT AREAS
(MINIMUM 33 CREDIT HOURS)
The student supplements the general education requirements with a minimum of 33.0 credit hours in Required Core Subject Areas. These courses are selected by the student and advisor to meet the particular employment needs and aspirations of the student.

The General Technology major allows a student to select coursework for becoming a multi-skilled technician. The Required Core consists of a primary and secondary technical specialty.

PRIMARY TECHNICAL SPECIALTY
The primary technical specialty consists of a minimum of 21 semester hours credit in a single content area from an approved degree, diploma or technical education certificate program that is currently offered by the college.

SECONDARY TECHNICAL SPECIALTY
The secondary technical specialty consists of a minimum of an additional12 semester hour credits from one of two options:

(1) 12 semester hour credits from an approved degree, diploma or technical education certificate program that is currently offered by the college, or

(2) 12 semester hour credits from an interdisciplinary mix of credits awarded for coursework from any program, military training, experiential learning and/or testing.

OTHER HOURS FOR GRADUATION
(CREDIT HOUR RANGE 12-36)
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. The student may use credits in this section to develop a third technical specialty or to enhance the primary and secondary technical specialties. Credits should be chosen by the student under the guidance of his/her faculty advisor, for the purpose of allowing the student to adapt the program to his/her individual objectives. Courses in this section may include credits awarded for military training, experiential learning and testing.

PROGRAMS OFFERING THIS DEGREE OPTION
For more information on the guided program outlines for the A.A.S. Major in General Technology, please see the following areas in the catalog:

- Welding
- Gunsmithing
- Commercial Art
- Health Science

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. Prerequisite: RDG 100 or RWR 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 RWR 100 or appropriate placement test score. (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 and records. Tax reporting is also 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. This course is only available during the fall semester. Prerequisites: ACC 101 and ACC 102. (3/0)

ACC 202 Intermediate Accounting II 3 SHC
This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports. This course is only available during the spring semester. 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. This course is only available during the spring and summer semesters. Prerequisites: ACC 101 and ACC 102. (3/0)

ACC 240 Computerized Accounting 3 SHC
This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents. This course serves as the capstone course for the Accounting program and includes Workkeys and other assessment measures as appropriate to the profession. Prerequisites: ACC 101 and ACC 102. (3/0)

ADMINISTRATIVE OFFICE TECHNOLOGY (AOT)

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

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

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

AOT 161 Records Management 3 SHC
This course emphasizes records management functions and various types of storage methods, technology, and procedures. Prerequisites: AOT 105 and CPT 101. (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. Prerequisites: AHS 102 and AOT 161. (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: AOT 105 and CPT 101. (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 and CPT 101. (3/0)

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

*Denotes college transfer courses.

AGRICULTURE (AGR)

AGR 201 Introduction to Sustainable Agriculture 3 SHC
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 Agricultural Economics 3 SHC
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 Agricultural Marketing 3 SHC
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 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: MAT 170. (2/3)

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 and 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)

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)

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

AHS 104 Medical Vocabulary/Anatomy 3 SHC
This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology. (3/0)

AHS 106 Cardiopulmonary Resuscitation 1 SHC
This course provides a study of the principles of cardiopulmonary resuscitation. The use of Automated External Defibrillators is also studied. (1/0)

AHS 108 Nutrition 3 SHC
This course is a study of nutrition and diet therapy as related to health care. Prerequisites: RDG 100, RWR 100 or appropriate placement test scores. (3/0)

AHS 114 Basic First Aid 1 SHC
This course provides instruction in basic procedures used in medical emergencies. Corequisites: EMS 105 and EMS 106. (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, RWR 100 or appropriate placement test scores. (3/0)

AHS 139 Principles of Expanded Patient Care 3 SHC
This course is a study of a broad range of concepts and applications related to patient care, including concepts needed to develop EKG skills. Prerequisites: AHS 106, AHS 145, AHS 163 and AHS 170. Corequisites: AHS 141 and AHS 176. (2/3)

AHS 141 Phlebotomy for The Health Care Provider 3 SHC
This course contains the essential theory, skills and special procedures required to meet the venipuncture needs in hospitals, clinics, and other health care settings. Prerequisites: AHS 106, AHS 145, AHS 163, AHS 170 and BIO 112. Corequisites: AHS 139 and 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 139, AHS 141 and AHS 176. Corequisite: AHS 175. (0/6)

AHS 143 Phlebotomy Skills 6 SHC
This course is a study of phlebotomy equipment, procedures, techniques, and practical experience. Prerequisites: AHS 102, ENG 101, MAT 155, (CPT 101) is no longer a pre course beginning Fall 2016. Corequisites: AHS 146 and AHS 106. (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: Admission to Patient Care program. Corequisites: AHS 106, AHS 163 and AHS 170. (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: AHS 102, ENG 101, MAT 155, (CPT 101) is no longer a pre course beginning Fall 2016. Corequisite: AHS 143 and AHS 106. (0/21)

AHS 154 Culture and Wellness 1 SHC
This course is a study of the impact of cultural factors on health and wellness. (1/0)

AHS 155 Special Topics in Health Care 3 SHC
This course emphasizes specialized job-related education in health care. (3/0)

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

AHS 161 Introduction to Health Careers 1 SHC
This course introduces the student to a variety of health careers. (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. (4/3)

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). Corequisite: AHS 102. (4/0)

AHS 172 Medical Coding and Classification System 5 SHC
This course is an advanced study and application of CPT and ICD9 principles as related to the procedures used by private and governmental health insurance programs. Ethical concerns related to reimbursement principles will be emphasized. Prerequisite: AHS 171. (5/0)

AHS 173 Medical Coding Special Topics 2 SHC
This course is a review of the principles of medical coding, billing and use of ICD 9 and CPT resources in preparation for the national certification examination administered by AHIMA, AAPC and AMBA. Prerequisite: AHS 172. Corequisite: AHS 174 (2/0)

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

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 139, AHS 141 and AHS 176. Corequisite: AHS 142. (0/12)

AHS 176 **Patient Care Clerical Principles** **4 SHC**
This course provides a study of the practical applications related to receptionist and patient care clerical duties such as data entry, transferring physician orders, and coordinating unit communications in a variety of health care settings. Prerequisites: AHS 106, AHS 145, AHS 163 and AHS 170. Corequisites: AHS 139 and AHS 141. (2/6)

AHS 205 **Ethics and Law for Allied Health Professions** **3 SHC**
This course is an introduction to ethical, bioethical and legal concepts related to allied health professions. Prerequisite: RDG 100, RWR 100 or appropriate placement test scores. (3/0)

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)

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 RWR 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 communications 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. Students will use Adobe Creative Cloud. (2/3)

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

ARV 120 **Drawing** **3 SHC**
This course covers basic principles, techniques, and tools of drawing for advertising. (2/3)

ARV 121 **Design** **3 SHC**
This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design. (2/3)

ARV 123 **Composition and Color** **3 SHC**
This course covers the investigation and application of principles and concepts of visual organization and the psychological and physical properties of color. (3/0)

ARV 124 **Sequential Drawing I** **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. (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. (2/3)

ARV 215 **Photography III** **3 SHC**
This course incorporates advanced projects in photography, including studio and lab work. Prerequisite: ARV 114 or ARV 214. (2/3)

ARV 222 **Computer Animation** **3 SHC**
This course introduces techniques of creating the illusion of motion and three-dimensional space. Prerequisite: ARV 125 (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. Students will focus on print, web, and broadcast media. Prerequisite: ARV 110 or ARV 162. (2/3)

ARV 262 **Advertising Design II** **3 SHC**
This course covers advanced knowledge, practices, and skills in the visual communication field. Students will focus on print, web, and broadcast media. Prerequisite: ARV 261. (2/3)

ARV 265 **Graphics Arts Portfolio** **1 SHC**
This course covers the development of strategies for entering the graphic arts industry and refining portfolios and resumes to meet professional standards. Prerequisite: Student must have completed a minimum of 24 hours in primary certificate or associate degree with ARV 110, ARV 121, ARV 161, ARV 162, ARV 266 and CGC 106. (1/0)

ARV 266 **Seminar in Graphics Art** **3 SHC**
This course offers an introduction to contemporary topics and issues in graphic design. Students will study the influences of the past such as Art Deco and Art Nouveau. Prerequisite: ARV 110 or ARV 121. (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 in this course. Prerequisites: ENG 100 and RDG 100, or RWR 100, and a minimum grade of C in 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 this course. Prerequisites: ENG 100 and RDG 100, or RWR 100, and a minimum grade of C in MAT 101 or MAT 152, or appropriate placement test scores. (3/3)

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)

AUTOMOTIVE TECHNOLOGY (AUT)

AUT 101 Engine Fundamentals 3 SHC
This course is a study of automotive engine fundamentals, principles of engine operations, including horsepower calculations, cubic inch displacement calculations, efficiency combustion theory, etc. Types of engines, cylinders, valve arrangements, lubrications, fuel, exhaust, and cooling systems are also included. (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 engine block preparation, cylinder head preparation, cleaning, specifications, measurements with micrometers, assembly, and operation of 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 and caliper rebuilding. (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 and manual transmissions and transaxles. (3/3)

AUT 122 Suspension and Alignment 4 SHC
This course is a study of suspension and steering systems, including non-adjustable and adjustable wheel alignment angles and application of balancing and alignment equipment. (3/3)

AUT 131 Electrical Systems 3 SHC
This course is a study of the individual systems and components that when combined form the entire 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. (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 the 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. Prerequisites: AUT 101, AUT 112 and AUT 152. (2/6)

AUT 231 Automotive Electronics 4 SHC
This course includes the study of solid state devices, microprocessors, and complete diagnostics using the latest available equipment. 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
This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing 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)

BIOLOGY (BIO)

BIO 101 Biological Science I* 4 SHC
This course is a study of 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, or RWR 100, and a minimum grade of C in MAT 101 or MAT 152, or appropriate placement test scores. (3/3)

BIO 102 Biological Science II* 4 SHC
This course is a study of the 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, or RWR 100, and a minimum grade of C in MAT 101 or MAT 152, or appropriate placement test 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, or RWR 100, and a minimum grade of C in MAT 032 and 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: Minimum grade of C in 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: ENG 100 and RDG 100, or RWR 100, or appropriate placement test score; a minimum grade of C in MAT 032 and MAT 012, or appropriate placement test score. (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: Minimum grade of C in 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: Minimum grade of C in BIO 210. (3/3)

BUILDING CONSTRUCTION TECHNOLOGY (BCT)

BCT 101 Introduction to Building Construction 5 SHC
This course is an introduction to residential and light commercial construction, construction terms, tools of the trade and their safe use. (3/6)

BCT 102 Fundamentals of Building Construction 4 SHC
This course is a study of framing for residential and light commercial buildings. (3/3)

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 105 Tool Usage and Safety 2 SHC
This course covers tool skills and their safe use in construction. (1/3)

BCT 113 Fundamentals of Construction Prints 4 SHC
This course includes reading prints for residential and light commercial building construction. (4/0)

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. (2/0)

BCT 139 Advanced Residential Wiring 3 SHC
This course is a study and application of residential wiring including wire size, circuits, components, and testing. (1/6)

BCT 151 Introduction to Residential Plumbing 3 SHC
This course covers plumbing theory as it relates to residential construction. (1/6)

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 case work, and countertops. (2/6)

BCT 208 Framing and Roofing 3 SHC
This course is the study of framing and roof construction principles. Students are provided hands-on experience in constructing framing and roof structures. (1/6)

BCT 209 Construction Project Management 3 SHC
This is a course designed with projects using building construction skills. (2/3)

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. (3/0)

BCT 222 License Preparation 3 SHC
This course is designed for 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. (3/0)

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

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 RWR 100 or appropriate placement test scores. (3/0)

BAF 250 Investments 3 SHC
This course is a study of the securities field with emphasis on individual portfolio analysis. Prerequisite: RDG 100 or RWR 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)

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

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 Cardiovascular Technology 2 SHC
This course provides an overview of cardiovascular technology and the role of the cardiovascular technologist. The importance of professionalism, ethical behavior, communication, and legal aspects will be stressed. Prerequisites: Admission to the program and BIO 211. Corequisites: CVT 102 and CVT 104. (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. Prerequisites: Admission to the program and BIO 211. Corequisites: CVT 101 and CVT 104. (3/0)

CVT 104 Cardiovascular Patient Assessment 3 SHC
This course introduces the concepts and techniques of patient assessment through inspection, palpation, percussion, and auscultation. Demonstrating proficiency in patient physical examination and taking a complete patient medical history will be stressed. Prerequisites: Admission to the program and BIO 211. Corequisites: CVT 101 and CVT 102. (3/0)

CVT 106 Introduction to Non-Invasive Physics 4 SHC
This course provides an introduction to basic physics concepts required for applied knowledge in the profession of non-invasive cardiology. Prerequisites: CVT 101, CVT 102 and CVT 104. Corequisites: CVT 140 and CVT 142. (4/0)

CVT 107 Non-Invasive Cardiovascular Physics 4 SHC
This course is the continuation of CVT 106. This course will offer an in-depth study of the applications and utilization of physics concepts as they apply to the profession of the non-invasive cardiovascular technologist. Prerequisites: CVT 106, CVT 140, CVT 142 and SPC 205. Corequisites: CVT 141 and CVT 144. (4/0)

CVT 108 Physics for the Invasive Cardiovascular Technologist 2 SHC
This course is a study of basic physics concepts, radiation safety, and radiation production as they relate to the profession of invasive cardiovascular technology. Prerequisites: BIO 211, CVT 101, CVT 102 and CVT 104. Corequisites: CVT 120 and CVT 122. (2/0)

