



# 2019/2020 — **ACADEMIC** CATALOG

PIEDMONT TECHNICAL COLLEGE

ABBEVILLE

EDGEFIELD

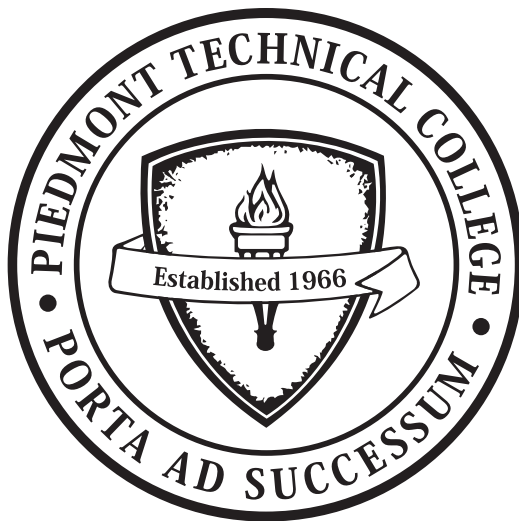
GREENWOOD

LAURENS

MCCORMICK

NEWBERRY

SALUDA



# 2019-2020 ACADEMIC CATALOG VOLUME XLIV

Visit [www.ptc.edu](http://www.ptc.edu) for most current information.  
This catalog is effective Fall 2019.

**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) 938-1508

**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

*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, programs, activities or employment practices. For Title IX, Section 504, or Title II inquiries, contact: Employee and Job Applicants, Associate Vice President of Human Resources, PTC, PO Box 1467, Greenwood, SC 29648, 864-941-8611, [brown.a@ptc.edu](mailto:brown.a@ptc.edu); or Students and Prospective Students, Dean of Student Services, PTC, PO Box 1467, Greenwood, SC 29648, 864-941-8363, [sells.t@ptc.edu](mailto:sells.t@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](http://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.jrcvt.org](http://www.jrcvt.org), 1449 Hill Street, Whitinsville, MA 01588-1032; (978) 456-5594.

The Electronic Engineering Technology and Engineering Design 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](http://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](http://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](http://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](http://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](http://www.avma.org).

The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care, PO Box 54876, Hurst, TX 76054; (817) 283-2835; [www.coarc.com](http://www.coarc.com).

The Pharmacy Technology program is accredited by the American Society of Health-System Pharmacists, 4500 East West Hwy, Suite 900, Bethesda, MD 20814; (301) 657-3000; ([www.ashp.org](http://www.ashp.org)).

The Funeral Service Education degree program at Piedmont Technical College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodberry Heights, New Jersey 08097 (816) 233-3747. [www.abfse.org](http://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](http://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), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA (2682). ([www.acoteonline.org](http://www.acoteonline.org))

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 2019

<i>Administrative and Inservice Days*</i>	August 5-9 & 12-16, 2019
<i>Registration Deadline (Full &amp; A Terms)</i>	August 16
<i>Classes Begin (Full Term, A Term)</i>	August 19
<i>Add/Drop Period (A Term)</i>	August 19-21
<i>Add/Drop Period (Full Term)</i>	August 19-23
<i>Labor Day (College Closed)</i>	September 2
<i>Registration Deadline (Late Term)</i>	September 24
<i>Classes Begin (Late Term)</i>	September 25
<i>Add/Drop Period (Late Term)</i>	September 25-27
<i>Registration Deadline (B Term)</i>	October 10
<i>Classes End (A Term)</i>	October 10
<i>Classes Begin (B Term)</i>	October 11
<i>Add/Drop Period (B Term)</i>	October 11-15
<i>Thanksgiving Break (College Closed)</i>	November 27-29
<i>Classes End (Full Term, B Term, Late Term)</i>	December 6
<i>Final Grades Due</i>	December 10
<i>Graduation</i>	December 12
<i>Administrative and Inservice Days*</i>	December 9-13
<i>Administrative Days*</i>	December 16-17
<i>Winter Break (College Closed)</i>	December 23-31

## SPRING 2020

<i>New Year's Day Observed</i>	January 1, 2020
<i>Administrative and Inservice Days*</i>	January 2-3 & 6-7
<i>Registration Deadline (Full &amp; A Terms)</i>	January 7
<i>Classes Begin (Full Term, A Term)</i>	January 8
<i>Add/Drop Period (A Term)</i>	January 8-10
<i>Add/Drop Period (Full Term)</i>	January 8-14
<i>Martin Luther King, Jr. Day (College Closed)</i>	January 20
<i>Registration Deadline (Late Term)</i>	February 12
<i>Classes Begin (Late Term)</i>	February 13
<i>Add/Drop Period (Late Term)</i>	February 13-17
<i>Registration Deadline (B Term)</i>	February 28
<i>Classes End (A Term)</i>	February 28
<i>Classes Begin (B Term)</i>	March 2
<i>Add/Drop Period (B Term)</i>	March 2-4
<i>Spring Break (No Classes)</i>	March 30-April 3
<i>Classes End</i>	April 29
<i>Administrative and Inservice Days* (Full Term, B Term, Late Term)</i>	April 30 - May 1
<i>Final Grades Due</i>	May 5
<i>Graduation</i>	May 7

## SUMMER 2020

<i>Administrative and Inservice Days*</i>	May 4-8 & 11-12, 2020
<i>Registration Deadline (Full &amp; A Terms)</i>	May 12
<i>Classes Begin (Full Term, A Term)</i>	May 13
<i>Add/Drop Period (A Term)</i>	May 13-14
<i>Add/Drop Period (Full Term)</i>	May 13-15
<i>Memorial Day (College Closed)</i>	May 25
<i>Registration Deadline (Late Term)</i>	May 26
<i>Classes Begin (Late Term)</i>	May 27
<i>Add/Drop Period (Late Term)</i>	May 27-29
<i>Registration Deadline (B Term)</i>	June 17
<i>Classes End (A Term)</i>	June 17
<i>Classes Begin (B Term)</i>	June 18
<i>Add/Drop Period (B Term)</i>	June 18-19
<i>Faculty Break (No Classes)</i>	June 29 - July 1
<i>Administrative and Inservice Day*</i>	July 2
<i>Independence Day Observed (College Closed)</i>	July 3
<i>Classes End (Full Term, B Term, Late Term)</i>	July 28
<i>Administrative and Inservice Days*</i>	July 29-31
<i>Graduation</i>	July 30
<i>Final Grades Due</i>	July 30

\*no classes

# Important Dates\*

## TERM DATES

### Fall 2019

<i>Full Term</i>	August 19-December 6, 2019
<i>A Term</i>	August 19-October 10, 2019
<i>Late Term</i>	September 25-December 6, 2019
<i>B Term</i>	October 11-December 6, 2019

### Spring 2020

<i>Full Term</i>	January 8-April 29, 2020
<i>A Term</i>	January 8-February 28, 2020
<i>Late Term</i>	February 13-April 29, 2020
<i>B Term</i>	March 2-April 29, 2020

### Summer 2020

<i>Full Term</i>	May 13-July 28, 2020
<i>A Term</i>	May 13-June 17, 2020
<i>Late Term</i>	May 27-July 28, 2020
<i>B Term</i>	June 18-July 28, 2020

## VIP REGISTRATION DATES

<b>Fall 2019</b>	April 1-June 27, 2019
<b>Spring 2020</b>	November 1-30, 2019
<b>Summer 2020</b>	March 2-31, 2020

## TUITION DEADLINES

### Fall 2019

<i>Full and A Terms</i>	August 5, 2019
<i>Late Term</i>	September 11, 2019
<i>B Term</i>	September 27, 2019

### Spring 2020

<i>Full and A Terms</i>	January 2, 2020
<i>Late Term</i>	January 30, 2020
<i>B Term</i>	February 17, 2020

### Summer 2020

<i>Full and A Terms</i>	April 29, 2020
<i>Late Term</i>	May 13, 2020
<i>B Term</i>	June 4, 2020

## LAST DAY TO WITHDRAW FROM A CLASS

<b>Fall 2019</b>	November 22, 2019
<b>Spring 2020</b>	April 17, 2020
<b>Summer 2020</b>	July 17, 2020

## FINANCIAL AID DATES

### FINANCIAL AID STUDENTS CAN PURCHASE BOOKS

#### Fall 2019

<i>Full, A, Late and B Terms Charges Open</i>	August 5, 2019
<i>Full and A Terms Charges End</i>	September 19, 2019
<i>Late Term Charges End</i>	October 10, 2019
<i>B Term Charges End</i>	October 24, 2019

#### Spring 2020

<i>Full, A, Late and B Terms Charges Open</i>	January 2, 2020
<i>Full and A Terms Charges End</i>	February 5, 2020
<i>Late Terms Charges End</i>	February 27, 2020
<i>B Term Charges End</i>	March 19, 2020

#### Summer 2020

<i>Full, A, Late and B Terms Charges Open</i>	April 29, 2020
<i>Full, A and Late Terms Charges End</i>	June 11, 2020
<i>B Term Charges End</i>	July 2, 2020

## FINANCIAL AID ENROLLMENT FREEZE DATES

<b>Fall 2019</b>	August 26, 2019
<b>Spring 2020</b>	January 15, 2020
<b>Summer 2020</b>	May 18, 2020

## PAYMENT PLAN DATES

<b>Fall 2019 Payment Plan Opens</b>	July 3, 2019
<i>Last day to enroll with no down payment</i>	August 1, 2019
<i>33% down payment begins</i>	August 2, 2019
<i>Last day to enroll with 33% down payment</i>	August 26, 2019
<i>50% down payment begins</i>	August 27, 2019
<i>Last day to enroll in payment plan</i>	September 26, 2019
<b>Spring 2020 Payment Plan Opens</b>	November 1, 2019
<i>Last day to enroll with no down payment</i>	December 10, 2019
<i>33% down payment begins</i>	December 11, 2019
<i>Last day to enroll with 33% down payment</i>	January 7, 2020
<i>50% down payment begins</i>	January 8, 2020
<i>Last day to enroll in payment plan</i>	February 6, 2020

<b>Summer 2020 Payment Plan Opens</b>	April 1, 2020
<i>Last day to enroll with no down payment</i>	May 13, 2020
<i>50% down payment begins</i>	May 14, 2020
<i>Last day to enroll in payment plan</i>	June 10, 2020

<b>Fall 2020 Payment Plan Opens</b>	July 6, 2020
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## FINANCIAL AID 60% OF TERM DATES

### Fall 2019

*Full Term:* October 21, 2019  
*A Term:* September 19, 2019  
*Late Term:* November 4, 2019  
*B Term:* November 11, 2019

### Spring 2020

*Full Term:* March 11, 2020  
*A Term:* February 10, 2020  
*Late Term:* March 25, 2020  
*B Term:* April 13, 2020

### Summer 2020

*Full Term:* June 24, 2020  
*A Term:* June 3, 2020  
*Late Term:* June 26, 2020  
*B Term:* July 16, 2020

## DROPS FOR NON-PAYMENT

### Fall 2019

<i>Full and A Terms</i>	August 12 and August 26, 2019
<i>Late Term</i>	September 18 and September 30, 2019
<i>B Term</i>	October 4 and October 16, 2019

### Spring 2020

<i>Full and A Terms</i>	January 6 and January 15, 2020
<i>Late Term</i>	February 6 and February 18, 2020
<i>B Term</i>	February 24 and March 5, 2020

### Summer 2020

<i>Full and A Terms</i>	May 6 and May 18, 2020
<i>Late Term</i>	May 20 and June 1, 2020
<i>B Term</i>	June 11 and June 22, 2020

## GRADUATION DATES

### APPLICATION DEADLINES

<b>Fall 2019 Graduates</b>	October 4, 2019
<b>Spring 2020 Graduates</b>	March 6, 2020
<b>Summer 2020 Graduates</b>	June 12, 2020

### GRADUATION CEREMONY DATES

<b>Fall 2019</b>	December 12, 2019
<b>Spring 2020</b>	May 7, 2020
<b>Summer 2020</b>	August 6, 2020

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

### FALL 2019

*Financial Aid Disbursement Checks for Full and A Terms mailed* — **September 30, 2019**

*Direct Deposits Available for Full and A Terms* — **September 30, 2019**

*Financial Aid Disbursement Checks for Late Term mailed* — **October 21, 2019**

*Direct Deposits Available for Late Term* — **October 21, 2019**

*Financial Aid Disbursement Checks for B Term mailed* — **November 4, 2019**

*Direct Deposits Available for B Term* — **November 4, 2019**

### SPRING 2020

*Financial Aid Disbursement Checks for Full and A Terms mailed* — **February 14, 2020**

*Direct Deposits Available for Full and A Terms* — **February 14, 2020**

*Financial Aid Disbursement Checks for Late Term mailed* — **March 9, 2020**

*Direct Deposits Available for Late Term* — **March 9, 2020**

*Financial Aid Disbursement Checks for B Term mailed* — **March 30, 2020**

*Direct Deposits Available for B Term* — **March 30, 2020**

### SUMMER 2020

*Financial Aid Disbursement Checks for Full, A and L Terms mailed* — **June 22, 2020**

*Direct Deposits available for Full, A and L Terms* — **June 22, 2020**

*Financial Aid Disbursement Checks for B Term mailed;* — **July 13, 2020**

*Direct Deposits available for B Term* — **July 13, 2020**

\*Please refer to the Student Calendar & Handbook or [www.ptc.edu](http://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) 938-1508

#### **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.)

## 2019-2021 PTC STRATEGIC PLAN: A COMMITMENT TO COMPLETION

### Direction A: Transforming Lives:

Promote excellence in teaching and learning and academic and student support services to ensure that our students are well-positioned for success in career and technical fields, and university transfer. (*Mission Goal 1*).

#### STRATEGIES

- A.1. Create a culture of completion by enabling all students to see a direct path toward their educational goals.
- A.2. Create college-wide structures to better facilitate academic goal setting and planning.
- A.3. Review and refine current services to ensure we offer students the support they need for academic and career success.
- A.4. Offer a robust student life program.
- A.5. Expand integrated student support and engagement opportunities into the learning experience to positively impact learning outcome attainment.

### Direction B: Expanding Student Access:

Ensure widespread access to our educational programs through enrollment and communication planning and effective, efficient processes. (*Mission Goal 2*).

#### STRATEGIES

- B.1. Develop a college-wide strategic enrollment plan.
- B.2. Improve effectiveness of recruiting and student intake.
- B.3. Communicate flexibility and return on investment more effectively.
- B.4. Strengthen partnerships with regional employers, school districts, and community groups to build a stronger pipeline into our programs, and into employment after completion.

### Direction C: Supporting our People

Cultivate a talented, diverse, and inclusive workforce that is responsive to the changing needs of the college by providing a collaborative culture and professional development opportunities for future success. (*Mission Goal 3*).

#### STRATEGIES

- C.1. Attract, develop, and engage a diverse workforce by effectively utilizing human resource processes based on our mission, vision, and values.
- C.2. Create an institution-wide diversity team to ensure that our faculty and staff are aware of and sensitive to the differences that make up our institution, and that we reflect the communities we serve.
- C.3. Offer comprehensive employee services and programs that add value to employees' overall success.
- C.4. Promote the achievement of holistic employee wellness in the work environment.
- C.5. Continue to improve Human Resources processes to enhance the overall human resource experience.
- C.6. Provide strategically-aligned professional development and learning opportunities for faculty and staff that support best practices for student success and institutional governance.

## Direction D: Embracing Continuous Improvement

Use data and assessment results to make well-informed academic and operational decisions regarding the continuous improvement of the College's financial and physical resources. (*Mission Goal 4*).

### STRATEGIES

- D.1. Streamline program structures to provide the quickest possible path to completion.
- D.2. Utilize Lean tools and processes to improve and document institutional continuous improvement activities.
- D.3. Conduct annual planning to support the accomplishment of our mission goals and strategic plan and document through operational and assessment plans and reports.

## Direction E: Strengthening Communities

Promote community and workforce development and economic prosperity through new and existing partnerships with individuals, business, industry, government, community agencies, and educational institutions. (*Mission Goal 5*).

### STRATEGIES

- E.1. Develop and leverage community partnerships to mitigate existing barriers to attendance and student success.
- E.2. Scale work ethic skills instruction across the curriculum and student life.
- E.3. Be proactive in addressing the educational and training needs of business and industry.

## Direction F: Ensuring Institutional Sustainability

Exercise efficient and responsible stewardship of the College's financial and physical resources. (*Mission Goal 6*).

### STRATEGIES

- F.1. Explore additional opportunities for tuition and financial relief for qualifying students in order to safe guard the College's financial resources.
- F.2. Position the College to maximize local, state, federal and other funding streams.
- F.3. Ensure campus facilities and college technology infrastructure are modern, safe, and environmentally efficient.

## CORE VALUES

Piedmont Technical College is guided by the practice of these Core Values: (last approved by PTC Area Commission, January 15, 2019):

- Proactive Leadership and Innovation
- Integrity, Accountability, and Transparency
- Collaboration and Collegiality
- Inclusivity, Diversity, and Accessibility
- Student Success and Customer Service
- Awareness of and Responsiveness to Emerging Trends
- Entrepreneurship and Workforce Development
- Lifelong Learning and Community Improvement
- Data-Informed 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.