CVT 110 Hemodynamics and 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. Topics include interpretation and recognition of disease processes as inferred from hemodynamic monitoring. Prerequisites: CVT 108, CVT 120 and CVT 122. Corequisites: CVT 121 and CVT 124. (2/0)

CVT 120 Invasive Cardiology I 3 SHC
This course introduces the student to the specific procedures performed in the cardiac catheterization laboratory and use of resulting data for patient diagnoses. Prerequisites: CVT 101, CVT 102 and CVT 104. Corequisites: CVT 108 and CVT 122. (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. Prerequisites: CVT 108, CVT 120, CVT 122 and SPC 205. Corequisites: CVT 110 and CVT 124. (3/0)

CVT 122 Invasive Cardiology Clinical I 5 SHC
This course is an introduction to the cardiac catheterization lab in a clinical setting. Emphasis is placed on instrumentation, sterile technique, and entry-level scrub/circulation responsibilities. Prerequisites: CVT 101, CVT 102 and CVT 104. Corequisites: CVT 108 and CVT 120. (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. Prerequisites: CVT 108, CVT 120 and CVT 122.
Corequisites: CVT 110 and CVT 121. (0/15)

CVT 140 Non-Invasive Cardiology I 3 SHC
This course presents an introduction to non-invasive cardiology and diagnostic tests used. Prerequisites: CVT 101, CVT 102 and CVT 104. Corequisites: CVT 106 and CVT 142. (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. Prerequisites: CVT 106, CVT 140 and CVT 142. Corequisites: CVT 107 and CVT 144. (3/0)

CVT 142 Non-Invasive Cardiology Clinical I 5 SHC
This course introduces the student to the clinical environment. Emphasis will be on patient preparation, recording medical information and performing specific non-invasive tests. Prerequisites: CVT 101, CVT 102 and CVT 104. Corequisites: CVT 106 and CVT 140. (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. Prerequisites: CVT 106, CVT 140 and CVT 142. Corequisites: CVT 107 and CVT 141. (0/15)

CVT 212 Invasive Cardiology Drug Calculations and Administration 2 SHC
This course is designed to provide the invasive cardiovascular technologist with the pharmacological concepts needed to function in a clinical environment. Emphasis is placed on pharmacological interventions associated with heart catherizations. Prerequisites: CVT 110, CVT 121 and CVT 124. Corequisites: CVT 223 and CVT 225. (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. Prerequisites: CVT 121 and CVT 124. Corequisites: CVT 212 and CVT 225. (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. Prerequisites: CVT 110, CVT 121 and CVT 124. Corequisites: CVT 212 and CVT 223. (0/18)

CVT 226 Invasive Cardiology Special Topics 2 SHC
This course is an in-depth review of invasive cardiac topics. Prerequisites: CVT 223, CVT 225 and CVT 212. Corequisite: CVT 252. (2/0)

CVT 243 Non-Invasive Cardiology III 3 SHC
This course will emphasize the latest modalities and specialties on non-invasive diagnostic study. Research methods, statistics, and quality improvement will be included. Prerequisites: CVT 107, CVT 141 and CVT 144. Corequisite: CVT 245. (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. Prerequisites: CVT 107, CVT 141 and CVT 144. Corequisite: CVT 243. (0/18)

CVT 246 Non-Invasive Cardiology Special Topics 2 SHC
This course is an in-depth review of non-invasive cardiac topics. Prerequisites: CVT 243 and CVT 245. Corequisite: CVT 250. (2/0)

CVT 250 Non-Invasive Cardiology Clinical IV 5 SHC
This course provides advanced supervised hands-on experiences in performing non-invasive cardiovascular procedures with emphasis on the development of clinical practice. Prerequisites: CVT 243 and CVT 245. Corequiste: CVT 246. (0/15)

CVT 252 Invasive Cardiology Clinical IV 5 SHC
This course is designed as the capstone clinical experience for the invasive cardiovascular technologist. Emphasis is placed on catherization lab experiences, scrubbing, circulating responsibilities, hemodynamic monitoring, and coronary angiography procedures. Prerequisites: CVT 223, CVT 225 and CVT 212. Corequisite: CVT 226. (0/15)

CHEMISTRY (CHM)

Note: The lab portion of all Chemistry courses may require off-campus meetings for which students will be responsible for their own transportation.

CHM 106 Contemporary Chemistry I 4 SHC
This is a survey course in chemistry for non-science majors emphasizing basic principles. Topics include atomic and molecular structure, nuclear chemistry, formulas and nomenclature, states of matter, chemical reactions, acids and bases. Laboratory sessions emphasize applications of basic techniques and supplement lecture topics. Prerequisites: ENG 100 and RDG 100, or RWR 100, and a minmum grade of C in MAT 102, or appropriate placement test 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 sessions emphasize applications of basic techniques and supplement lecture topics. Prerequisite: Minimum grade of C in 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. The lab portion of this course may require off-campus meetings for which students will be responsible for their own transportation. Prerequisites: RDG 100 and ENG 100, or RWR 100, and a minimum grade of C in MAT 110 or appropriate algebra placement score. (3/3)

CHM 111 College Chemistry II* 4 SHC
(For students continuing in chemistry) 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 included are kinetics, thermodynamics, and electrochemistry. The lab portion of this course may require off-campus meetings for which students will be responsible for their own transportation. Prerequisite: Minimum grade of C in CHM 110. (3/3)

COLLEGE (COL)

COL 101 College Orientation 1 SHC
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. (1/0)

COL 103 College Skills 3 SHC
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. (3/0)

COL 108 Basic Graphing Calculator Skills 1 SHC
This course includes the following topics: understand the menus, use basic arithmetic functions, solve equations, explore and evaluate functions, draw on a graph, use geometry features use basic probability and statistics functions, set up matrices, link calculators, use applications and fix errors.
Prerequisite: MAT 032 or appropriate test scores. (1/0)

COMPUTER GRAPHICS (CGC)

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

CGC 110 Electronic Publishing 3 SHC
This is an introductory course to the fundamentals of electronic publishing. Students will use Adobe Creative Cloud. (2/3)

CGC 210 Advanced Electronic Publishing 3 SHC
This course covers a wide range of computer hardware, software, and peripherals. Students will focus on print, web and broadcast media using Adobe Creative Cloud. (2/3)

COMPUTER INTEGRATED MANUFACTURING (CIM)

CIM 131 Computer Integrated Manufacturing 3 SHC
This course is a comprehensive overview of the total manufacturing operation. Students will use CAD, computer controlled machinery and robotic work cells. Prerequisites: EGR 130 and EGT 152 or EGR 130 and EGT 251. (1/6)

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: RDG 100, RWR 100, or appropriate placement test score. (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 language. (3/0)

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 Database 3 SHC
This course introduces microcomputer database concepts, including generating reports from database, creating, maintaining, and modifying databases. Prerequisite: CPT 101. (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 188 Mobile App Development 3 SHC
This course is a study of mobile app development. Students will learn to develop and test applications designed for mobile devices such as tablet computers and/or smartphones. Topics include building views, program code development, and application testing on a device simulator. Prerequisite: CPT 186. (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 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 javabean component model, network programming and server-side programming. Prerequisite: CPT 236. (3/0)

CPT 242 Database 3 SHC
This course introduces database models and the fundamentals of database design. Topics include database structure, database processing, and application programs which 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. (1/6)

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. (3/0)

CPT 274 Advanced Microcomputer Spreadsheets 3 SHC
This course emphasizes complex applications of spreadsheet software for the microcomputer using advanced concepts. Prerequisite: CPT 101. (3/0)

CPT 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. (3/0)

CPT 293 Advanced Microcomputer Multimedia Applications 3 SHC
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)

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 123 Cooperative Work Experience II 3 SHC
This course includes cooperative work experience in an approved setting. (0/15)

CWE 133 Cooperative Work Experience III 3 SHC
This course includes cooperative work experience in an approved setting. (0/15)

CWE 213 Cooperative Work Experience IV 3 SHC
This course includes cooperative work experience in an approved setting. (0/15)

CWE 223 Cooperative Work Experience V 3 SHC
This course includes cooperative work experience in an approved setting. (0/15)

CRIMINAL JUSTICE (CRJ)

CRJ 101 Introduction to Criminal Justice 3 SHC
This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies. (3/0)

CRJ 115 Criminal Law I 3 SHC
This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed. (3/0)

CRJ 120 Constitutional Law 3 SHC
This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the State and the individual. The application of the Bill of Rights to federal and state systems is examined. (3/0)

CRJ 125 Criminology 3 SHC
This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals. (3/0)

CRJ 140 Criminal Justice Report Writing 3 SHC
This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting, and the value of accurate, complete, and selective written articulation of information and observations. (2/3)

CRJ 145 Juvenile Delinquency 3 SHC
This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention and treatment. (3/0)

CRJ 203 Forensic Photography 3 SHC
This course is designed to introduce students to procedures for photographic documentation of crime scenes and physical evidence, including preparation of court exhibits and in-court presentations. (2/3)

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 procedures, forensics, terrorism, community relations, police corruption, corrections, and criminology. (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. (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. (2/3)

CRJ 224 Police Community Relations 3 SHC
This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics 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. (3/0)

CRJ 236 Criminal Evidence 3 SHC
This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. (3/0)

CRJ 242 Correctional Systems 3 SHC
This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release. (3/0)

CRJ 250 Criminal Justice Internship I 3 SHC
This course includes practical experience in a criminal justice or private security setting. Prerequisites: Major in Criminal Justice, completion of a minimum of 36 curriculum hours, minimum 2.0 GPA and an acceptable criminal background check. (1/6)

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. Student must be enrolled in ENG 101 concurrently unless they've already passed this course with a C or higher in a previous term. (3/0)

ECD 102 Growth and Development I 3 SHC
This course is 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 are explored in the course. Student must be enrolled in ENG 101 concurrently unless they've already passed this course with a C or higher in a previous term. (3/0)

ECD 105 Guidance-Classroom Management 3 SHC
This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive pro-active approach is stressed in the course. Prerequisite: ENG 101. (3/0)

ECD 107 Exceptional Child 3 SHC
This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on 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 and 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 is a study of methods and materials in age- appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation, and presentation of children's literature are included. Student must be enrolled in ENG 101 concurrently unless they've already passed this course with a C or higher in a previous term. (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 and 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. Prerequisites: ENG 101 and ECD 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 200 Curriculum Issues in Infant and Toddler Development 3 SHC
This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course. Prerequisite: ENG 101. (3/0)

ECD 201 Principles of Ethics and Leadership in Early Care and Education 3 SHC
This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society. Prerequisite: ENG 101. (3/0)

ECD 203 Growth and Development II 3 SHC
This course is 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 and ENG 101. (3/0)

ECD 205 Socialization and Group Care of Infants and Toddlers 3 SHC
This course is the 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, and 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 237 Methods and Materials 3 SHC
This course includes an overview of developmentally-appropriate methods and materials for planning, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area. Prerequisites: ECD 101 and 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 an acceptable criminal background check, negative drug screen and tuberculosis test. Prerequisites: ENG 101 and ECD 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. Students must have an acceptable criminal background check, negative drug screen and tuberculosis test to enroll. Prerequisites: ECD 243 or ECD 251, ENG 101 and MAT 120. (1/6)

ECD 246 Designing Quality Infant and Toddler Environments 3 SHC
This course is a study of the elements of quality environments for children, prenatal through three years. Focus is on understanding quality design, materials/equipment used in the construction and/or remodeling of infant/toddler spaces that promote the optimal development of infants and toddlers. Prerequisite: ENG 101. (3/0)

ECD 251 Supervised Field Experiences in Infant/Toddler Environment 3 SHC
This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers. Students must have an acceptable criminal background check, negative drug screen and tuberculosis test. Prerequisites: ENG 101 and ECD 101. (1/6)

SAC 101 Best Practices in School-Age and Youth Care Skills 3 SHC
This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments. Student must be enrolled in ENG 101 concurrently unless they've already passed this course with a C or higher in a previous term. (3/0)

ECONOMICS (ECO)

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: ENG 100 and RDG 100, RWR 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: ENG 100 and RDG 100, RWR 100, or appropriate placement test scores. (3/0)

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, Kirchhoff'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 also 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 currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff'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 the fundamentals of logic theory and circuits. Circuits are analyzed mathematically and tested using simulation software and electronic instruments. Prerequisites: EGR 130 and MAT 102 or equivalent. (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 troubleshooting. Prerequisites: EET 111, EET 112 and EET 131. (3/3)

EET 145 Digital Circuits 4 SHC
This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested. Prerequisite: EET 111. (3/3)

EET 212 Industrial Robotics 3 SHC
This course is the study of the systems design, modeling and simulation, signals and control systems, AI, sensor integration, vision systems, robot programming, and principles of mechatronics. Prerequisites: EGR 130 and EET 233. (2/3)

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 controls, sensors and transducers, open and closed loop control circuits and voltage converting interfaces. Circuits are constructed and tested. Prerequisites: EET 111, EET 112 and 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 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 and 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. Circuits are modeled, construction and tested. Prerequisite: EET 145. (2/3)

EET 251 Microprocessor Fundamentals 4 SHC
This course is a study of binary numbers; microprocessor operation, architecture, instruction sets, and interfacing with operating systems; and applications in control, data acquistition, 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)

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 management. (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. Prerequisites: RDG 100 or RWR 100 or appropriate placement test scores. Corequisites: AHS 114 and EMS 106. (3/3)

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 RWR 100 or appropriate placement test scores. Corequisites: AHS 114 and EMS 105. (2/6)

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. Corequisites: ENG 100 and RDG 100 or RWR 100 and MAT 152 or MAT 101, or appropriate placement scores. (2/6)