## QUALITY ENHANCEMENT PLAN

A cornerstone of the mission at Piedmont Technical College is to transform the lives of students by providing the access and support needed to attain their career and educational goals. A Quality Enhancement Plan, the **CAREplan**, has been developed to further that mission by providing a strengthened advising platform for students in the Health Care Certificate. The CAREplan has been designed to promote success for students seeking careers in health care through the redesign of the advising process. Participants in the CAREplan will:

- **Connect** with an advisor and develop a plan that leads to program readiness
- Learn to **Access** the necessary resources to stay on course
- Follow the degree plan to **Reach** program readiness
- **Engage** with a career in health care

To learn more, visit [www.ptc.edu/care](http://www.ptc.edu/care).

## 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 all students 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](http://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 located in the Office of Student Affairs and Communications in Room 244A. The phone number is (864) 941-8363.

### Persistence Rate

73 percent of all PTC students persist from one semester to the next, based on fall 2017 to spring 2018 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](http://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**

The following is a list of violations of PTC's rules and regulations and state laws. Citations will result in fines ranging from \$25-\$100 depending on the violation:

- No Parking Permit
- Parking in "Yellow Zone"
- Parking in "No Parking Space"
- Parking in Faculty Area
- Parking in Visitor's Space
- Blocking Other Vehicles: Fine and/or Tow Away
- Speeding on Campus
- Reckless Driving on Campus
- Parking on Landscape: Fine and/or Tow Away
- One-Way Traffic
- Improper Parking
- Handicap Area Violation
- Other as designated appropriate
  - Noise Violations
  - Litter Violations
  - Emergency Communication Violations
  - Disruptive Behavior (Profane Language)
  - Graffiti on Campus Property
  - Tobacco Use Violation

# 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 Vice President for Student Affairs 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 until June 30 of each year. After that time, if the student indicates he/she cannot provide documentation of high school graduation, the student must meet with the Dean of Admissions to change the student type to Non High School Graduate.
- 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 Vice President for Student Affairs 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. As of March 2016, a score of 510 on Critical Reading and 510 on Math is required. Before March 2016, an earned minimum SAT score of 480 on Critical Reading waives the Reading and Writing portion; and a minimum SAT score of 480 on Math waives the Math portion.
  - b. A minimum score of 19 on ACT Math waives the Math portion; a minimum score of 20 on ACT English waives the English portion; and a minimum score of 20 on ACT Reading waives the 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. Health Care Programs

- a. Applicants must meet specific program entrance

requirements for admission into the clinical phase of limited-enrollment programs. These are defined in the college catalog and on the college website.

- b. 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 Care curricula can be found on page 78.

## **2. Gunsmithing**

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

## **3. 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. Some school districts may require a TB test as well.

# **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. 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. 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](http://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](http://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.

## **Senior Citizens**

Senior citizens who are at least 60 years of age may be permitted to attend classes, on a space available basis, without the required payment of tuition if they meet admissions and other standards deemed appropriate by the college. More information can be found on page 19.

## **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. As of March 2016, a score of 510 on Critical Reading and 510 on Math is required. Before March 2016, an earned minimum SAT score of 480 on Critical Reading waives the Reading and Writing portion and a minimum SAT score of 480 on Math waives the Math portion;
  - b. Earned a minimum score of 19 on ACT Math waives the Math portion; and a minimum score of 20 on ACT English waives the English portion; and a minimum score of 20 of ACT Reading waives the 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.
6. Demonstrate evidence of financial support by submitting an Affidavit of Support with official documentation 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 of living in the local area.
7. Provide a two-semester escrow deposit of U.S. currency 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 Form 1-20 upon receipt of all required documents and escrow deposit. Issuance of an 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 school official (DSO).
- 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 Form 1-20, visa and a letter from the home institution DSO.
- Transfer-in students will be required to submit a Transfer-In release form from prior institution. Form I-20 will be released upon transfer release of SEVIS record.

#### 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.

#### 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/college-resources/testing-center](http://www.ptc.edu/college-resources/testing-center).

# Financial Information

## TUITION AND FEES

To assist you in your financial planning, the following is provided to give estimated tuition for the 2019-2020 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](http://www.ptc.edu/tuition) for current tuition information.

### Tuition\*

In-County Rate	Minimum	Maximum
Per Credit Hour	\$184.25	\$205.75
Full-Time	2,211.00	2,469.00

#### Out-of-County Rate

Per Credit Hour	216.25
Full-Time	2,595.00

#### Out-of-State Rate

Per Credit Hour	269.50
Full-Time	3,234.00

#### International Rate

Per Credit Hour	345.25
Full-Time	4,143.00

**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](http://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  
Safety and Security Fee: \$5

Fees will be posted on the college website at [www.ptc.edu](http://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 online by visiting [www.ptc.edu/pay](http://www.ptc.edu/pay), 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, all grades will be held, and no transcripts issued for any debt owed 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. Personal checks will not be accepted for payment of debt.

### 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](http://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](http://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.

The reissue of lost or misplaced checks may be subject to an additional processing fee.

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, visit [www.ptc.edu/residency](http://www.ptc.edu/residency) or contact:

**Tameika Wideman, Residency Officer**

Piedmont Technical College  
PO Box 1467  
Greenwood, SC 29648

**Phone:** (864) 941-8364

**Fax:** (864) 941-8566

**Email:** [wideman.t@ptc.edu](mailto:wideman.t@ptc.edu)

### Senior Citizen Tuition Waiver

Legal residents of South Carolina who are at least 60 years of age may be permitted to attend classes, on a space available basis, without the required payment of tuition if they meet the following criteria established by Piedmont Technical College.

- A registration/waiver form will need to be completed and submitted to Student Records. By signing this form, senior citizens are certifying that they are 60 years of age or older and that they are not employed full-time.
- Senior citizens should complete a FAFSA, and the senior citizen waiver will only be used to the extent tuition is not covered by other grant aid.
- Senior citizens who qualify for financial aid and will not require a waiver may enroll in any program and register during regular registration.
- Senior citizens who are requesting the waiver, do not complete the FAFSA, or do not qualify for any grant aid may register beginning the first day of class and up through the end of the add/drop period. The late registration fee will not apply to seniors required to register late.
- The base tuition will be waived for credit classes only. The waiver will not cover fees, books, supplies or miscellaneous expenses.
- The senior citizen waiver can only be used one time per course, and is limited to 12 credit hours per semester.

## 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](http://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](http://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](http://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 \$650 to \$6,195 per year for undergraduate students. Eligibility is determined by the completion of the FAFSA.

#### **COMMUNITY SCHOLARSHIPS**

Several communities in Piedmont Technical College's service area offer place-based "Promise" and/or community scholarships to students in their areas meeting specific criteria. For more information visit:

**[www.ptc.edu/promise-and-community-scholarships](http://www.ptc.edu/promise-and-community-scholarships).**

#### **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 \$8.00 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](http://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](http://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](http://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](http://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. Piedmont Technical College (PTC) has adopted the following Satisfactory Academic Progress (SAP) policy adhering to federal and state mandates.

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

#### **FINANCIAL AID PROGRAMS UNDER THE SATISFACTORY ACADEMIC PROGRESS POLICY**

- Federal Pell Grant (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 percent of the cumulative credit hours attempted in the student's current program of study, including transfer credit hours accepted into the program.

Credit hours earned are those for which a student receives a grade of A, B, C, or D. Additionally, transfer credit hours accepted into the program are considered earned.

Credit hours attempted are hours for which a student registers at the beginning of the semester and is still enrolled after the Add/Drop period. Courses with grades of F, W, NC, CF and I are counted in the hours attempted but are not considered credit hours earned.

## **2. Cumulative Grade Point Average:**

All financial aid recipients must maintain a 2.0 cumulative GPA in order to be considered to be meeting 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. Attempted credit hours that do not count toward the current program of study will not be included in the maximum timeframe calculation.

## **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 earned. When a 'CF' or 'I' is changed to a grade, the student will need to notify the Financial Aid Office for re-evaluation of his or her status if the student is on Financial Aid Probation or Financial Aid Suspension. When a course is repeated, the highest grade earned will be used in computing the cumulative GPA.

### **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 credit hours attempted and will be considered in determining SAP. The grades for these courses are included in the cumulative GPA calculation.

### **Prior College Coursework:**

The U.S. Department of Education requires the Financial Aid Office to track financial aid recipients' Satisfactory Academic Progress from the first date of enrollment, whether or not financial aid was received during prior terms. All prior courses completed at Piedmont Technical College that count toward the student's current program of study will be included in attempted credit hours, earned credit hours, and cumulative GPA for SAP calculation purposes. Any student not meeting a standard will be subject to suspension of all financial aid.