EGT 115 Engineering Graphics II 4 SHC
This course in engineering graphics science includes additional drawing techniques for industrial applications. Prerequisites: EGT 110 and 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. Corequisites: ENG 100 and RDG 100 or RWR 100 and MAT 152 or MAT 101, or appropriate placement scores. (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 165 Introduction to CAD/CAM 2 SHC
This course covers the basic principles of CNC machine operation, fixturing required to clamp parts in the machine, and basic competencies in CNC programming. Prerequisites: EGT 151 and EGT 251. (1/3)

EGT 215 Mechanical Drawing Applications 4 SHC
This advanced drawing course covers industrial applications. It will consist of a design project including project development that may be accomplished in collaboration with an area manufacturing company. Prerequisites: EGT 115, EGT 151 and advisor approval. (2/6)

EGT 225 Architectural Drawing Applications 4 SHC
This is an advanced drawing course for architectural applications. The 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 solid modeling, wire frame assemblies and working drawings. Prerequisite: EGT 151. (2/3)

ENGINEERING TECHNOLOGY (EGR)

EGR 101 Introduction to Engineering Technology 1 SHC
This course is an introduction to computers and reporting formats. 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. Prerequisite: MAT 032 and MAT 012 or appropriate Math test scores. (0/3)

EGR 130 Engineering Technology Applications and Programming 3 SHC
This course covers the development and use of computer programs to solve engineering technology problems. This problem-based course also introduces students to fundamental concepts of engineering design processes and systems. Corequisite: MAT102 or equivalent placement test scores. (1/6)

EGR 170 Engineering Materials 3 SHC
This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products. Prerequisites: EGR 175, MAT 110 and MAT 111. (2/3)

EGR 175 Manufacturing Processes 3 SHC
This course includes the processes, alternatives, and operations in the manufacturing environment. Metal working and forming processes include casting, forging, presswork, machining and turning. Prerequisite: MAT 110. (2/3)

EGR 184 Problem Based Integrated Technology I 3 SHC
This problem-based course focuses on the introduction of workplace skills such as problem solving, teamwork, computers, and communications and on applications of mathematics and science competencies. Various applications software, including CAD will be utilized in the course. This course is a capstone course for all previous engineering technology courses and is taken the last semester of the degree major. Approval of an Engineering Technology advisor is required. (1/6)

EGR 194 Statics and Strength of Materials 4 SHC
This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials. Prerequisites: MAT 110, MAT 111 and (PHY 201 or PHY 221). (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)

EGR 255 Engineering Technology Senior Systems Project 2 SHC
This course includes an instructor-approved project which is designed, specified, constructed and tested. Prerequisite: Advisor approval. (0/6)

ENGLISH (ENG)

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

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). Note: Students who successfully complete this course should not enroll in RWR 012. Prerequisite: Appropriate placement test scores. Corequisite: ENG 032. (1/0)

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. Note: Students who successfully complete this course should not enroll in RWR 032. Prerequiste: Appropriate placement test scores. Corequisite ENG 012. (3/0)

RWR 012 Integrated Developmental Reading and Developmental English Workshop 1 SHC
This course provides support for mastery of Reading 032 and English 032 competencies (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects). Note: Students who complete this course should not enroll in ENG 012 or RDG 012. Prerequisite: Appropriate placement test scores. Corequisite: RWR 032. (1/0)

RWR 032 Integrated Developmental Reading and Developmental English 3 SHC
This course offers a review of academic reading and writing skills necessary for success in transitional and college-level courses. Students will apply strategies learned to the enhancement of reading comprehension skills and to writing activities for a variety of rhetorical situations. Note: Students who complete this course should not enroll in ENG 032 or RDG 032. Prerequisite: Appropriate placement test scores. Corequisite: RWR 012. (3/0)

RWR 100 Integrated Transitional Reading and English (Non-Degree Credit) 3 SHC
This course is a study of basic writing and different modes of composition and may include a review of usage. It also covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. Note: Students who successfully complete this course should not enroll in ENG 100 or RDG 100. Prerequisites: RWR 012 and RWR 032; or ENG 012, ENG 032, RDG 012 and RDG 032; or appropriate placement test scores. (3/0)

ENG 100 Introduction to Composition (Non-Degree Credit) 3 SHC
This course is a study of basic writing and different modes of composition and may include a review of usage. Non-degree credit. Students who successfully complete this course should not enroll in RWR 100. Prerequisites: ENG 012 and ENG 032, RWR 012 and RWR 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 are also presented.Prerequisites: ENG 100 and RDG 100, RWR 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 105 Editing Academic Writing 1 SHC
This course provides students with instruction and practice in editing their own writing for academic purposes. The course focuses on errors that interfere with communication or that cause readers to question the writer's academic competence. (1/0)

ENG 165 Professional Communications 3 SHC
This course develops practical, written, and oral professional communication skills. Prerequisites: ENG 100 and RDG 100, RWR 100, or appropriate placement 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 and 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 and 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 101and 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 and 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 and 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 and 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 and ENG 102. (3/0)

ENVIRONMENTAL SCIENCE (EVT)

NOTE: *The lab portion of all Environmental Science courses may require off-campus meetings for which students will be responsible for thieir own transportation.*

EVT 155 Introduction to Earth Science 4 SHC
This course is an introduction to the fundamental concepts of astronomy, geology, 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, volcano and weather phenomena. Prerequisites: ENG 100 and RDG 100, or RWR 100, and minimum grade of C in MAT 101 or MAT 152 or appropriate placement test scores. (3/3)

EVT 156 Introduction to Environmental Science 4 SHC
This course introduces a multidisciplinary approach to investigating the interaction of humans and the environment. Disciplines include biology, chemistry, physics, and geology. Topics include the hydrological and biogeochemical cycles of the Earth, environmental ethics and politics. Prerequisites: ENG 100 and RDG 100, or RWR 100, and minimum grade of C in MAT 101 or MAT 152 or appropriate placement test scores. (3/3)

FORESTRY (FOR)

FOR 104 Introduction to Environmental and Natural Resources 1 SHC
This course is an overview of environmental and natural resources and the impact of humans on natural history. Topics covered will include identifying and defining natural resources, issues related to the exploration of natural resources, and education and career opportunities in the field. (1/0)

FUNERAL SERVICE (FSE)

FSE 101 Introduction to Funeral Services 2 SHC
This course covers 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. Prerequisite: Admission into the program. (2/0)

FSE 165 Sociology of Funeral Service 2 SHC
This course studies those social phenomenon that affect all elements of funeral services. The course includes family structure, social structures, and other factors which relate to funeralization. Prerequisite: Admission to the program. (2/0)

FSE 205 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. (4/0)

FSE 210 Funeral Service Management and Merchandising I 3 SHC
This course stresses application of management principles to the funeral profession. The second portion of the course covers merchandising principles and their direct application to funeral services operations. Product knowledge, pricing, presentation and merchandise control are stressed. (2/3)

FSE 211 Funeral Service Management and Merchandising II 2 SHC
This course provides an advanced study of management principles in the funeral profession. Topics include merchandise pricing, display, presentation, and inventory control. Students will be able to apply theoretical knowledge to practical funeral home operations. Prerequisite: FSE 210. (1/3)

FSE 213 Microbiology and Pathology for Funeral Service 4 SHC
This course is a basic study of microbiology, pathology, and related funeral service issues. Emphasis is placed on diseases, sanitation, disinfection, public health and embalming practices as it relates to microorganisms, and the human body. Prerequisites: ENG 101, CPT 101, ACC 101, MGT 120 and MAT 102. (2/6)

FSE 215 Funeral Services Directing 3 SHC
This course covers the funeral services procedures, practices, and customs of various religions and groups in the United States, as well as the techniques and considerations needed in conducting such services. Prerequisite: Admission into the program. (1/6)

FSE 216 Funeral Directing II 3 SHC
This course provides advanced study of procedures for directing funeral services. Topics include increased emphasis on practices and customs of various religions or groups that may be encountered by a funeral director. Students will learn how to conduct funeral services for diverse populations. Prerequisite: FSE 215 (1/6)

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 behaviors of funeral directors and embalmers. (3/0)

FSE 225 Principles of Embalming I 2 SHC
This course is an introduction to the embalming process. Topics include post mortem changes, legal aspects, instruments, equipment and chemicals related to embalming. Prerequisite: FSE 213. (1/3)

FSE 226 Principles of Embalming II 2 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. (1/3)

FSE 240 Restorative Art I 2 SHC
This course examines the techniques of restorative art that include anatomical modeling, expressions and familiarization with instruments and materials. Prerequisite: FSE 213. (1/3)

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

FSE 300 National Board Preparations 2 SHC
This course provides an overview of funeral service practices and procedures. Upon completion, students will be prepared to take the Funeral Service National Board Examination. Note: This course is to be taken during the last semester before graduation. (1/3)

GUNSMITHING (GSM)

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

GSM 102 Gunsmithing II 4 SHC
This course covers sophisticated machine tool operations, basic oxygen-acetylene welding, and basic metal polishing. Emphasis is placed on completing projects from blueprints using advanced machine operations, oxygen-acetylene welding, and metal refinishing. Prerequisite: GSM 101 (1/9)

GSM 103 Gunsmithing III 4 SHC
Course is the study of chamber work, stock work, & basic repair work. Topics include threading, chambering, head spacing, simple repair work, and basic one-piece stock layout and building. Upon completion, students should be able to do various types of basic chambering, stock work, and repair work. 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. Welding safety is also emphasized. (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 stocks. Topics include building stocks by hand, one-butt stocks, and fore-ends for a two-piece shotgun. Students learn to choose a suitable piece of wood, lay out a stock, and produce a butt stock and fore-end for a firearm. (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. This course is a combined project with GSM 220. (1/6)

GSM 122 General Repair 3 SHC
This course introduces the design and function of firearms, sight mounting, and basic reloading of ammunition. Emphasis is placed on safety and completion of repair projects using hand and machine tools and the furnace. (1/6)

GSM 220 Rifle Stockmaking 4 SHC
This course introduces inletting, shaping, and finishing of custom rifle stocks. Emphasis is placed on design and completion of a custom rifle stock using hand and machine tools. Upon completion, students should be able to lay out a rifle stock, inlet the barrel action, and shape and finish a custom rifle stock. This course is a combined project with GSM 121. (2/6)

GSM 221 Advanced Repair Technology 3 SHC
This course is the study of advanced repair techniques and trigger designs on rifles and shotguns. Emphasis is placed on repairing various firearms and adjusting trigger pulls to safe industry standards using fixtures and hand and machine tools. Students learn to safely adjust and repair various firearms. Prerequisite: GSM 103 (1/6)

GSM 222 Handgun Technology 3 SHC
This course covers the design, function and customizing of handguns. Emphasis is placed on repairs and custom alterations. Upon completion, students should be able to perform repairs on revolvers and semi-automatic pistols and customize handguns. (1/6)

GSM 223 Gunsmithing Techniques 3 SHC
This course introduces materials and gunsmithing techniques. Emphasis is placed on material characteristics, applications, and tooling requirements. Upon completion, students should be able to demonstrate competence in gunsmithing techniques such as composite stockmaking and synthetic bedding. (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, RWR 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, RWR 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, RWR 100, or appropriate placement test scores. (3/0)

HIS 201 American History: Discovery to 1877* 3 SHC
This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic and intellectual developments during this period. Prerequisite: ENG 100 and RDG 100, RWR 100, or appropriate placement test scores. (3/0)

HIS 202 American History: 1877 to Present* 3 SHC
This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic and intellectual developments during this period. Prerequisite: ENG 100 and RDG 100, RWR 100, or appropriate placement test scores. (3/0)

HORTICULTURE (HRT)

HRT 101 Introduction to Horticulture 3 SHC
This course covers the basic principles of horticulture as it relates to commercial production. (2/3)

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, function 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 230 Greenhouse Technology 4 SHC
This course is the 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)

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 110 Orientation to Human Services 1 SHC
This course is a study of the regional human services curriculum, agencies in the service area, curriculum requirements, and career opportunities. (1/0)

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 201 Family Systems Dynamics 3 SHC
This course examines the role of family structure, interaction and other dynamics in the development, maintenance and treatment of family dysfunctions. (3/0)

HUS 204 Introduction to Social Work 3 SHC
This course includes a general introduction to social work, including history, philosophy, organization, methods, and settings with emphasis on rehabilitation and other community services. (3/0)

HUS 205 Gerontology 3 SHC
This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course. (3/0)

HUS 206 Death and Dying 3 SHC
This course is a study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death, and grief are covered in this 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 study of the nature and causes of mental retardation, including the attitudes and relationships of the community to the retarded. (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 220 Diversity Issues in Human Services Practice 3 SHC
This course is a study of issues of cultural diversity, including critical analyses of gender ideologies and systemic applications. Students will be afforded opportunities to engage in self analysis and will examine currently emerging cultural trends in human services education and delivery. (3/0)

HUS 221 Professional Ethics in Human Services Practice 3 SHC
This course is an in-depth analysis of human services ethics, application of NOHSE codes of ethics, and concepts and dilemmas specific to helping relationships. (3/0)

HUS 224 Behaviorally-Based Interventions 3 SHC
This course provides an overview of behaviorally-based interventions, including the principles of applied behavior analysis, functional behavioral assessment, positive behavioral supports and the ethical implications of using behaviorally-based interventions. (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 in their supervised field placements. (3/0)

HUS 235 Group Dynamics 3 SHC
This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group 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 reestablish individual function. Students are required to demonstrate mock crisis activities. Prerequisite: HUS 230 (3/0)

HUS 250 Supervised Field Placement I 4 SHC
This course includes work experience assignments in selected human services agencies. Prerequisites: HUS 101, HUS 110, minimum of 36 curriculum hours, Human Services major, minimum 2.0 GPA and acceptable criminal background check. (1/9)

HUS 251 Supervised Field Placement II 4 SHC
This course includes work experience assignments in selected human services agencies. Prerequisites: HUS 250, second year Human Services student, minimum 2.0 GPA and acceptable criminal background check. (1/9)

HUMANITIES (HSS)

HSS 295 **Leadership Through the Humanities** **3 SHC**
This course examines leadership issues of philosophy, style, and skills from the perspective of classic and contemporary readings in various humanities disciplines, primarily world history, world literature, and Western and Eastern philosophical traditions. Prerequisite: Admittance to the Honors Program. (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 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 118 **AC/DC Circuits II** **4 SHC**
This course is a continuation of the study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements. Prerequisite: EEM 117. (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). Prerequisite: 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 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 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 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)

INDUSTRIAL MECHANICS TECHNOLOGY (IMT)

IMT 101 **Introduction to Industrial Maintenance** **2 SHC**
This course is an introduction to industrial maintenance. (2/0)

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 131 **Hydraulics and Pneumatics** **4 SHC**
This course covers the basic technology and principles of hydraulics and pneumatics. (3/3)

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

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

INTEGRATED SYSTEMS TECHNOLOGY (IST)

IST 150 **Project Management Essentials for IT Professionals** **3 SHC**
This course is the study of integrated project management for computer technology professionals with emphasis on the methods and software used by IT professionals, including task lists, Gantt charts, discussion of critical path statistical resource management, scheduling, budgeting, and economic factors. Prerequisite: IST 220. (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 is a study of the fundamentals of data communications. Basic signaling, networking and various transmission media are covered. (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 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 applications 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 system technologies including desktop operating system software installation, configuration and trouble-shooting 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 operating 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 268 Computer Forensics 3 SHC
This course provides students with a foundational knowledge in computer forensics investigation. Students are introduced to the skills, tools, and methods used to gather, document, and handle electronic evidence. Prerequisite: IST 220. (3/0)

IST 269 Digital Forensics 3 SHC
This course examines advanced technical aspects of digital computer evidence to include detection, collection, identification, and preservation. Emphasis is placed on specific tools and methods for extracting deleted or destroyed computer-related evidence. 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 the state-of-the-art presentation graphics software packages. Prerequisite: CPT 101. (3/0)

IST 293 IT and Data Assurance I 3 SHC
This course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security. Prerequisite: IST 220. (3/0)

IST 294 IT and Data Assurance II 3 SHC
This course introduces methods for attacking a network. Concepts, principles, tools, and techniques for attacking and disabling a network will be covered in the context of understanding how to properly secure a network as a network administrator. Prerequisite: IST 293. (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 124. (0/12)

MTT 130 Fundamentals of Geometric Dimensions and Tolerances 2 SHC
This course covers the basic uses and interpretation of geometric dimensions and tolerances as specified for machine trade prints. (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. Prerequisite: MTT 126. (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 Metrology for Machinists 3 SHC
This course is a study of higher levels of measurement, measuring instruments, and measuring techniques. The course consists of a theoretical and practical study incorporating the metric system, geometric dimensioning/tolerancing, sine bars/plates for compound angles and more. (3/0)

MTT 250 Principles of CNC 3 SHC
This course is an introduction to the coding used in CNC programming. (3/0))

MTT 251 CNC Operations 3 SHC
This course is a study of CNC machine controls, setting tools, and machine limits, and capabilities. (2/3)

MTT 253 CNC Programming and Operations 3 SHC
This course is a study of the planning, programming, 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)

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 RWR 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 RWR 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 RWR 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 RWR 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. Students will complete a WorkKeys assessment test as part of the course requirements and should complete this course during the student's last semester before graduation. Prerequisites: MGT 101, ACC 101 and RDG 100 or RWR 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 RWR 100 or appropriate placement 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 RWR 100 or appropriate placement 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 RWR 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 services, including types of advertising, media, how advertising is created, agency functions, and regulatory aspects of advertising. Prerequisite: RDG 100 or RWR 100 or appropriate placement test scores. (3/0)

MASSAGE THERAPY (MTH)

MTH 113 Essentials of Anatomy and Physiology for Massage Therapy 3 SHC
This course will focus on the pre-massage assessment of each body region including signs and symptoms relating to pathological conditions. Specific emphasis will be given to the skeletal, muscular, cardiovascular and nervous systems. Prerequisite: BIO 112. Corequisites: MTH 122, MTH 126 and MTH 128. (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: AHS 106, MTH 121, MTH 123 and 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: AHS 106, BIO 112, MTH 120 and MTH 123. (4/0)

MTH 122 Principles of Massage II 4 SHC
This course introduces basic assessment skills and applications of therapeutic techniques to muscles, tendons, ligaments, and other structures. Prerequisites: AHS 106, BIO 112, MTH 120, MTH 121 and MTH 123. Corequisites: MTH 113, MTH 126 and MTH 128. (4/0)

MTH 123 Massage Clinical I 3 SHC
This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage. Corequisites: AHS 106, MTH 120, MTH 121 and BIO 112. (0/9)

MTH 124 Massage Business Application 3 SHC
This course addresses the basic business skills necessary to operate a massage business including writing resumes, marketing, bookeeping, taxes, and record keeping. Prerequisites: MTH 113, MTH 122, MTH 126 and MTH 128. Corequisites: MTH 127, MTH 131 and MTH 132. (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 recoginition and identification, as prescribed in massage therapy. Prerequisites: AHS 106, BIO 112, MTH 120, MTH 121 and MTH 123. Corequisites: MTH 113, MTH 122 and MTH 128. (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. Prerequisites: MTH 113, MTH 122, MTH 126 and MTH 128. Corequisites: MTH 124, MTH 131 and MTH 132. (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. Prerequisites: AHS 106, BIO 112, MTH 120, MTH 121 and MTH 123. Corequisites: MTH 113, MTH 122 and MTH 126. (0/12)

MTH 131 Clinical Applications of Massage II 4 SHC
Students will perform massage therapy in a clinical setting using advanced techniques and speciality modalities. Students will be closely supervised and evaluated by the instructor. Prerequisites: MTH 113, MTH 122, MTH 126 and MTH 128. Corequisites: MTH 124, MTH 127 and MTH 132. (0/12)

MTH 132 Massage Therapy Seminar 1 SHC
This course includes the integration of didactic and clinical techniques in Massage Therapy. Prerequisites: MTH 113, MTH 122, MTH 126 and MTH 128. Corequisites: MTH 124, MTH 127 and MTH 131. (1/0)

MATHEMATICS (MAT)

MAT 011 Developmental Mathematics Basics Workshop 1 SHC
This course provides support for mastery of MAT 031 competencies (e.g. may include, but is not limited to, laboratory work, computerized instruction, and/or projects). Prerequisite: Appropriate placement test scores. Corequisite: MAT 031. (1/0)

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

MAT 031 Developmental Mathematics Basics 3 SHC
This course includes the study of whole numbers, fractions, decimals, ratios, and proportions. Concepts are applied to real-world problem solving. Prerequisite: Appropriate placement test scores. Corequisite: MAT 011. (3/0)

MAT 032 Developmental Mathematics 3 SHC
This course includes the study of integers, rational numbers, percents, basic statistics, measurement, geometry, and basic algebra concepts. Application skills are emphasized. Prerequisite: Appropriate placement test scores. Corequisiste: 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. Note: Students who successfully complete this course should not enroll in MAT 152. Prerequisite: MAT 012 and MAT 032 or 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: Minimum grade of C in MAT 152 or MAT 101 or appropriate placement scores. (3/0)

MAT 110 College Algebra* 3 SHC
This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials. Prerequisite: Minimum grade of C in MAT 102 or appropriate placement scores. (3/0)

MAT 111 College Trigonometry* 3 SHC
This course includes the following topics: trigonometric functions, trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers including Demoivre's theorem; vectors; conic sections; and parametric equations. Prerequisite: Minimum grade of C in 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: Minimum grade of C in MAT 152 or MAT101 or appropriate placement scores. (3/0)

MAT 122 Finite College Mathematics* 3 SHC
This course includes the following topics: logic; sets; Venn diagrams; counting problems; probability; matrices; systems of equations; linear programming; including the simplex method and applications; graphs; and networks. Prerequisite: Minimum grade of C in MAT 152 or MAT 101 or appropriate placement 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: Minimum grade of C in MAT 152 or MAT 101 or appropriate placement scores. (3/0)

MAT 130 Elementary Calculus* 3 SHC
This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions; and interpretation and application of these processes. Prerequisite: Minimum grade of C in MAT 110 or appropriate placement scores. (3/0)

MAT 140 Analytical Geometry and Calculus I* 4 SHC
This course includes the following topics: derivatives and integrals of polynomial, rational, logarithmic, exponential, trigonometrics and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. Prerequisite: Minimum grade of C in MAT 111 or appropriate placement scores. (4/0)

MAT 141 Analytical Geometry and Calculus II* 4 SHC
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: Minimum grade of C in MAT 140. (4/0)

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. Note: Students who successfully complete this course should not enroll in MAT 101. Prerequisite: 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. Prerequisite: Minimum grade of C in MAT 032 and MAT 012 or appropriate placement scores. (3/0)

MAT 170 Algebra, Geometry and Trigonometry I 3 SHC
This course includes the following topics: elementary algebra, geometry, trigonometry, and advanced applications. Prerequisite: Minimum grade of C in MAT 032 and MAT 012 or appropriate placement scores. (3/0)

MAT 171 Algebra, Geometry and Trigonometry II 3 SHC
This course includes the following topics: algebra, geometry, trigonometry, and advanced applications. Prerequisite: Minimum grade of C in 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 non-linear regression; correlation; contingency tables; analysis of variance; special distributions; introduction to non-parametric statistics. Prerequisite: Minimum grade of C in MAT 120. (3/0)

MAT 240 Analytical Geometry and Calculus III* 4 SHC
This course includes the following topics: multivariable calculus, including vectors; partial derivatives, and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's Theorems. Prerequisite: Minimum grade of C in MAT 141. (4/0)

MAT 242 Differential Equations* 4 SHC
This course includes the following topics: solution of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; Laplace transform; and numerical methods. Prerequisite: Minimum grade of C in MAT 240. (4/0)

MEDICAL ASSISTING (MED)

MED 103 Medical Assisting Introduction 3 SHC
This course provides an introduction to the profession of medical assisting, including qualifications, duties, and the role of the medical assistant. Prerequisite: Admission to the program. Corequisites: MED 107 and MED 118. (3/0)

MED 104 Medical Assisting Administrative Procedures 4 SHC
This course provides a study of receptionist duties, patient record management, insurance claims processing, icd-9-cm, CPT and HCPCS coding, letter writing, computer applications and the use of other business machines. Prerequisites: MED 103, MED 107, and MED 118. Corequisites: MED 114 and MED 115. (3/3)

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: Admission to the program. Corequisites: MED 103 and MED 118. (3/3)

MED 108 Common Diseases of the Medical Office 3 SHC
This course provides a study of the most frequently encountered diseases of the patients seen in the medical office, their pathology and treatment. Prerequisites: MED 107, MED 115 and MED 118. Corequisite: MED 117. (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 the program. (3/3)

MED 115 Medical Office Lab Procedures I 4 SHC
This course provides a study of laboratory techniques commonly used in physician's offices and other facilities. Prerequisite: MED 114. Corequisites: MED 107 and 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 and MED 118. Corequisite: MED 108. (0/15)

MED 118 Pharmacology for the Medical Assistant 4 SHC
This course provides a study of medical office pharmacology and drug calculations along with medication preparation and administration. Prerequisite: MED 114. Corequisites: MED 107 and MED 115. (3/3)

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: MAT 110 and MAT 111, MAT 130, PHY 201 and PHY 202 or PHY 221 and PHY 222. (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 are stressed. Prerequisites: EGR 194, MAT 110 and MAT 111, MAT 130, PHY 201 and PHY 202 or PHY 221 and PHY 222. (3/3)

MET 224 Hydraulics and Pneumatics 3 SHC
This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed. Prerequisites: MAT 110 and MAT 111. (2/3)

MET 231 Machine Design 4 SHC
This course covers the design and applications of machine elements such as shafts, couplings, springs, brakes, clutches, gears and bearings. It also covers the applications of principles of DC/AC, statics, strength of materials, engineering drawing and dynamics to the design of simple machines. Prerequisites: EGR 194 and EGT 152. (3/3)

MET 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. Prerequisite: Advisor approval. (0/3)

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 RWR 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. Corequisite: NUR 139 (4.5/4.5)

NUR 139 Introduction to Nursing Concepts 3 SHC
This course introduces healthcare and nursing concepts that emphasize the role of the nurse in providing safe, effective, and outcome-driven care. Corequisite: NUR 101. (2/3)

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 and NUR 139. 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 and NUR 139. 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 and NUR 217. Corequisites: NUR 216 and NUR 219. (3/6)

NUR 211 Care of Childbearing Family 4 SHC
This course facilitates the application of the nursing process to assist in meeting the needs of the childbearing family. Focus is on both normal and abnormal aspects. Prerequisites: NUR 214 and NUR 265. Corequisites: NUR 212 and 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 and NUR 265. Corequisites: NUR 211 and 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 201 or NUR 165 and 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 211, NUR 212 and NUR 217. Corequisites: NUR 210 and NUR 219 (1/0)

NUR 217 Trends and Issues in Nursing 2 SHC
This course is an exploration of health care trends and issues. Prerequisites: NUR 265 and NUR 214. Corequisites: NUR 211 and 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 211, NUR 212 and NUR 217. Corequisites: NUR 210 and 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 201 or NUR 165 and NUR 180. Corequisite: NUR 214 (4/6)

OCCUPATIONAL THERAPY ASSISTANT (OTA)