### **Transfer Credits:**

All transfer credits accepted toward the student's current program of study will be included in cumulative attempted and cumulative earned credit hours for both the pace and maximum timeframe calculations. Grades received in transfer credit courses will not be considered in the cumulative GPA calculation.

### **Fresh Start Program:**

Students approved for the Fresh Start Program are not exempt from the Satisfactory Academic Progress requirements stated above. Students should be aware that financial aid requirements regarding prior attendance and cumulative eligibility must be considered from the first date of enrollment.

## **Change of Major(s):**

Only credits that count toward the student's current program will be used in the pace and maximum timeframe calculations.

## **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 percent) 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 percent) 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 eligibility for 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 consecutive semester 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 fail to meet Satisfactory Academic Progress standards after a term of Financial Aid Warning are placed on Financial Aid Suspension. Financial aid awards will be cancelled when a student is placed on **Financial Aid Suspension**. Returning students who did not meet the Standards of Satisfactory Academic Progress in their previous enrollment with Piedmont will be placed on Financial Aid 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. An Academic Plan must allow the student to complete his or her program within a reasonable timeframe. 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. A student may only be considered on Financial Aid Probation for one semester; however, he or she may be able to continue receiving financial aid if the student is meeting the requirements of an approved Academic Plan.

## **APPEAL OF FINANCIAL AID INELIGIBILITY**

A student on Financial Aid Suspension may appeal loss of financial aid eligibility due to a failure to meet Satisfactory Academic Progress standards by submitting a Financial Aid Appeal Form, an Academic Plan and all requested documents to the Financial Aid Office. The student must indicate why he or she did not achieve minimum academic standards in the most recently measured term. Acceptable reasons for an appeal are personal

injury or illness, death or serious illness of an immediate family member, employment changes, divorce/separation in the student's immediate family, or other verifiable circumstances causing hardship and significantly contributing to poor academic performance. In addition, the appeal must explain what has changed in the student's situation that will allow the student to make Satisfactory Academic Progress at the next evaluation. Students may only appeal the same situation once. Previously cited medical issues cannot be used as an acceptable reason for ongoing semesters unless the student can explain what has changed in the student's situation that will allow the student to make Satisfactory Academic Progress at the next evaluation. The student must provide supporting documentation for the appeal.

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 his or her program of study.

Students who have failed to meet any of the stipulations of the Academic Plan will be placed on Repeat Financial Aid 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. A maximum of two (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, as indicated 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. 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.

## NOTIFICATION

Students will be notified of their SAP status via the student portal (Pathway). Additionally, emails will be sent at the end of each semester to notify students who have failed to meet SAP standards during the prior semester.

## RE-ESTABLISHING ELIGIBILITY

Other than having financial aid 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 Satisfactory Academic Progress standard. Students who choose to remain enrolled without receiving financial 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:

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

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

$$\begin{aligned} & \times (\text{Percent of unearned aid}) \\ & \times (\text{Amount of federal financial aid disbursed}) \\ & = \text{Aid to be returned} \end{aligned}$$

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 Services

Piedmont Technical College provides a wide range and variety of student support programs, services and activities that are designed to meet the needs of a diverse student body at all levels.

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

- Career Planning Services
- Counseling Services
- Scholarships
- Student Disability Services
- Student Employment Services
- Student Life
- Student Organizations
- Student Support Services
- Veterans 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, Student Code for the South Carolina Technical College System, Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment, and the Student Grievance Procedure for the South Carolina Technical College System are all included in the Student Calendar & Handbook and are available online at [www.ptc.edu/handbook](http://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 Calendar & Handbook and on the website include:

- Tuition Payment Policy
- Policy on Students Called to Military Duty
- Student Instructional Complaint Policy/Appeal Process
- Student Code for the SC Technical College System
- Student Grievance Procedure for the SC Technical College System
- Student Code Procedures for Addressing Alleged Acts of Sexual Violence & Sexual Harassment
- Harassment & Sexual Assault Information
- Piedmont Technical College's Title IX Coordinator for all student-related matters is located in the Office of Student Affairs and Communications in Room 244A. The phone number is (864) 941-8363.

## 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 Vice President for Student Affairs and Communications (or designee) prior to being reinstated to 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](http://www.ptc.edu/hea). Questions or requests for written copies of the information should be directed to the Office of the Vice President for Student Affairs and Communications.

## CAREER PLANNING & COUNSELING SERVICES

Career Planning & Counseling Services are available 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
  - Deciding on a major
  - 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.

## DISABILITY ACCOMMODATIONS REQUEST

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

# Advising and Registration

## ADVISING

The mission of Academic Advising at Piedmont Technical College is to create a shared educational partnership, which involves the development of meaningful planning consistent with the student's academic, personal and professional goals. Using a holistic approach to empower students, sharing available resources, providing accurate and timely information, and assisting students with clearly defining their goals are all essential to this outcome.

### Advising Syllabus

The college has implemented an Advising Syllabus to guide advisors and students through the advising process. The Advising Syllabus is designed to ease the transition to college and includes information on what to expect from the academic advising process at Piedmont Technical College. Refer to Piedmont Technical College Advising Syllabus for more details: [www.ptc.edu/advisingsyllabus](http://www.ptc.edu/advisingsyllabus).

### 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 a health care curriculum should refer to the CARE Planning Center or their county campus. 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](http://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.

### Health Care Advising

Students in the Health Care Certificate will participate in the CAREplan: the college's Quality Enhancement Plan. Advising for these students on the Greenwood Campus will be available by appointment in the Care Planning Center in Suite 149-A. Advisors will be available to assist students with developing Degree Plans, learning about various health care programs, and understanding program requirements and secondary

program application processes. Visit [www.ptc.edu/care](http://www.ptc.edu/care) for more details. CAREplan initiatives will expand to the Laurens and Newberry campuses beginning Fall 2019.

### 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 care programs should review program application eligibility requirements and deadline dates, by visiting the Health Care Resources section of the website: [www.ptc.edu/hsnis](http://www.ptc.edu/hsnis).

### Time Commitment for College Study

In general, students should commit two hours of study time each week for each credit hour enrolled. For example, a typical three-credit hour course would require a commitment of six hours of study. Each course and major are different and study time may vary by student. It is important for students to consider program length, time to graduation, as well as outside commitments when registering for courses.

### 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, AMT, CPT, CGC, ECD, EEM, EET, IMT, IST, MET and SAC and courses MTT 250, MTT 251 and MTT 253. Courses with the following prefixes have an expiration of five years: EGR and EGT. Prior health care 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 30.

## Advising for Students Receiving Veterans Educational Benefits

Students receiving VA Educational Benefits must submit a request for certification via Pathway after registering for classes. Only courses required for the student's current program of study may be certified to the VA.

Withdrawals must be reported to the VA and can impact a student's educational benefits from the VA. Enrollment in distance education courses, including online, hybrid, and some PEN classes may also impact VA benefits.

Each chapter has different requirements and different benefits. Students should carefully review this information on the college website and consult with the Veterans Services Coordinator.

In order to continue receiving VA benefits, a student must maintain satisfactory progress. When a student is suspended from the college, VA benefits are automatically terminated.

## 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 32 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 32 for more detailed information.

## Career Planning

Career Planning is available to new, current, and returning students who are seeking assistance in the exploration of their career options. Career counselors will discuss information regarding PTC academic program choices and share an array of resources about hiring trends in our area, duties one might expect to have on the job, as well as what salary one might expect for a selected program upon graduation. Assessments to assist students in the career planning process are available. There is no cost to obtain any of these services. Please contact Career Planning and Counseling Services, located in the Student Success Center (101A), or call **(864) 941-8356** to schedule 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. Additional information is available via D2L. For more information, please visit [www.ptc.edu/orientation](http://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*
HSS 105	Technology and Culture*
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
SOC 220	Sociology of the Family

### LAB SCIENCES/MATHEMATICS

AST 101	Astronomy I
AST 102	Astronomy II
BIO 101	Biological Science I

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

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*
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*
MAT 220	Advanced Statistics
MAT 240	Analytical Geometry and Calculus III
MAT 242	Differential Equations
PHI 105	Introduction to Logic
PHS 101	Physical Science I*
PHS 102	Physical Science II*
PHY 201	Physics I
PHY 202	Physics II
PHY 221	University Physics I
PHY 222	University Physics II
PHY 223	University Physics III

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.

### 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. Many students will have a required Registration Code, which must be entered during the registration process. The code is different each term. Students receive the Registration Code from their academic advisor during the advising appointment.