OTA 101 Fundamentals of Occupational Therapy 3 SHC
This course introduces basic principles in occupational therapy including the philosophy, history, current trends, emerging practice areas, models and theories of the profession. The Occupational Therapy Framework is also discussed. Included will be discussions of the impact of cultura socieconomic and political factors on the provision of OT services. Prerequisite: Admission to the program. Corequisites: OTA 105, OTA 203 and OTA 213. (3/0)

OTA 105 Therapeutic Analysis in Occupational Therapy 3 SHC
This course focuses on the observation and analysis of therapeutic exercise, activities, and human occupations across the lifespan. Coursework incorporates hands-on experience into the application of therapeutic interventions. Prerequisite: Admission to the program. Corequisites: OTA 101, OTA 203 and OTA 213. (2/3)

OTA 142 Clinical Introduction I (Level I Fieldwork) 1 SHC
This course introduces fundamental knowledge and the application of professional behaviors during the provision of occupational therapy services. Students will learn about observation and interaction skills under the guidance and direction of fieldwork supervisors. Prerequisites: Admission to the program, OTA 101, OTA 105, OTA 203 and OTA 213. Corequisites: OTA 162 and OTA 176. (0/3)

OTA 144 Clinical Introduction II (Level I Fieldwork) 1 SHC
This course will facilitate continued development of observation and interaction skills in an occupational therapy setting under the guidance and direction of fieldwork supervisors. Prerequisites: OTA 101, OTA 105, OTA 142, OTA 162, OTA 176, OTA 203 and OTA 213. Corequisites: OTA 155, OTA 164 and OTA 245. (0/3)

OTA 155 Gerontology 2 SHC
This course explores the role of occupational therapy with the elderly population, including physical, cognitive, and psychosocial changes of aging, and sensory loss and compensation. Disease processes and occupational therapy evaluation and treatment principles are emphasized. Prerequisites: OTA 101, OTA 105, OTA 142, OTA 162, OTA 176, OTA 203 and OTA 213. Corequisites: OTA 144, OTA 164 and OTA 245. (1/3)

OTA 162 PsychoSocial Dysfunctions 3 SHC
This course examines the occupational therapy process related to psychosocial challenges across the life span. Topics include pathologies, interventions, and promotion of health and wellness. Prerequisites: OTA 101, OTA 105, OTA 203 and OTA 213, Admission to the program.
Corequisites: OTA 162 and OTA 176. (0/3)

OTA 164 Physical Dysfunctions 6 SHC
This course is designed to develop the knowledge and skills necessary for treatment of adult individuals with physical dysfunctions. Topics include pathology, assessments, interventions, health and wellness, and the impact of cultural and socioeconomic factors on health. Prerequisites: OTA 101, OTA 105, OTA 142, OTA 162, OTA 176, OTA 203 and OTA 213. Corequisites: OTA 144, OTA 155 and OTA 245. (5/3)

OTA 176 Pediatric Development and Dysfunctions 4 SHC
This course addresses normal growth and development, disabilities and delays from birth through adolescence. Topics include assessments, treatment planning, and interventions in various practice settings. Prerequisites: OTA 101, OTA 105, OTA 203 and OTA 213. Corequisites: OTA 142 and OTA 162. (3/3)

OTA 203 Kinesiology for Occupational Therapy 3 SHC
This course includes the identification and analysis of the components of human motion related to occupational therapy. Course content emphasizes muscle, bone, and joint structure and includes the design and fabrication of orthoticcs, physical and mechanical modalites and mobility aids. Prerequisite: Admission to the program. Corequisites: OTA 101, OTA 105 and OTA 213. (2/3)

OTA 213 Group Dynamics and Process 2 SHC
This course introduces the interpersonal communication process and dynamics with groups. The focus is on group development and various relational communication skills, including speaking/listening, therapeutic use of self, nonverbal communications and interviewing techniques. Prerequisite: Admission to the OTA program. Corequisites: OTA 101, OTA 105 and OTA 203. (1/3)

OTA 245 Occupational Therapy Department Management 2 SHC
This course covers the operation of an occupational therapy clinic, including inventory, supervision and quality assurance. Prerequisites: OTA 101, OTA 105, OTA 142, OTA 162, OTA 176, OTA 203 and OTA 213. Corequisites: OTA 144, OTA 155 and OTA 164. (2/0)

OTA 262 Clinical Applications I (Level II Fieldwork) 7 SHC
This course provides clinical experiences under the direct supervision of an experienced OTR or COTA, enabling students to transition into the role of entry-level OTA. Students are assigned to various settings working with individuals with developmental, physical or emotional challenges. Prerequisites: OTA 101, OTA 105, OTA 142, OTA 162, OTA 176, OTA 203, OTA 213, OTA 144, OTA 155, OTA 164 and OTA 245. Corequisite: OTA 264. (0/21)

OTA 264 Clinical Applications II (Level II Fieldwork) 7 SHC
Under the direct supervision of an experienced OTR or COTA, students will build on acquired knowledge and skills as they further develop into entry-level OTA practitioners. Students will be assigned to a practice setting that offers different experiences from those provided in OTA 262. Prerequisites: OTA 101, OTA 105, OTA 142, OTA 162, OTA 176, OTA 203, OTA 213, OTA 144, OTA 155, OTA 164 and OTA 245. Corequisite: OTA 262. (0/21)

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. (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 114, PHM 152 and PHM 164. Corequisites: PHM 118, PHM 124 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. Prerequisite: PHM 101. Corequisite: PHM 113. (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. Prerequisites: MAT 102, AHS 102 and PHM 101. Corequisite: PHM 110. (3/0)

PHM 114 Therapeutic Agents I 3 SHC
This course provides an introductory study of therapeutic drug categories. Prerequisites: PHM 110 and PHM 113. Corequisites: PHM 152 and PHM 164. (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 114, PHM 152 and PHM 164. Corequisites: PHM 103, PHM 124 and PHM 173. (1/0)

PHM 124 Therapeutic Agents II 3 SHC
This course includes a study of therapeutic drug categories. Prerequisites: PHM 114, PHM 152, and PHM 164. Corequisites: PHM 103, PHM 118 and PHM 173. (3/0)

PHM 152 Pharmacy Technician Practicum I 2 SHC
This course provides a practical introduction to the pharmacy environment. Prerequisites: PHM 110 and PHM 113. Corequisites: PHM 114 and PHM 164. (0/6)

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

PHM 173 Pharmacy Technician Practicum III 3 SHC
This course includes practical experience in a working pharmacy environment. Prerequisites: PHM 114, PHM 152 and PHM 164. Corequisites: PHM 103, PHM 118 and PHM 124. (0/9)

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, RWR 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 RWR 100 and MAT 032 and MAT 012, or appropriate placement 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, RWR 100, or appropriate placement test scores. (3/0)

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. Prerequisite: ENG 100 and RDG 100, or RWR 100, and a minimum grade of C in MAT 102 or appropriate placement test scores. (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: Minimum grade of C in 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, including 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)

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: Minimum grade of C in 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 physical science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics. Prerequisite: Minimum grade of C in MAT 102 or equivalent algebra placement score. (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. Prerequisite: ENG 100 and RDG 100, RWR 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. Prerequisite: ENG 100 and RDG 100, RWR 100, or appropriate placement test scores. (3/0)

PRACTICAL NURSING (PNR)

PNR 110 Fundamentals of Nursing 5 SHC
This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to physiological and psychosocial needs of the individual. Legal and ethical roles of the practical nurse are emphasized. Prerequisite: Admission to the Practical Nursing program. Corequisite: PNR 122. (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: Admission to the Practical Nursing program. Corequisite: PNR 110. (2/3)

PNR 128 Medical/Surgical Nursing I 7 SHC
This course is a beginning study utilizing 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 occuring health problems having predictable outcomes. Prerequisites: PNR 110 and PNR 122. 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 and PNR 154. Corequisites: PNR 170 and PNR 183. (5/6)

PNR 154 Maternal/Infant/Child Nursing 5 SHC
This 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 and PNR 122. Corequisite: PNR 128 (4/3)

PNR 170 Nursing of the Older Adult 2 SHC
This course is a study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional and health and safety needs of the older patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisites: PNR 128 and PNR 154. Corequisites: PNR 138 and PNR 183. (1/3)

PNR 183 Special Topics in Practical Nursing 3 SHC
This course covers special topics in practical nursing. Topics include delegation, leadership, professionalism and preparation for taking the NCLEX. Prerequisites: PNR 128 and PNR 154. Corequisites: PNR 138 and PNR 170. (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 in everyday life. (3/0)

PSY 201 General Psychology* 3 SHC
This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality and abnormal behavior, therapeutic techniques and, social psychology. Prerequisites: ENG 100 and RDG 100, RWR 100, or appropriate placement test scores. (3/0)

PSY 203 Human Growth and Development* 3 SHC
This course is a study of the physical, cognitive, and social 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 learning 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. Students will analyze human behavior problems and identify the personal and social skills needed to deal with these problems. Prerequisite: PSY 201 (3/0)

QUALITY ASSURANCE TECHNOLOGY (QAT)

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 and 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. Prerequisites: RAD 101, RAD 102 and RAD 152. Corequisites: RAD 136 and 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 175, RAD 201 and RAD 205. Corequisites: RAD 121, RAD 230 and 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 175, RAD 201 and RAD 205. Corequisites: RAD 115, RAD 230 and RAD 256. (4/0)

RAD 130 Radiographic Procedures I 3 SHC
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included. Prerequisite: Admission to the program and BIO 211. Corequisites: RAD 101, RAD 102 and 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 and RAD 152. Corequisites: RAD 110 and 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: Admission to the program. Corequisites: RAD 101, RAD 102 and RAD 130.(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 and 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. Prerequisites: RAD 110, RAD 136 and RAD 165; Corequisites: RAD 201 and 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. Prerequisites: RAD 110, RAD 136 and RAD 165. Corequisites: RAD 205 and 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. Prerequisites: RAD 110, RAD 136 and RAD 165. Corequisites: RAD 201 and RAD 175 (2/0)

RAD 225 Selected Radiographic Topics 2 SHC
This course is a study of selected areas related to radiography. Prerequisites: RAD 115, RAD 121, RAD 230 and RAD 256. Corequisites: RAD 235, RAD 268 and RAD 282. (2/0)

RAD 230 Radiographic Procedures III 3 SHC
This course is a study of special radiographic procedures. Prerequisites: RAD 175, RAD 201 and RAD 205. Corequisites: RAD 115, RAD 121 and 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. Prerequisites: RAD 115, RAD 121, RAD 230 and RAD 256. Corequisites: RAD 225, RAD 268 and 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 and 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 advanced radiographic procedures. Prerequisites: RAD 175, RAD 201 and RAD 205. Corequisites: RAD 115, RAD 121 and 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. Prerequisites: RAD 115, RAD 121, RAD 230 and RAD 256. Corequisites: RAD 225, RAD 235 and RAD 282. (0/24)

RAD 276 Advanced Radiography III 6 SHC
This course includes routine and advanced radiographic procedures in the clinical environment. Prerequisites: RAD 225, RAD 235, RAD 268 and RAD 282. 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 230 and RAD 256. Corequisites: RAD 225, RAD 235 and RAD 268. (0/6)

READING (RDG)

RDG 011 Developmental Reading Basic Workshop 1 SHC
This course provides support for Reading 031 competencies. Prerequisite: Appropriate placement scores. Corequisite: RDG 031. (1/0)

RDG 012 Developmental Reading Workshop 1 SHC
This course provides support for mastery of Reading 032 competencies. Note: Students who successfully complete this course should not enroll in RWR 012. Prerequisite: Appropriate placement test scores. Corequisite: RDG 032. (1/0)

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 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. Note: Students who successfully complete this course should not enroll in RWR 032. 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. Non-degree credit. Note: Students who successfully complete this course should not enroll in RWR 100. Prerequisite: RDG 032 and RDG 012, RWR 032 and RWR 012, or appropriate placement test scores. (3/0)

READING/WRITING (RWR)

RWR 012 Integrated Developmental Reading and Developmental English Workshop 1 SHC
This course provides support for mastery of Reading 032 and English 032 competencies (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects). Note: Students who complete this course should not enroll in ENG 012 or RDG 012. Prerequisite: Appropriate placement test scores. Corequisite: RWR 032. (1/0).