### 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
<b>MAT 110</b> College Algebra	A	4	3.0	12.0
<b>ENG 101</b> English Comp I	C	2	3.0	6.0
<b>BIO 101</b> Biological Science I	D	1	4.0	4.0
<b>PSY 103</b> Human Relations	B	3	3.0	9.0
			<b>13.0</b>	<b>31.0</b>

$$31.0 \text{ Quality Points} \div 13.0 \text{ hours} = 2.38 \text{ GPA}$$

### 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.

<b>A = 94-100</b>	Excellent	4 grade points per term hour.
<b>B = 85-93</b>	Above Average	3 grade points per term hour.
<b>C = 75-84</b>	Average	2 grade points per term hour.
<b>D = 70-74</b>	Passing	1 grade point per term hour.
<b>F = 69-0</b>	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 'A' 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, 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 course but needs to re-enroll to complete the course.

#### 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. The deadline for condensed terms may be earlier. 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 earned in the subject.
3. At least one-fourth of credits toward graduation must be earned at Piedmont Technical College.
4. A grade of “TR” (transfer) is awarded for all transfer courses. TR grades are not included in the computation of the student’s Piedmont Technical College GPA. The grade earned at the previous institution will be visible in DegreeWorks, but will not impact the Piedmont Technical College GPA. Transfer credit hours earned will reflect on the student’s academic record at PTC.
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, or designee, 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. Refer to page 25 for more information on course expiration.

## Articulated Credit

Area high school students may receive appropriate exemption credit at PTC for courses completed while in high school. Courses must closely correspond to courses offered at the college and must be part of an

articulation agreement between the high schools and PTC. In order to receive exemption credit, the following criteria must be met.

1. The student must earn a grade of “B” or better in the course.
2. The high school instructor must recommend the student to receive exemption credit.
3. The student must apply for the articulated credit at the college within two years of high school graduation.
4. The PTC instructor completes an exemption credit form, attaches the high school transcript, and forwards it to the Vice President for Academic Affairs for approval.
5. Exemption credit is then posted to the student’s academic transcript.
6. Exemption credit offered through articulation agreements may not be accepted as transfer credit by other colleges and universities but may apply towards graduation at PTC.

## 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 for a variety of courses.

## Credit for Military Service

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 Registrar’s Office in consultation with the curriculum Academic Program Director, if necessary. Creditable military experience must closely correspond to courses in the Piedmont Technical College catalog or the SC Technical College System’s Catalog of Approved Courses (CAC).

## Exemption Credit and Non-Traditional Learning

Students may be eligible to exempt some 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 may not change the registration status of a course from or to audit once the drop/add period has ended. 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. In order to continue receiving VA benefits, a student must maintain satisfactory progress.

### Academic Warning

A student whose cumulative grade point average (GPA) falls below a 2.0 will be placed on academic warning (AW). A notification is 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 previously placed on academic warning who does not earn a cumulative 2.0 GPA or higher at the end of the next term of enrollment is placed on academic probation (AP). Notification is issued to each student explaining the process for continuing enrollment at PTC.

Any student placed on Academic Probation is required to meet with an AP Counselor to complete an AP Contract. The AP Counselor will calculate the required grades necessary to progress towards satisfactory standing in the next semester. Students are not eligible to register for the next term until the AP Contract is completed and all grades for the current term are posted.

### Extended Academic Probation

If a student fails to earn a cumulative 2.0 GPA or higher at the end of the first term on Academic Probation, the student will be placed on Extended Academic Probation for one additional semester. Notification is issued to each student explaining expectations for the Extended Academic Probation period and the potential for suspension if the student’s cumulative GPA does not rise to a 2.0 or higher.

Students on Extended Academic Probation are subject to the same restriction as those on Academic Probation as explained above.

During the additional semester on probation, the student should make contact with a counselor to explore further resources to assist the student in meeting the 2.0 standard for maintaining satisfactory academic standing. PTC may also reach out to these students to offer supplementary services, if available.

## Academic Suspension

A student on Extended Academic Probation who fails to earn a cumulative GPA of a 2.0 or higher at the end of the next term of enrollment will be placed on Academic Suspension and will be suspended from attending classes at PTC for the following academic term. When the student re-enters the college, the student remains on Academic Suspension status and must complete a new AP Contract for the incoming term prior to registration. Failure to achieve an acceptable GPA after re-admission makes the student subject to Academic Dismissal for a period of one year. When a student is on Academic Suspension, all financial aid and veterans benefits are automatically terminated.

## Academic Dismissal

A student placed on Academic Suspension who fails to achieve a minimum cumulative 2.0 at the end of the term of re-enrollment will be subject to Academic Dismissal for a period of one calendar year. After one year of non-enrollment, the student may petition the Vice President for Academic Affairs for re-enrollment.

## Appeals Process

In the event of unusual or extenuating circumstances a student may appeal an academic suspension or academic dismissal. The Academic Appeals Committee will hear appeals prior to the start of classes each term. Students wishing to appeal their suspension must submit appropriate documentation of their extenuating circumstances and may request to appear before the committee. The Committee will decide whether to uphold the suspension/dismissal or to allow the student to register for the following term. The Committee will also determine if certain conditions will be required for continued enrollment, such as reduced load, academic counseling, tutoring, etc. If the student's appeal is denied by the Committee, a petition for continued enrollment may be made to the President or designee.

Detailed instructions on how to file an appeal are available to students in the Student Handbook. Dates for appeals will be posted in the Student Calendar.

## 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 Records Office. 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 Educational Rights and Privacy Act (FERPA), Public Law 93-380 to guarantee each student's academic privacy. The following procedures are in place to assure compliance with FERPA:

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](http://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
- grades
- AP status

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](http://www.ptc.edu/recordsecurity).

## REQUESTS FOR TRANSCRIPTS

Official transcripts will be furnished to other colleges, agencies, or to the student only upon a signed request from the student. A transcript request can be made electronically through the National Student Clearinghouse at [www.getmytranscript.com](http://www.getmytranscript.com). 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.

Unofficial transcripts can be obtained by the student through Pathway while the student is enrolled and up to one year after enrollment ends. Unofficial transcripts will not be issued by the Student Records Office. After a student has not been enrolled for one year, an official transcript request must be made as indicated above.

## CHANGE OF SCHEDULE AND STUDENT INFORMATION

### Adding and Dropping a Class

Adding and dropping classes 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](http://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. Withdrawals must be completed by the student no later than the deadline published in the Student Calendar. This deadline is typically two weeks prior to the end of full-term classes. The deadline for condensed terms may be earlier. Please see the Student Calendar for Last Date to Withdraw from Classes. 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. A change of address or phone number can be made through the student's Pathway account. Other changes of student information (name, SSN, 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](http://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 the academic advisor for the major they want to change to in order to review program requirements, degree pathway and career options. 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](http://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 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 41. 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/academic 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 been enrolled at PTC for a period of at least three years
- Student previously completed at least 12 credit hours (excluding withdrawals) with a cumulative GPA of less than 2.0
- Student must complete the first term of re-enrollment with a term GPA of 2.0 or better in a minimum of 6 credit hours (excluding developmental courses) before the previous grades will be removed from the GPA calculation
- Student must apply for Academic Fresh Start during the first two terms of re-enrollment and may only apply once

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. Any courses used previously toward the completion of a certificate, diploma or degree cannot be removed from the GPA. 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, all fees satisfied, 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 be awarded the completed certificate, diploma, or degree but will not be eligible to participate in the graduation ceremony of the term of completion or any future ceremonies unless an additional eligible certificate, diploma, or degree is earned.

### Ceremony Participation

Only students completing a certificate, diploma or degree program consisting of 30 hours or more 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, in consultation with the Registrar, 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.

# Academic Information

## ATTENDANCE EXPECTATION

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 Services Coordinator 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](http://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.

Piedmont Technical College is an approved member of the State Authorization Reciprocity Agreement (SARA). As a SARA member, PTC adheres to an established set of standards for offering distance learning among SARA member states, districts and territories.

## 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 a placement test, 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 computers for student and faculty academic use. The computers are equipped with internet to allow student access to Pathway and D2L Brightspace, (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 and the drop-in mathematics center host most tutoring sessions as well as drop-in labs. 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](http://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](http://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](http://www.ptc.edu/library).

## TRANSFER OPPORTUNITIES

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

## 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

### 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:

- 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.

All of which can be found on the South Carolina Transfer and Articulation Center website ([www.SCTRAC.org](http://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](http://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](http://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](http://www.SCTRAC.org) will be reviewed at least annually and updated as needed.

### 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.

## 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](http://www.che.sc.gov) as well as on [www.SCTRAC.org](http://www.SCTRAC.org).