RWR 032 Integrated Developmental Reading and Developmental English 3 SHC
This course offers a review of academic reading and writing skills necessary for success in transitional and college-level courses. Students will apply strategies learned to the enhancement of reading comprehension skills and to writing activities for a variety of rhetorical situations. Note: Students who complete this course should not enroll in ENG 032 or RDG 032. Prerequisites: Appropriate placement test scores. Corequisite: RWR 012. (3/0)

RWR 100 Integrated Transitional Reading and English (Non-Degree Credit) 3 SHC
This course is a study of basic writing and different modes of composition and may include a review of usage. It also covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. Note: Students who complete this course should not enroll in ENG 100 or RDG 100. Prerequisites: RWR 012 and RWR 032; or ENG 012, ENG 032, RDG 012 and RDG 032; or appropriate placement 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, Taoism, Judaism, Christianity, and Islam. Prerequisites: ENG 100 and RDG 100, or RWR 100, or appropriate placement test scores. (3/0)

RESPIRATORY CARE (RES)

RES 101 Introduction to Respiratory Care 3 SHC
This course includes introduction 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 and 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 211. 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 and RES 160. (3/3)

RES 123 Cardiopulmonary Physiology 3 SHC
This course covers cardiopulmonary physiology and related systems. Prerequisite: BIO 211. Corequisites: RES 101, RES 121 and 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 152. (3/3)

RES 141 Respiratory Skills III 3 SHC
This course covers mechanical ventilation systems, pediatrics and associated monitors. Prerequisite: RES 131. Corequisite: RES 255 (2/3)

RES 152 Clinical Applications II 3 SHC
This course includes practice of respiratory care procedures in the hospital setting. Prerequisite: RES 160. Corequisite: RES 131. (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 and 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 and RES 131. Corequisite: RES 255. (3/0)

RES 206 Respiratory Care for the Gerontological Patient 2 SHC
This course is a study of respiratory care as it relates to the psychological, physiological, and social aspects of a gerontological client. Prerequisites: RES 121 and RES 111. Corequisite: RES 274. (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 232 Respiratory Therapeutics 2 SHC
This course is a study of specialty areas in respiratory care, including rehabilitation. Prerequisite: RES 111. Corequisite: RES 255. (2/0)

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 and RES 255. Corequisite: RES 274. (3/3)

RES 245 Advanced Respiratory Skills II 2 SHC
This course includes an in-depth study of pulmonary function and other considerations for pulmonary patients. Prerequisites: RES 111 and RES 232. Corequisite: RES 244. (2/0)

RES 246 Respiratory Pharmacology 2 SHC
This course includes a study of pharmacologic agents used in cardiopulmonary care. Prerequisites: RES 101, RES 123 and 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 244, RES 245 and 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 232. (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. Prerequisite: ENG 100 and RDG 100, RWR 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 behavior, 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 language skills: listening, speaking, reading, and writing, including an introduction to Hispanic cultures. Prerequisites: ENG 100 and RDG 100, RWR 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, RWR 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. Prerequisites: ENG 100 and RDG 100, RWR 100, or appropriate placement test scores. (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. Prerequisites: Admission to program and BIO 210. Corequisites: SUR 102, SUR 116 and BIO 211. (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 and SUR 116. (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. Prerequisites: SUR 101, SUR 102 and SUR 116. Corequisites: SUR 104 and SUR 110. (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 and SUR 116. Corequisites: SUR 110 and SUR 103. (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 affiliations. Prerequisites: SUR 101, SUR 102, SUR 116 and BIO 211. Corequistes: SUR 103 and SUR 104. (0/15)

SUR 114 **Surgical Specialty Practicum** **7 SHC**
This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals. Prerequisites: SUR 103, SUR 104 and SUR 110. Corequisite: SUR 120. (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. Corequisites: SUR 101 and SUR 102. (3/0)

SUR 120 **Surgical Seminar** **2 SHC**
This course includes the comprehensive correlation of theory and practice in the perioperative role. Prerequisites: SUR 103, SUR 104 and SUR 110. Corequisite: SUR 114. (2/0)

THEATRE (THE)

THE 101 **Introduction to Theatre*** **3 SHC**
This course includes the appreciation and analysis of theatrical literature, history, and production. Prerequisite: ENG 102. (3/0)

TURF MANAGEMENT (TUF)

TUF 172 **Turf Management I** **3 SHC**
This course covers the principles and practices involved in turfgrass management. Topics include establishment, maintenance, and management of turfgrass areas. (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 the program. Corequisites: VET 103, VET 104 and VET 105 (2/3)

VET 103 **Veterinary Medical Terminology** **2 SHC**
This course introduces the fundamental principles of veterinary medical terminology. This system's approach to building the medical vocabulary is designed to complement anatomy, physiology, pathology, and related areas of veterinary medicine. Prerequisite: Admission to the program. Corequisites: VET 101, VET 104 and 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 the program. Corequisites: VET 101, VET 103 and 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 the program. Corequisites: VET 101, VET 103 and 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 and VET 105. Corequisites: BIO 115, VET 117, VET 140 and 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 and VET 105. Corequisites: VET 109, VET 140, VET 150 and 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 and VET 105. Corequisites: BIO 115, VET 109, VET 117 and 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 and VET 105. Corequisites: BIO 115, VET 109, VET 140 and 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 and VET 240. Corequisites: VET 160, VET 181, VET 201 and 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 207, VET 180, VET 215 and VET 240. Corequisites: VET 152, VET 181, VET 201 and 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 and VET 260. Corequisites: VET 250, VET 270 and 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 and VET 117. Corequisites: VET 207, VET 215 and VET 240. (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 and VET 240. Corequisites: VET 152, VET 160, VET 201 and 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 and VET 240. Corequisites: VET 152, VET 160, VET 260 and 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 and VET 150. Corequisites: VET 180, VET 215 and VET 240. (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 and VET 117. Corequisites: VET 180, VET 207 and VET 240. (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 109, VET 140, VET 150 and VET 117. Corequisites: VET 180, VET 207 and VET 215. (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 and VET 260. Corequisites: VET 170, VET 270 and 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 and VET 240. Corequisites: VET 201, VET 160, VET 152 and 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 and VET 260. Corequisites: VET 170, VET 250 and 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 and VET 201, VET 260. Corequisites: VET 170, VET 250 and 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 which 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 how templates are used in pipe layouts are included. Prerequisite: WLD 103. (0/3)

WLD 106 Gas and Arc Welding 4 SHC
This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures. (1/9)

WLD 108 Gas Metal Arc Welding I 4 SHC
This course covers equipment setup and the fundamental techniques for welding ferrous and non-ferrous metals. (2/6)

WLD 113 Arc Welding II 4 SHC
This course is a study of arc welding of ferrous and/or nonferrous metals. Emphasis is placed on the out-of-position welding of fillet welds. (2/6)

WLD 115 Arc Welding III 4 SHC
This course covers the techniques used in preparation for structural plate testing according to appropriate standards. Emphasis is placed on the shielded metal arc welding of beveled plate in the horizontal and vertical positions. (1/9)

WLD 117 Specialized Arc Welding 4 SHC
This course covers arc welding processes for industrial purposes. Emphasis in this course is placed on out-of-position welding of beveled plate in the 45 degree and overhead positions. (2/6)

WLD 132 Inert Gas Welding Ferrous 4 SHC
This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals. This is a basic course in tungsten inert gas arc welding with emphasis 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. 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. (2/3)

WLD 154 Pipefitting and Welding 4 SHC
This is a basic course in fitting and welding pipe joints, either ferrous or nonferrous, using standard processes. Emphasis is placed on the fitting and welding of pipe in the 2G, 5G and 6G positions using the shielded metal arc welding process. (2/6)

WLD 208 Advanced Pipe Welding 3 SHC
This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and nonferrous metals. Emphasis is placed on the tungsten inert gas welding of pipe in the 2G, 5G and 6G positions. (1/6)

WLD 212 Destructive Testing 2 SHC
This course covers the destructive testing methods used in the evaluation of welds. Emphasis is placed on the guided bent test, tensile test and nick break test of plate and pipe in all positions. (0/6)

Economic Development and Continuing Education Division

Economic Development and Continuing Education (EDACE) 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

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The (EDACE) 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 (EDACE) 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
(864) 941-8414
reid.m@ptc.edu

Professional Development

The (EDACE) 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
(864) 941-8575
hall.k@ptc.edu

Computer Training

The (EDACE) 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
(864) 941-8602
baldwin.v@ptc.edu

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The (EDACE) 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
(864) 941-8409
bartanus.l@ptc.edu

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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 Economic Development and Continuing Education office.

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M.Ed., Clemson University
Ph.D., University of South Carolina

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Scheduler/Banner Projects Coordinator
Diploma, Piedmont Technical College
A.A., Piedmont Technical College

Bonnie Graham
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A.S., Piedmont Technical College
B.A., Limestone College
M.S., Capella University

Yvonne Hudgens
Librarian
B.A., Lander University
M.L.I.S., University of South Carolina

Jenney Johns
Statistical Research Analyst
A.S., Piedmont Technical College
B.S., Franklin University
M.B.A., Franklin University

Lynn G. Mack
Dean, Instructional Development and Distance Education
B.A., Winthrop College
M.S., North Texas State University

Lynn Slater
Executive Assistant, Office of the Vice President for Academic Affairs/Chief Academic Officer

Geneva Tate
Library Specialist
Diploma, Piedmont Technical College
A.A., Piedmont Technical College
A.S., Piedmont Technical College
B.S., Franklin University

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Dean, Arts and Sciences
B.S., Clemson University
Ph.D., Clemson University

Delmar Brewington
Instructor, English
B.A., University of South Carolina-Aiken
B.A., University of South Carolina-Aiken
M.A.T., Lander University

Meredith Brown
Instructor, Psychology
A.A., Piedmont Technical College
B.S., Lander University
M.S., Augusta State University

Heather Burden
Instructor, English
B.A., Winthrop University
M.A., Winthrop University

Bryan Carl
Instructor, Biology
B.S., State University of New York at Buffalo
M.S., Clemson University

Greg Colley
Instructor, Mathematics
B.E., Auburn University
M.M., University of South Carolina

Lisa Crawford
Instructor, Mathematics
B.S., Lander College
M.Ed., Clemson University

John Edwards
Instructor, Physics
B.S., University of South Carolina
M.A.T, University of South Carolina

Adriana Free
Instructor, English
A.A., Piedmont Technical College
B.A., Mercy College
M.A., Mercy College

Melissa Gregory
Administrative Assistant, Arts and Sciences Division
B.S., Presbyterian College

Patty P. Griffin
Instructor, Mathematics
B.S., Lander University
M.S., University of South Carolina

M. Melissa Hayes
Instructor, Biology
B.S., Wofford University
Ph.D., Clemson University

David Henry
Interim Department Head, Natural Sciences
Instructor, Biology
B.S., Clemson University
Ph.D., Clemson University

Pamela Jackson
Instructor, Biology
B.S., Erskine College
Ph.D., Clemson University

LaKeya Jenkins
Instructor, English
B.A., University of South Carolina Upstate
M.A., Clemson University

Lebbie Lee Ligon
Instructor, Mathematics
B.S., Francis Marion College
M.Ed., Francis Marion University

Richard Lindsey
Instructor, Political Science
B.A., Lamar University
M.A., Sam Houston State University

Jennifer Lopes
Instructor, Spanish
B.A., University of North Carolina at Chapel Hill
M.A., University of North Carolina at Chapel Hill

Tonia Luker
Department Head, English
Instructor, English
A.A., Greenville Technical College
B.A., Converse College
M.A., University of Phoenix

Alexander Miller
Instructor, Philosophy
B.A., Northern Kentucky University
M.A., Southern Illinois University - Carbondale

Lee Morris
Instructor, Biology
B.S., State University of New York at Geneseo
Ph.D., Ohio University

Daniel Morvey
Instructor, Economics
B.S., University of Ghana
M.S., Clemson University
Ph.D., Clemson University

Kimberly Neal
Department Head/Instructor
Mathematics
A.A., Broward Community College
B.A., Florida Atlantic University
M.Ed., Lander University
M.Ed., Grand Canyon University
Ed.D., Nova Southeastern University

Spiros Papleacos
Instructor, English
B.A., Clemson University
M.A., University of South Carolina
Ph.D., University of South Carolina

William Petree
Instructor, Speech
A.A., Caldwell Community College
B.S., Appalachian State University
M.A., University of North Carolina at Greensboro

Stacey Reed
Instructor, English
B.A., Benedict College
M.A., Stephen F. Austin State University

G. Marc Renwick
Instructor, Biology
B.A., Newberry College
M.S., University of Georgia

Fernando Rincon-Tellez
Instructor, Mathematics
B.S., Universidad Nacional De Colombia
M.S., Northern Illinois University
Ph.D., Northern Illinois University

Jose Sanquintin
Instructor, Spanish
B.A., Universidad Nacional Pedro Heriquez Urena
M.A., University of Salamanca, Spain

K. Dale Smoak
Instructor, Biology
B.S., Clemson University
M.S., University of South Carolina
Ph.D., Clemson University

Rebecca Soppe
Instructor, English
B.A., Southern Illinois University at Edwardsville
M.F.A., University of Florida

Carol Nita Staley-Abney
Instructor, Psychology
B.A., The City College of New York
M.A., Troy State University
Ph.D., Capella University

Dee Sumerel
Department Head, Humanities
Instructor, Speech
B.A., Mars Hill College
M.S., Indiana State University

Sherry Taylor
Instructor, Mathematics
B.S., Lander University
M.M., University of South Carolina

Catherine Slepova-Terry
Instructor, Sociology
B.S., Moscow State University
M.S., Clemson University
M.B.A., University of South Carolina

Joseph M. Tolbert
Instructor, Art History/Appreciation
B.A., Lander University
M.F.A., University of South Carolina

Cami Westall
Instructor, History
B.A., Presbyterian College
M.A., University of Alabama

Victoria Wills-Miller
Instructor, Economics/Business
B.S., Southwestern College
M. S., Emporia State University
M.B.A., Emporia State University

BUSINESS, INFORMATION TECHNOLOGIES AND PUBLIC SERVICE DIVISION

Sissy Copeland
Dean
Business, Information Technologies and Public Service
B.S., Limestone College
M.Ed., University of South Carolina

Kendall Adams
Program Director/Instructor, Commercial Art
B.F.A., Longwood University

Angel Alexander
Instructor, Administrative Office Technology
A.S., Piedmont Technical College
B.S., Limestone College
M.B.A., University of Phoenix

Menka Brown
Instructor, Administrative Office Technology
B.S., Indiana State University
B.S., Indiana State University
M.S., Indiana State University

William C. Cheek
Instructor, Computer Technology
B.S., Presbyterian College

Steve Fennell
Instructor, Accounting/Business
B.S., University of South Carolina
M.B.A., University of South Carolina

Maryanne Goff
Administrative Assistant, Business, Information Technologies and Public Service
Diploma, Piedmont Technical College

Tommy Gortney
Instructor, Commercial Art/ Computer Technology
B.A., Lander College

Ashley Hollingsworth
Program Director/Instructor, Early Care and Education
A.S., Piedmont Technical College
A.A., Piedmont Technical College
B.S., Lander University
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Joshua Lindsay
Program Director/Instructor, Criminal Justice
B.S., South Carolina State University
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Richard Mandau
Instructor, Accounting/Business
B.S., Bowling Green State University
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Kara McAlister
Instructor, Accounting/Business
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Suzanne C. Murray
Instructor, Business/Management
B.A., University of
North Carolina, Wilmington
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Coronicca S. Oliver
Instructor, Computer Technology
B.B.A., University of West Georgia
M. Ed., Georgia Southern University
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Rhonda Pendergrass
Instructor, Early Care and Education
B.S., Lander University
M.Ed., Walden University

Lesley C. Price
Department Head/Instructor, Information Technology
B.S., Lander University
M.A., Webster University

John Sloan
Instructor, Criminal Justice
B.S., Benedict College
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MaryLou Wilson
Instructor, Business/Administrative Office Technology
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COLLEGE PREPARATORY AND TRANSITIONAL STUDIES DIVISION

Lisa Martin
Dean, College Preparatory and Transitional Studies
A.A., University of South Carolina, Union
B.A., Newberry College
M.A., Western Carolina University

Tia Adger
Instructor, College Preparatory and Transitional Mathematics and Reading, Integrated Transitional Reading and Writing Lead
A.A., Tri-County Technical College
B.S., Southern Wesleyan University
M.S., Walden University

Allison Bouknight
Administrative Assistant, College Preparatory and Transitional Studies, Coordinator, Teaching and Learning Center (TLC)
B.S., Lander University
M.C.M., North Greenville University

Travis Bouknight
Instructor, College Preparatory and Transitional Mathematics
Transitional Mathematics Lead
B.S., Lander University
M.A.T.., University of Idaho

Joyce Brown
Coordinator/Instructor, College Preparatory and Transitional Reading and College Skills
B.S., Erskine College
M.Ed., Lander University

Dorcas Tina Cloud
Instructor, College Preparatory and Transitional Mathematics
Developmental Mathematics Lead
A.S., Piedmont Technical College
B.S., Lander University
M.S., University of Phoenix
M.A., Liberty University

Claudia Edwards
Coordinator/Instructor, College Preparatory and Transitional English
B.A., Presbyterian College
M.A.T., University of South Carolina

Audrey Hearst
Coordinator, Testing and Tutoring Centers
A.A., Piedmont Technical College
B.A., Limestone College

Rachael Holloway
Instructor, College Preparatory and Transitional English,
Transitional English Lead
B.A., University of North Carolina, Charlotte
M.A., University of North Carolina, Greensboro

Rick Judy
Department Head, College Preparatory and Transitional Studies
B.S., Southern Wesleyan University
M.S., Southern Wesleyan University
M.Ed., University of Phoenix

ECONOMIC DEVELOPMENT AND CONTINUING EDUCATION DIVISION

Rusty Denning
Associate Vice President, Economic Development and Continuing Education
A.A.S., East Georgia College
B.B.A., Georgia Southern University

Ann Andrews
Customer Service/Receptionist
Diploma, Piedmont Technical College
A.S., Piedmont Technical College

Vickie Baldwin
Program Manager
A.S., Piedmont Technical College

Lisa A. Bartanus
Program Manager
B.S., West Virginia University

Patricia A. (Trish) Buis
Instructor/Training Coordinator
B.S., Clemson University
Elementary Education Certification,
University of NC at Wilmington

Tyler Coker
Events Specialist
A.S., Piedmont Technical College

Jeff Estes
Instructor/Training Coordinator
B.A., Pensacola Christian College

Kassie Hall
Program Manager
B.A., Anderson University
M.B.A., Anderson University

Ben Higgins
Conference Center Administrator
A.A., Piedmont Technical College
B.S., Lander University

Deborah Hoffman
Program Manager
A.S., Piedmont Technical College
B.S., Limestone College
M.S., Southern Wesleyan University

Michael E. Reid
Dean, Operations and Services
B.S., Clemson University
M.E., Tulane University

Paulette Ross
Customer Service Manager
Diploma, Piedmont Technical College
A.S., Piedmont Technical College

ACADEMIC AFFAIRS COUNTY CAMPUSES

Jennifer Wilbanks
Associate Vice President for Academic Affairs and Off Campus
B.A., University of South Carolina
M.Ed., Clemson University
Ph.D., Clemson University

Lynn Baker
Administrative Assistant, Abbeville County Campus
A.A., Piedmont Technical College

Robin Black
Director, Saluda County Campus
A.S., Piedmont Technical College
B.S. California Coast University

Ashley E. Boone
Academic Services, Newberry County Campus
B.S., Lander University

Pleshette Elmore
Director, McCormick and Abbeville County Campuses
B.A., Lander University
M.S.M., Southern Wesleyan University

Sherry Holmes
Director, Edgefield County Campus
A.S., Piedmont Technical College
A.A., Piedmont Technical College
B.S., Franklin University
M.Ed., Kaplan University

Beth Jaeger
Director, Newberry County Campus
B.A., Columbia College

Paige Mills
Director, Laurens County Campus
Diploma, Piedmont Technical College
A.S., Piedmont Technical College
B.S., Franklin University

Janean Reish
Associate Dean, Center for Advanced Manufacturing and Dual Enrollment
B.S., Ohio State University
B.T., Christian Life School of Theology
M.T., Christian Life School of Theology

Lisa D. Toland
Dean, Off-Campus Instruction
B.A., Winthrop College
M.A., University of Georgia

Judy Ware
Administrative Assistant
Health Science, Newberry County Campus
B.S., Newberry College

Regina Washington
Coordinator, Dual Enrollment
B.A., Limestone College
M.A.Ed., Ashford University

ENGINEERING AND INDUSTRIAL TECHNOLOGIES DIVISION

David Kibler
Interim Dean, Engineering and Industrial Technologies
A.S., Piedmont Technical College
B.S., HVACR, Ferris State University
M.Ed., Lander University

Said Abushamleh
Instructor, Electronic Engineering Technology
B.S., Hashemite University
M.S., Lund Universitet
Ph.D., University of Arkansas at Little Rock

Evan Amaya
Instructor, Engineering Technology/ Mechatronics Technology
A.S., Gaston College
B.S., University of North Carolina

Michael Tony Amos
Instructor, Welding
A.S., Greenville Technical College

Hugh Bland
Instructor/Coordinator, Agriculture
B.S., Clemson University
M.S., Clemson University

Phillip Calhoun
Instructor, CNC/Machine Tool Technology
A.S., Piedmont Technical College

James C. Crowder
Instructor, Mechatronics
A.A.S., Piedmont Technical College
B.S., South Carolina State University

Jerry Capone
Academic Program Director/Instructor, Gunsmithing
A.S., Alfred State University
A.O.S., Colorado School of Trades

Charles K. Dixon
Instructor, Industrial Electronics Technology
A.S., Piedmont Technical College
B.S., South Carolina State University
M.Ed., Clemson University

Don Gaskin
Instructor, Automotive Technology
A.S., Orangeburg-Calhoun Technical College

Sung H. Kim
Academic Program Director/Instructor, Mechanical Engineering Technology
B.S., Pusan National University
M.S.I.E., Han-Yang University
M.S.M.E., University of Tulsa

Christina Knight
Instructor/Coordinator, Engineering Graphics Technology
A.S., Piedmont Technical College
B.S., South Carolina State University

Robert Koster
Department Head/Metal Trades; Instructor, Machine Tool Technology
A.S., Greenville Technical College
A.S., Piedmont Technical College

James Ladd
Instructor, Welding
A.S., Piedmont Technical College

Don Lytch
Instructor, Machine Tool Technology
Certification, Orangeburg-Calhoun Technical College
B.S., Barton College

Doug Massey
Instructor, Electronic Engineering Technology
B.S., Georgia State University
M.S., Georgia State University

Robert Kevin Moore
Instructor, Mechatronics Technology
A.S., Greenville Technical College
B.S., South Carolina State University
M.Ed., Clemson University

Josh Murdock
Academic Program Director/Instructor, Horticulture Technology
B.S., Clemson University
M.Ag.Ed., Clemson University

Robert D. Roche
Academic Program Director/Instructor, Building Construction Technology
A.S., Piedmont Technical College

Gerald Sartin
Instructor, Automotive Technology
A.S., Piedmont Technical College

Maggie Slimmer
Administrative Assistant, Engineering and Industrial Technologies
B.A., Cedar Crest College

Keenan W. Tallent
Academic Program Director/Instructor, Heating, Ventilation and Air Conditioning Technology
Diploma, Trident Technical College
A.S., Piedmont Technical College
B.S., Limestone College

Cassandra C. Warner
Department Head/Instructor, Engineering Technologies
A.S., Piedmont Technical College
B.S., Lander University
M.C.T.E., Clemson University

HEALTH SCIENCE DIVISION

Jerry Alewine
Dean, Health Science
B.S., University of South Carolina
M.Ed., American Continental University
Ed.D., Argosy University

Ann Allen
Program Director/Instructor, Respiratory Care
A.S., Piedmont Technical College
B.B.A., American Intercontinental University

Kindel Atkins
Program Director/Instructor, Patient Care Technician
A.D.N., Midlands Technical College
B.S., College of Charleston

Lee Balentine
Department Head, Associate Degree Health Science Programs
Program Director/Instructor, Radiologic Technology
A.S., Piedmont Technical College
B.S., Medical University of South Carolina
M.S., Southern Wesleyan University

Allen Barbare
Instructor, Human Services
B.S., Wofford College
M.S.W., University of South Carolina

Laura Boone
Instructor, Cardiovascular Technology (Non-invasive)
Diploma, Greenville Technical College
A.A.S., Piedmont Technical College

Ruthie Buist, DVM
Program Director/Instructor, Veterinary Technology
B.S., Clemson University
D.V.M., University of Georgia

Beverly Burton
Department Head/Instructor, Human Services
B.S., Lander College
M.S.W., University of South Carolina

George Christia
Instructor, Human Services
A.S., Piedmont Technical College
B.S., Lander University
M.A., Webster University

Jennifer Coyne
Instructor, Occupational Therapy Assistant
A.A.H.S., Greenville Technical College
B.H.S., Medical University of South Carolina

Kim Easler
Administrative Assistant, Health Science Division
B.S., Clemson University

Dedrick Gantt
Instructor, Funeral Service Education
A.F.S., Gupton-Jones College of Funeral Service
B.B.A., Georgia Southern University
M.A.T., Webster University

Karla Gilliam
Director, Clinical Education/Instructor, Respiratory Care
A.S., Piedmont Technical College
B.B.A., American Intercontinental University
M.Ed., American Intercontinental University

Bil Heath
Clinical Coordinator/Instructor, Radiologic Technology
A.S., Piedmont Technical College
B.S., Newberry College

Susan W. Kinney
Department Head, Diploma/Certificate Programs
Program Director/Instructor, Surgical Technology
B.S.N., Clemson University

Michelle Liggett
Program Director/Instructor, Massage Therapy
B.S., University of West Virginia

David Martin
Program Director/Instructor, Funeral Service Education
A.S., Cincinnati College of Mortuary Science
B.S., West Virginia University
M.Ed., Grand Canyon University

Deborah B. McCallum
Program Director/Instructor, Medical Assisting
Coordinator, Phlebotomy
A.S., Piedmont Technical College
B. S., University of South Carolina

Christy C. Nichols
Instructor, Cardiovascular Technology
A.S., Piedmont Technical College
B.H.S., RT(R)(CT), Medical University of South Carolina

Tanya Niles
Instructor, Veterinary Technology
A.S., Tri-County Technical College

Clayton Sprouse
Program Director/Instructor, Pharmacy Technology
A.S., Midlands Technical College (CPhT), B.S., University of South Carolina

Lenette Thompson
Program Director/Instructor, One Plus One
Clinical Coordinator/Instructor, Surgical Technology
A.S., Piedmont Technical College

Audrey Wilson-Alston
Academic Program Director, Occupational Therapy Assistant
A.S., Trident Technical College
B.S., Southern Weslyan University
M.B.A., American Intercontinental University

NURSING DIVISION

Tara Harris
Dean, Nursing
A.D.N., Piedmont Technical College
B.S.N., Lander University
M.S.N., University of Phoenix
Ed.S., Walden University

Bonnie Barton
Instructor, Nursing
RN, Henry Ford Hospital of School of Nursing
B.S.N., University of Phoenix

Teresa Berry
Instructor, Nursing
A.D.N., Piedmont Technical College
B.S.N., Clemson University
M.S.N., Clemson University

Stephanie Cannady
Instructor, Nursing
A.D.N., Piedmont Technical College
B.S.N., University of South Carolina, Upstate
M.S.N., Walden University

Lori Cooper
Instructor, Nursing
B.S.N., Clemson University
M.S.N., Clemson University

Rebecca King
Instructor, Nursing
B.S.N., University of South Carolina
M.S.N., Medical College of Georgia

Karen Larson
Instructor, Nursing
A.D.N., Piedmont Technical College
B.S.N., University of South Carolina
M.S.N., MBA/TM, University of Phoenix

Susan Skawski
Instructor, Nursing
B.S.N., Bloomsburg University
M.S.N., Clemson University

Deidre Stidom
Administrative Assistant, Nursing
A.S., Piedmont Technical College
A.A., Piedmont Technical College

Brenda Weatherington
Instructor, Nursing
A.D.N., York Technical College
B.S.N., East Carolina
M.S.N, University of North Carolina, Greensboro

Elizabeth Wilson
Instructor, Nursing
Simulation Lab Coordinator
B.S.N., Lander University
M.S.N., University of Phoenix

Stephanie Yonce
Instructor, Nursing
A.D.N., University of South Carolina, Aiken
B.S.N., University of South Carolina, Aiken
M.S.N., Saint Joseph's College of Maine, Standish

Administrative Division

Brenda Brooks
Development Coordinator,
Piedmont Technical College Foundation
A.S., Piedmont Technical College
A.S., Piedmont Technical College
B.S., Southern Wesleyan University