### 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 Communications
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 Arts; Associate in Science; Associate in Applied Science with a major in Business Administration, 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 Funeral Service; 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 Electronic Engineering Technology; Associate in Applied Science with a major in Engineering Design 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 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 Care, Public Service, Industrial Technology and Agriculture.

## LENGTH OF PROGRAMS

As a member of the South Carolina Technical College System (SCTCS), Piedmont Technical College (PTC) offers associate degree programs that conform to standards published by the State Board for Technical and Comprehensive Education (SBTCE) and any accrediting agency. All academic program lengths are based on semester credit hours. The standard range of credit hours for associate degree programs is 60-84 credit hours. Most associate degrees offered at Piedmont Technical College are designed to be completed in two academic years. Each academic year consists of a fall, spring, and summer term. Students are urged to complete a degree plan with their academic advisor in order to map out the completion of their degree based on their attendance pattern.

## COLLEGE PREPARATORY AND TRANSITIONAL STUDIES

Classes in the College Preparatory and Transitional Studies 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 college's placement test, 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 College Preparatory and Transitional Studies are listed below. For a complete list of course descriptions, refer to the section beginning on page 91.

### 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 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

## PROGRAMS OFFERED AT PIEDMONT TECHNICAL COLLEGE COUNTY CAMPUSES

Program	Abbeville	Edgefield	Laurens	McCormick	Newberry	Saluda
Associate in Arts <sup>1</sup>	✓	✓	✓	✓	✓	✓
Associate in Science <sup>1</sup>	✓	✓	✓	✓	✓	✓
A.A.S., Major in Business Administration, All Concentrations <sup>1</sup>	✓	✓	✓	✓	✓	✓
A.A.S., Major in Administrative Office Technology, All Concentrations <sup>4</sup>	✓	✓	✓	✓	✓	✓
A.A.S., Major in Criminal Justice <sup>1</sup>	✓	✓	✓	✓	✓	✓
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 Machine Tool Technology <sup>2</sup>			✓			
A.A.S., Major in Mechatronics Technology <sup>2</sup>			✓		✓	
A.A.S., Major in Nursing			✓			
A.A.S., Major in Veterinary Technology					✓	
D.A.S., Major in Practical Nursing			✓			
D.A.S., Major in Welding <sup>2</sup>			✓			
Accounting Certificate	✓	✓	✓	✓	✓	✓
Basic Diversified Agriculture Certificate						✓
Early Childhood Development Certificate			✓		✓	
Emergency Medical Technician <sup>3</sup>		✓	✓		✓	
Entrepreneurship Certificate	✓	✓	✓	✓	✓	✓
Infant/Toddler Certificate			✓		✓	
Manufacturing Production Technician <sup>2</sup>			✓			
Machine Tool CNC Precision Operator <sup>2</sup>			✓			
Mechatronics Technology I Certificate <sup>2</sup>			✓		✓	
Occupational Therapy Assistant					✓	
Office Technician Certificate <sup>1</sup>	✓	✓	✓	✓	✓	✓
Patient Care Technician Certificate					✓	
Precision Metrology Certificate <sup>2</sup>			✓			
Basic Welding Certificate <sup>2</sup>			✓			

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, field experience courses, and/or internships.

<sup>1</sup> Total online degree completion available.

<sup>2</sup> Laurens Campus at the Center for Advanced Manufacturing

<sup>3</sup> At local EMS office within county

<sup>4</sup> All concentrations except Medical Coding/Billing are available online, BIO 112 requires a lab component.

# 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.

## ARTS AND SCIENCES DIVISION

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 also many career opportunities that require an A.A. or an A.S. degree, allowing the graduate to enter the workforce. 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.

### Associate in Arts Curricula

#### 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.

#### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
Communication and/or Literature.....	9.0
Humanities/Fine Arts, and Social Behavioral Sciences .....	12.0
<i>(with at least 3 SCH from Humanities/Fine Arts and 3 SCH from Social/Behavioral Sciences)</i>	
Mathematics and/or Natural Sciences .....	6.0

**SUBTOTAL: 27.0**

#### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
Communication/Fine Arts, and Social/Behavioral Sciences .....	15.0

**SUBTOTAL: 15.0**

#### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
Electives* .....	18.0

**SUBTOTAL: 18.0**

**TOTAL CREDIT HOURS: 60.0**

*\*courses to be chosen by the student under the guidance of his/her advisor, for the purpose of allowing the student to adapt the program to their individual goals*

#### 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

<b>MATHEMATICAL/</b>	<b>CREDIT HOURS</b>
<b>ANALYTICAL REASONING</b>	
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
HSS 105 Technology and Culture .....	3.0
MUS 105 Music Appreciation.....	3.0
PHI 101 Introduction to Philosophy.....	3.0
PHI 105 Introduction to Logic.....	3.0
PHI 110 Ethics .....	3.0
REL 103 Comparative Religion .....	3.0
SPA 107 Hispanic Culture and Communication .....	3.0
THE 101 Introduction to Theatre.....	3.0

<b>LAB SCIENCE</b>	<b>CREDIT HOURS</b>
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
SPA 201 Intermediate Spanish I.....	3.0
THE 101 Introduction to Theatre.....	3.0

**RECOMMENDED ELECTIVES**

ACC 101	Accounting Principles I .....	3.0
ACC 102	Accounting Principles II .....	3.0
COL 103	College Skills .....	3.0
CPT 101	Introduction to Computers .....	3.0

Electives depend on students' educational goals and may show wide variety. 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.

## Associate in Science Curricula

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### 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.

**GENERAL EDUCATION COURSES**

COURSES	CREDIT HOURS
Communication and/or Literature.....	9.0
Humanities/Fine Arts, and Social Behavioral Sciences.....	12.0
<i>(with at least 3 SCH from Humanities/Fine Arts and 3 SCH from Social/Behavioral Sciences)</i>	
Mathematics and/or Natural Sciences .....	8.0
<b>SUBTOTAL: 29.0</b>	

**REQUIRED CORE SUBJECT AREAS**

COURSES	CREDIT HOURS
Mathematics and/or Natural Sciences .....	15.0
<b>SUBTOTAL: 15.0</b>	

**OTHER COURSES REQUIRED FOR GRADUATION**

COURSES	CREDIT HOURS
Electives* .....	16.0
<b>SUBTOTAL: 16.0</b>	
<b>TOTAL CREDIT HOURS: 60.0</b>	

*\*courses to be chosen by the student under the guidance of his/her advisor, for the purpose of allowing the student to adapt the program to their individual goals*

**COMMUNICATION/LITERATURE**

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

**CREDIT HOURS**

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
HSS 105	Technology and Culture .....	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
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
SPA 201	Intermediate Spanish I.....	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.

## University Studies Certificate - GST7

#### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 101 English Composition I.....	3.0
ENG 102 English Composition II.....	3.0

**SUBTOTAL: 6.0**

#### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
Complete 24 credit hours of courses transferable to South Carolina public senior institutions (CHE's List of 86) found on page 37.....	
	24.0

**SUBTOTAL: 24.0**

**TOTAL CREDIT HOURS: 30.0**

# BUSINESS, INFORMATION TECHNOLOGY, PUBLIC SERVICE AND COMMERCIAL ART DIVISION

The Business, Information Technology, Public Service and Commercial Art Division incorporates the following curricula: Business Administration, Computer Technology, Administrative Office Technology, Commercial Art, Criminal Justice, Early Care and Education, Funeral Service Education and Human Services. The first four disciplines are fast-paced and technology-dependent.

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 Administrative Office Technology Department can benefit from desktop publishing classes in the Commercial Art Department as well. Courses in the Entrepreneurship certificate offered in the Business 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 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.

The Business Department also offers a certificate in Human Resource Management. Because this certificate is also part of the Quickskills program, the requirements for it are shown under the Quickskills section on page 60 of the catalog.

The Computer Technology Department also offers a certificate in CompTIA. Because this certificate is also part of the Quickskills program, the requirements for it are shown under the Quickskills section on page 60 of the catalog.

As the only program in South Carolina, and one of only a handful of public college programs in mortuary science in the United States, Piedmont Technical College's ABFSE-accredited Funeral Service Education program will prepare students for a rewarding career in the funeral service industry.

Students in the human services program are taught to provide a variety of services to individuals with a focus on prevention, remediation of problems, and maintaining a commitment to improving the overall quality of life of the populations served.

Students interested in a career in Public Service may choose majors in Criminal Justice, Early Care and Education and Human Services. 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.

## 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.

*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.*

## Administrative Office Technology Curricula

### 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.

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

#### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
Elective Behavioral Science*	3.0
Elective Humanities/Fine Arts*	3.0
ENG 101 English Composition I	3.0
ENG 165 Professional Communications	3.0
MAT 155 Contemporary Mathematics	3.0
SPC 205 Public Speaking	3.0

**SUBTOTAL: 18.0**

#### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
AOT 105 Keyboarding	3.0
AOT 134 Office Communications	3.0
AOT 161 Records Management	3.0
AOT 165 Information Processing Software	3.0
CPT 101 Introduction to Computers	3.0

**SUBTOTAL: 15.0**

*\*see pages 26-27 for a list of courses*

**OTHER COURSES REQUIRED FOR GRADUATION**

<b>COURSES</b>	<b>CREDIT HOURS</b>
ACC 101 Accounting Principles I .....	3.0
ACC 102 Accounting Principles II.....	3.0
ACC 240 Computerized Accounting .....	3.0
AOT 120 Introduction to Machine Transcription .....	3.0
AOT 251 Administrative Systems and Procedures .....	3.0
CPT 172 Microcomputer Database .....	3.0
CPT 270 Advanced Microcomputer Applications .....	3.0
CPT 274 Advanced Microcomputer Spreadsheets.....	3.0
CWE 101 Cooperative Work Experience Preparation .....	1.0
CWE 112 Cooperative Work Experience I.....	2.0
IST 281 Presentation Graphics.....	3.0

**SUBTOTAL: 30.0****TOTAL CREDIT HOURS: 63.0**

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

**GENERAL EDUCATION COURSES**

<b>COURSES</b>	<b>CREDIT HOURS</b>
Elective Behavioral Science* .....	3.0
Elective Humanities/Fine Arts* .....	3.0
ENG 101 English Composition I.....	3.0
ENG 165 Professional Communications .....	3.0
MAT 155 Contemporary Mathematics .....	3.0
SPC 205 Public Speaking .....	3.0

**SUBTOTAL: 18.0****REQUIRED CORE SUBJECT AREAS**

<b>COURSES</b>	<b>CREDIT HOURS</b>
AOT 105 Keyboarding.....	3.0
AOT 134 Office Communications .....	3.0
AOT 161 Records Management.....	3.0
AOT 165 Information Processing Software.....	3.0
CPT 101 Introduction to Computers .....	3.0

**SUBTOTAL: 15.0****OTHER COURSES REQUIRED FOR GRADUATION**

<b>COURSES</b>	<b>CREDIT HOURS</b>
ACC 101 Accounting Principles I .....	3.0
AOT 120 Introduction to Machine Transcription .....	3.0
AOT 251 Administrative Systems and Procedures .....	3.0
BUS 121 Business Law I.....	3.0
CPT 172 Microcomputer Database .....	3.0
CPT 270 Advanced Microcomputer Applications .....	3.0
CPT 274 Advanced Microcomputer Spreadsheets.....	3.0
CWE 101 Cooperative Work Experience Preparation .....	1.0
CWE 112 Cooperative Work Experience I.....	2.0
IST 281 Presentation Graphics.....	3.0
PSC 201 American Government .....	3.0

**SUBTOTAL: 30.0****TOTAL CREDIT HOURS: 63.0**

## A.A.S., Major in Administrative Office Technology, Medical Concentration - AOM3

**GENERAL EDUCATION COURSES**

<b>COURSES</b>	<b>CREDIT HOURS</b>
Elective Behavioral Science* .....	3.0
Elective Humanities/Fine Arts* .....	3.0
ENG 101 English Composition I.....	3.0
ENG 165 Professional Communications .....	3.0
MAT 155 Contemporary Mathematics .....	3.0

**SUBTOTAL: 15.0****REQUIRED CORE SUBJECT AREAS**

<b>COURSES</b>	<b>CREDIT HOURS</b>
AOT 105 Keyboarding.....	3.0
AOT 134 Office Communications .....	3.0
AOT 161 Records Management.....	3.0
AOT 165 Information Processing Software.....	3.0
CPT 101 Introduction to Computers .....	3.0

**SUBTOTAL: 15.0****OTHER COURSES REQUIRED FOR GRADUATION**

<b>COURSES</b>	<b>CREDIT HOURS</b>
AHS 102 Medical Terminology.....	3.0
AOT 120 Introduction to Machine Transcription .....	3.0
AOT 251 Administrative Systems and Procedures .....	3.0
AOT 164 Medical Information Processing.....	3.0
AOT 212 Medical Document Production .....	3.0
AOT 252 Medical Systems and Procedures.....	3.0
CPT 172 Microcomputer Database .....	3.0
CPT 270 Advanced Microcomputer Applications .....	3.0
CPT 274 Advanced Microcomputer Spreadsheets.....	3.0
CWE 101 Cooperative Work Experience Preparation .....	1.0
CWE 112 Cooperative Work Experience I.....	2.0
IST 281 Presentation Graphics.....	3.0

**SUBTOTAL: 33.0****TOTAL CREDIT HOURS: 63.0**

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

**GENERAL EDUCATION COURSES**

<b>COURSES</b>	<b>CREDIT HOURS</b>
Elective Behavioral Science* .....	3.0
Elective Humanities/Fine Arts* .....	3.0
ENG 101 English Composition I.....	3.0
ENG 165 Professional Communications .....	3.0
MAT 155 Contemporary Mathematics .....	3.0

*\*see pages 26-27 for a list of courses*

**SUBTOTAL: 15.0**

## **REQUIRED CORE SUBJECT AREAS**

<b>COURSES</b>	<b>CREDIT HOURS</b>
AOT 105 Keyboarding.....	3.0
AOT 134 Office Communications .....	3.0
AOT 161 Records Management.....	3.0
AOT 165 Information Processing Software.....	3.0
CPT 101 Introduction to Computers .....	3.0

**SUBTOTAL: 15.0**

## **OTHER COURSES REQUIRED FOR GRADUATION**

<b>COURSES</b>	<b>CREDIT HOURS</b>
AHS 102 Medical Terminology.....	3.0
AHS 171 Introduction to Medical Coding.....	4.0
AHS 172 Medical Coding and Classification System .....	5.0
AHS 173 Medical Coding Special Topics.....	2.0
AHS 174 Medical Coding Practicum.....	3.0
AOT 120 Introduction to Machine Transcription.....	3.0
BIO 112 Basic Anatomy and Physiology .....	4.0
CPT 172 Microcomputer Database .....	3.0
CPT 274 Advanced Microcomputer Spreadsheets.....	3.0
IST 281 Presentation Graphics.....	3.0

**SUBTOTAL: 33.0**

**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 Business Administration associate degree programs.

## **REQUIRED COURSE INFORMATION**

<b>COURSES</b>	<b>CREDIT HOURS</b>
ACC 101 Accounting Principles I .....	3.0
AOT 105 Keyboarding.....	3.0
AOT 161 Records Management.....	3.0
AOT 165 Information Processing Software.....	3.0
BUS 101 Introduction to Business.....	3.0
CPT 101 Introduction to Computers .....	3.0
CPT 172 Microcomputer Database .....	3.0
CPT 274 Advanced Microcomputer Spreadsheets.....	3.0
IST 281 Presentation Graphics.....	3.0
MGT 101 Principles of Management .....	3.0

**SUBTOTAL: 30.0**

**TOTAL CREDIT HOURS: 30.0**

## **Customer Service and Support Certificate - CSS6**

The Customer Service and Support Certificate prepares students to pursue entry-level customer service positions. Students learn to use basic computer applications and office technology skills which will help them assist their supervisors. They will also learn additional skills that will allow them to help customers by providing accurate and useful information in an appropriate manner.

## **REQUIRED COURSE INFORMATION**

<b>COURSES</b>	<b>CREDIT HOURS</b>
AOT 105 Keyboarding.....	3.0
AOT 133 Professional Development.....	3.0
AOT 134 Office Communications .....	3.0
AOT 161 Records Management.....	3.0
AOT 165 Information Processing Software.....	3.0
AOT 180 Customer Service .....	3.0
AOT 251 Administrative Systems and Procedures .....	3.0
CPT 101 Introduction to Computers .....	3.0

**SUBTOTAL: 24.0**

**TOTAL CREDIT HOURS: 24.0**

## **MOS Certification Certificate - MOS6**

This program is designed to help students develop the computer application skills necessary to complete their Microsoft Office Specialist (MOS) certification. Holding a MOS certification can boost an individual's employment potential and may increase his/her entry-level salary. Students who complete this certificate may continue their education by enrolling in the associate degree program in Administrative Office Technology.