Michael Brown
Campus Police
South Carolina Criminal Justice Academy
A.S., Piedmont Technical College
B.S., Lander University

Gus Burgdorf
Development Associate (part time)
Piedmont Technical College Foundation
A.B., Davidson College
M.B.A., University of South Carolina

Bill Cockrell
HVAC/Maintenance, Trades Specialist IV
A.S., Piedmont Technical College

Sally Cooke
Executive Assistant, Office of the President
B.A., Columbia College

Barron Davenport
Grounds/Maintenance
Facilities Management
A.S., Piedmont Technical College

Daniel Fancote
Campus Security
Level 1 Security Instructor

Debra Hamby
Administrative Assistant
Campus Police and Security
B.A., Newberry College

Franklin (Chip) Harmon
Plumber/Maintenance,
Trades Specialist IV
B.S., Clemson University

Marcus Hawthorne
Electrician/Maintenance
Trades Specialist IV
Facilities Management

Brenda Holland
Administrative Coordinator,
Facilities Management
A.S., Piedmont Technical College

David Jones
Life Safety/Maintenance
Trades Specialist V
Facilities Management
A.S., Piedmont Technical College

Jason Jordan
Work Leader/Grounds/Maintenance
Building Grounds Specialist III
Facilities Management

Curtis Killian
Campus Police Officer
A.A.S., Piedmont Technical College

Terry Ledford
Director, Campus Police and Security
South Carolina Criminal Justice Academy

Toni D. Lee
Environmental Technician
Facilities Management

Joel E. Maffett
Vehicle Mechanic/Maintenance
Trades Specialist III
Facilities Management
ASE Master Certified Mechanic
Diploma, Piedmont Technical College

Nelson McGaha
Supervisor/Maintenance
Trades Specialist V
Facilities Management
A.S., Piedmont Technical College

Mike Rhinehart
HVAC Technician/Maintenance
Trades Specialist IV
Facilities Management
A.S., Piedmont Technical College

Chad Teague
Director, Facilities Management
A.A., Piedmont Technical College
B.S., Lander University

Hunter Thompson
Inventory Manager
Facilities Management
B.S., Lander University

Bryan Vaughn
Move Coordinator/Maintenance
Trades Specialist IV
Facilities Management

Thomas P. Walton, Jr.
Carpenter/Maintenance
Trades Specialist IV
Facilities Management

Phillip Wheeler
Maintenance Director
Facilities Management
A.S., Piedmont Technical College
A.S., Piedmont Technical College
B.S., South Carolina State University

Fran Wiley
Assistant Vice President for Development
A.S., Piedmont Technical College
B.S., Southern Wesleyan University
M.S.M., Southern Wesleyan University

Business and Finance Division

Kelly Bannister
Programmer Analyst
A.S., Piedmont Technical College

Martha J. Barnette
Special Projects (part time)
B.S., Clemson University
M.Ed., University of Georgia

Charles M. Bowen
Systems Support Technician
A.S., Strayer University

Kimberly Broome
System Support Manager
A.S., Piedmont Technical College

Alesia Brown, PHR
Director, Human Resources
B.S., Georgia Regents University
M.S., Troy University

Cole Brown
Systems Support Technician
A.S., Piedmont Technical College

Jean Burbage
Executive Assistant, Office of the Vice President for Business and Finance

Andrew Bush
Director, Enterprise Infrastructure
A.S., Grantham University
B.S., Cleveland Institute of Electronics/ World College

Gail Carruth
Accountant/Accounts Payable
A.S., Piedmont Technical College

Kim Chalmers
Counselor, Financial Aid
B.S., Gardner-Webb University
M.B.A., University of Phoenix

Caroline Chappell
Grants Administrator
B.A., Clemson University
M.P.A., North Carolina State University

Ginger Christian
Payroll Specialist
A.A., Piedmont Technical College

Melanie Cochran
Accounting Technician/ Accounts Receivable
A.S., Piedmont Technical College

Jason Collins
Systems Programmer
B.S., Winthrop University

Kim Cox
Grants Accountant
A.A., Piedmont Technical College

Jeromy Crocker
Assistant Accounting Manager I
B.S., Lander University

Toya Davis, PHR
HR Specialist
A.B., Trident Technical College
B.S., Limestone College

Chevalier Duncan
Counselor, Financial Aid
B.S., Lander University

Sidney Emory
Information Technology Support
B.S., University of Pheonix
M.A., Dallas Theological Seminary

Eric Fisher
Senior Systems Manager
B.S., Lander University

Amelia G. Fricks
Counselor, Financial Aid
B.S., Lander College

Jennifer L. Goldman, PHR
HR Specialist
B.S., Erskine College
M.S., Florida International University

Joel Griffin
Assistant Vice President for Informational Technology
A.S., Spartanburg Technical College
B.S., University of South Carolina-Spartanburg

Eric Hawthorne
Director, Information Technology Support
B.S., Lander University

Wendy Hughes
Controller
B.S., Lander University

Zeolean Kinard
Director, Institutional Reporting
B.S., Winthrop College
M.S.M., Southern Wesleyan University

Christi Jackson
Financial Aid Special Projects, (part time)
B.A., Clemson University

Jan Jasinski
Information Technology Support Technician
A.S., Piedmont Technical College

Reginald King
Distribution Clerk
A.S., Piedmont Technical College

Lisa Lanford
Help Desk Support
A.A., Piedmont Technical College

Beth Moore
Accounting Technician/ Accounts Receivable
A.S., Piedmont Technical College

Earl Moore
Lead Analyst/Data Base Administrator
B.S., Clemson University

Deshawn Morgan
Counselor, Financial Aid
A.S., Piedmont Technical College
B.A., Franklin University

Angie Mullet
Accounting Technician/
Accounts Receivable

Matthew Parris
Systems Support Technician
A.S., Piedmont Technical College

Missy L. Perry
Director, Financial Aid
B.S., Newberry College
B.S., Limestone College
M.B.A., Webster University

Crystal G. Pittman
Accounting Technician/Accounts Receivable
A.S., Mayland College
B.S., Milligan College

Kendra Rodgers
Computer Programmer
A.S., Piedmont Technical College
B.S., Limestone College
M.A., North Central University

Hope Simpson
Staff Accountant
B.S., Lander University

Gregg Smith
Information Technology Support Technician

Jennifer Stroud
Administrative Coordinator
Information Technology
B.S., Lander University

Debra H. Tharpe
Human Resources Manager II
A.S., Piedmont Technical College
B.S., Lander College

Cheryl Walton
Accounting Technician/
Accounts Receivable

Grace Warner
Counselor, Financial Aid
B.S., Lander College

Kevin Wells
Procurement Officer
A.S., Piedmont Technical College
A.S., Piedmont Technical College

Wanda Wilkie
Administrative Specialist, Financial Aid
Certificate, Piedmont Technical College
A.A.S., Piedmont Technical College

Deborah Williams
Systems Manager, Financial Aid
A.S., Piedmont Technical College
B.S., Limestone College
M.S.M., Southern Wesleyan University

Enrollment and Communications Division

Joshua Black
Associate Vice President, Enrollment and Communications
B.A., Lander University
M.A., University of Tennessee

Hannah Beaty
Administrative Specialist
A.A.S., Piedmont Technical College

Jumelle Brooks
Admissions Counselor
B.S., Lander University
M.B.A., Webster University

Tonya Callaham
Admissions Specialist
Diploma, Piedmont Technical College
A.S., Piedmont Technical College

Lauren Casey
Graphic Designer, Marketing
B.A., Lander University

Steve Coleman
Director, Genesis Initiatives
B.A., Stetson University
M.S., Stetson University

Brenda Edwards
Assistant Director of Admissions
A.S., Piedmont Technical College
B.A., Erskine College
M.Ed., University of South Carolina
Ph.D., North Central University

Renae Frazier
Dean, Admissions
A.S., Tri-County Technical College
B.S., Southern Wesleyan University
M.S., Southern Wesleyan University

Dion Harry
Admissions Counselor
B.S., Clemson University

Katie Henthorn
Videographer
Diploma, Augusta Technical College

Dawn Lewis
Public Information Coordinator
Marketing
A.A.S., Piedmont Technical College
B.A., Gardner-Webb University

Russell Martin
Director, Marketing and Public Relations
B.A., Lander University

Jacqueline Mathis
Administrative Specialist
Enrollment and Communications
A.S., Piedmont Technical College
A.A., Piedmont Technical College

Darlene Saxon
Admissions Counselor
A.A.S., Piedmont Technical College
B.A., Liberty University
M.A., Liberty University

Cat Stokes
Processing Center Coordinator
B.S., Tulane University

Vernessia Wideman
Admissions Specialist
A.A.S., Piedmont Technical College

Student Affairs Division

Andy Omundson
Associate Vice President for Student Affairs
A.A., Anderson College
B.A., Clemson University
M.Ed., Clemson University

Tanasha Amaker
Administrative Specialist, New Student Advising and Veterans Services
A.S., Piedmont Technical College
B.S., Franklin University

Debra Ashley
Counselor, Student Support Services
B.S., Lander University
M.Ed., Clemson University

Kim Ashley
Administrative Specialist, Journey Program Student Success Center
A.A.S., Piedmont Technical College

Kristine Burris
Director, Student Support Services
B.S., Wofford College
Ed. S., Converse College

Sandra Burton
Counselor, Student Support Services
B.A., Benedict College
M.Ed., Troy State University

Angela Clinkscales
Student Records Specialist
A.S., Piedmont Technical College

Brenda Dailey
Counselor, Student Disability Services
B.S., Lander University
M.Ed., Clemson University

Jessie Estep
Counselor, Journey Program
B.S., Erskine College
M.S., Kaplan University

Rose Evans
Research Specialist, Student Success Center (part time)
A.S., Piedmont Technical College

Jennifer Fleming
Executive Assistant, Office of the Associate Vice President for Student Affairs
B.A., Lander University

Betty Jean Gilchrist
Administrative Specialist, Student Support Services
Diploma, Piedmont Technical College
A.S., Piedmont Technical College

Andre Gregory
Retention Coach/New Student Advisor, (part time)
B.A., Hampden-Sydney College
M.A., East Carolina University

Ruthie Hollis
Counselor, Journey Program
B.A., University of North Florida
M.S., University of South Carolina

Cindy Klauck
Dean, Counseling and Career Planning
B.A., University of South Carolina
M.Ed., Clemson University

Kaylynn Knight
Student Records Specialist
A.A., Piedmont Technical College

Sheryl Maffett
New Student Advisor
B.A., University of South Carolina
M.Ed., University of South Carolina

Frank Mervin
Counselor, Student Support Services Veterans
B.A., University of South Carolina, Upstate

Belinda Moton
Program Assistant, Student Support Services Veterans
A.A.S., Piedmont Technical College

Carol Paguntalan
Director, Advising
B.A., State University of New York at Potsdam
M.Ed., Clemson University

Rose Reynolds
New Student Advisor
A.S., Piedmont Technical College
B.S., Limestone College
M.A., Webster University

David Rosenbaum
Associate Dean of Students
B.S., Radford University
M.Ed., University of South Carolina

Sharon Saxon
Counselor, Journey Program
B.S., Lander University

Carla Scott
College Receptionist
A.A., Piedmont Technical College

Tamatha L. Sells
Registrar
B.A., Clemson University
M.A., University of Alabama at Birmingham

Staci Setzler
Retention Coach/New Student Advisor (part time)
B.A., Clemson University

Linda Thomas
Student Records Specialist
A.S., Piedmont Technical College

Tameika Wideman
Associate Registrar
B.S., College of Charleston

Where to Find It

LEX WALTERS CAMPUS-GREENWOOD

College Number: (864) 941-8324 (TECH) or toll free at (800) 868-5528

Academic Counseling: (864) 941-8356
Room 101-A, John S. Coleman Administration Building

Admissions: (864) 941-8369
Room 160-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 Police and Security: (864) 941-8000
Room 109-F, Francis B. Nicholson General Education Building

Campus Shop: (864) 941-8683
Room 106-F, Francis B. Nicholson General Education Building

Career Planning: (864) 941-8356
Room 101-A, John S. Coleman Administration Building

Counseling Services: (864) 941-8356
Room 101-A, John S. Coleman Administration Building

Dual Enrollment: (864) 941-8397
Room 250-A, John S. Coleman Administration Building

Engineering/Industrial Technology Programs: (864) 941-8486
Room 104-E, John W. Drummond Engineering and Industrial Technologies Center

Enrollment and Communications: (864) 941-8541
Room 242-A, John S. Coleman Administration Building

Financial Aid Office: (864) 941-8365
Room 140-B, Paul M. DeLoache 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

Library: (864) 941-8441
Upper Level-K, Marion P. Carnell Library/Learning Resources Center

Marketing and Public Relations: (864) 941-8669
Room 216-A, John S. Coleman Administration Building

New Student Advising: (864) 941-8388
Room 149-A, John S. Coleman Administration Building

Nursing Programs: (864) 941-8724
Room 149-H, Jennings G. McAbee Health Science Building

Student Disability Services: (864) 941-8356
Room 101-A, John S. Coleman Administration Building

Student Records: (864) 941-8361
Room 139-A, John S. Coleman Administration Building

Student Success Center: (864) 941-8356
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 Services: (864) 941-8388
Room 149-A, John S. Coleman Administration Building

Economic Development and Continuing Education: (864) 941-8400
GA 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

COUNTY CAMPUSES

Abbeville County Campus: (864) 446-8324

Edgefield County Campus: (803) 637-5388

Laurens County Campus: (864) 938-1505
Center for Advanced Manufacturing: (864) 682-3702

McCormick County Campus: (864) 852-3191

Newberry County Campus: (803) 276-9000

Saluda County Campus: (864) 445-3144