## **REQUIRED COURSE INFORMATION**

<b>COURSES</b>	<b>CREDIT HOURS</b>
AOT 105 Keyboarding.....	3.0
AOT 133 Professional Development.....	3.0
AOT 165 Information Processing Software.....	3.0
CPT 101 Introduction to Computers .....	3.0
CPT 172 Microcomputer Data Base.....	3.0
CPT 270 Advanced Microcomputer Applications .....	3.0
CPT 274 Advanced Microcomputer Spreadsheets.....	3.0
IST 281 Presentation Graphics.....	3.0

**SUBTOTAL: 24.0**

**TOTAL CREDIT HOURS: 24.0**

*\*see pages 26-27 for a list of courses*

# Business Technologies Curricula

## A.A.S., Major in Business Administration - 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 Business Administration 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.*

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 101 English Composition I.....	3.0
ENG 102 English Composition II .....	3.0
ECO 210 Macroeconomics .....	3.0
or ECO 211 Microeconomics	
Elective Humanities/Fine Arts* .....	3.0
MAT 120 Probability and Statistics .....	3.0
or MAT 122 Finite College Mathematics	

**SUBTOTAL: 15.0**

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
ACC 101 Accounting Principles I .....	3.0
BUS 121 Business Law I.....	3.0
CPT 101 Introduction to Computers .....	3.0
MGT 101 Principles of Management .....	3.0
MKT 101 Marketing .....	3.0

**SUBTOTAL: 15.0**

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
ACC 102 Accounting Principles II.....	3.0
ACC 124 Individual Tax Procedures .....	3.0
BUS 101 Introduction to Business.....	3.0
CPT 274 Advanced Microcomputer Spreadsheets.....	3.0
Approved Elective .....	3.0
Approved Elective .....	3.0
Approved Elective .....	3.0
Approved Elective .....	3.0
MGT 120 Small Business Management .....	3.0
MGT 240 Management Decision Making .....	3.0

**SUBTOTAL: 30.0**

**TOTAL CREDIT HOURS: 60.0**

## A.A.S., Major in Business Administration, Accounting Concentration - ACC3

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 101 English Composition I.....	3.0
ENG 102 English Composition II .....	3.0
ECO 210 Macroeconomics .....	3.0
or ECO 211 Microeconomics	
MAT 120 Probability and Statistics .....	3.0
or MAT 122 Finite College Mathematics	
Elective Humanities/Fine Arts* .....	3.0

**SUBTOTAL: 15.0**

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
ACC 101 Accounting Principles I .....	3.0
BUS 121 Business Law I.....	3.0
CPT 101 Introduction to Computers .....	3.0
MGT 101 Principles of Management .....	3.0
MKT 101 Marketing .....	3.0

**SUBTOTAL: 15.0**

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
ACC 102 Accounting Principles II.....	3.0
ACC 124 Individual Tax Procedures .....	3.0
ACC 150 Payroll Accounting .....	3.0
ACC 201 Intermediate Accounting I.....	3.0
ACC 202 Intermediate Accounting II .....	3.0
ACC 230 Cost Accounting I.....	3.0
ACC 240 Computerized Accounting .....	3.0
BAF 260 Financial Management .....	3.0
BUS 101 Introduction to Business.....	3.0
CPT 274 Advanced Microcomputer Spreadsheets.....	3.0

**SUBTOTAL: 30.0**

**TOTAL CREDIT HOURS: 60.0**

*\*see pages 26-27 for a list of courses*

A.A.S., Major in Business Administration,  
Management Concentration - MGT3

**GENERAL EDUCATION COURSES**

<b>COURSES</b>	<b>CREDIT HOURS</b>
ENG 101 English Composition I .....	3.0
ENG 102 English Composition II .....	3.0
ECO 210 Macroeconomics .....	3.0
or ECO 211 Microeconomics	
Elective Humanities/Fine Arts* .....	3.0
MAT 120 Probability and Statistics .....	3.0
or MAT 122 Finite College Mathematics	

**SUBTOTAL: 15.0**

**REQUIRED CORE SUBJECT AREAS**

<b>COURSES</b>	<b>CREDIT HOURS</b>
ACC 101 Accounting Principles I .....	3.0
BUS 121 Business Law I.....	3.0
CPT 101 Introduction to Computers .....	3.0
MGT 101 Principles of Management .....	3.0
MKT 101 Marketing .....	3.0

**SUBTOTAL: 15.0**

**OTHER COURSES REQUIRED FOR GRADUATION**

<b>COURSES</b>	<b>CREDIT HOURS</b>
ACC 102 Accounting Principles II .....	3.0
BAF 250 Investments .....	3.0
BAF 260 Financial Management .....	3.0
BUS 101 Introduction to Business.....	3.0
BUS 210 Introduction to E-Commerce in Business .....	3.0
CPT 274 Advanced Microcomputer Spreadsheets.....	3.0
MGT 120 Small Business Management .....	3.0
MGT 150 Fundamentals of Supervision.....	3.0
MGT 201 Human Resource Management .....	3.0
MGT 240 Management Decision Making .....	3.0

**SUBTOTAL: 30.0**

**TOTAL CREDIT HOURS: 60.0**

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

**GENERAL EDUCATION COURSES**

<b>COURSES</b>	<b>CREDIT HOURS</b>
ENG 101 English Composition I .....	3.0
ENG 102 English Composition II .....	3.0
ECO 210 Macroeconomics .....	3.0
or ECO 211 Microeconomics	
Elective Humanities/Fine Arts* .....	3.0
MAT 120 Probability and Statistics .....	3.0
or MAT 122 Finite College Mathematics	

**SUBTOTAL: 15.0**

**REQUIRED CORE SUBJECT AREAS**

<b>COURSES</b>	<b>CREDIT HOURS</b>
ACC 101 Accounting Principles I .....	3.0
BUS 121 Business Law I.....	3.0
CPT 101 Introduction to Computers .....	3.0
MGT 101 Principles of Management .....	3.0
MKT 101 Marketing .....	3.0

**SUBTOTAL: 15.0**

**OTHER COURSES REQUIRED FOR GRADUATION**

<b>COURSES</b>	<b>CREDIT HOURS</b>
ACC 102 Accounting Principles II .....	3.0
ACC 124 Individual Tax Procedures .....	3.0
ACC 150 Payroll Accounting .....	3.0
AOT 165 Information Processing Software.....	3.0
BUS 101 Introduction to Business.....	3.0
CPT 274 Advanced Microcomputer Spreadsheets.....	3.0
IST 281 Presentation Graphics.....	3.0
MGT 120 Small Business Management .....	3.0
MGT 150 Fundamentals of Supervision.....	3.0
MGT 240 Management Decision Making .....	3.0

**SUBTOTAL: 30.0**

**TOTAL CREDIT HOURS: 60.0**

\*see pages 26-27 for a list of courses

## 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 Administration, Accounting Concentration.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
CPT 101	Introduction to Computers .....3.0
MAT 120	Probability and Statistics .....3.0 or MAT 122 Finite College Mathematics
SUBTOTAL: 6.0	

### ELECTIVE COURSE INFORMATION

COURSES	CREDIT HOURS
ACC 101	Accounting Principles I .....3.0
ACC 102	Accounting Principles II .....3.0
ACC 124	Individual Tax Procedures .....3.0
ACC 150	Payroll Accounting .....3.0
ACC 201	Intermediate Accounting I .....3.0
ACC 202	Intermediate Accounting II .....3.0
ACC 230	Cost Accounting I .....3.0
ACC 240	Computerized Accounting .....3.0
SUBTOTAL: 24.0	

### UNDEFINED ELECTIVES

COURSES	CREDIT HOURS
BAF 260	Financial Management .....3.0
SUBTOTAL: 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.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
ACC 101	Accounting Principles I .....3.0
BUS 121	Business Law .....3.0
MGT 120	Small Business Management .....3.0
MKT 101	Marketing .....3.0
MKT 135	Customer Service Techniques .....3.0
SUBTOTAL: 15.0	

### ELECTIVE COURSE INFORMATION

COURSES	CREDIT HOURS
CPT 101	Introduction to Computers .....3.0
SUBTOTAL: 3.0	
UNDEFINED ELECTIVES	
COURSES	CREDIT HOURS
	Elective Business .....3.0
	Elective Business .....3.0
SUBTOTAL: 6.0	
TOTAL CREDIT HOURS: 24.0	

## Commercial Art Curricula

### 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 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.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
ARV 110	Computer Graphics I .....3.0
ARV 120	Drawing .....3.0
ARV 121	Design .....3.0
ARV 123	Composition and Color .....3.0
ARV 161	Visual Communications Media .....3.0
ARV 162	Graphic Reproduction I .....3.0
ARV 261	Advertising Design I .....3.0
ARV 262	Advertising Design II .....3.0
ARV 265	Graphics Art Portfolio .....1.0
CGC 106	Typography I .....3.0
CWE 112	Cooperative Work Experience I .....2.0

SUBTOTAL: 30.0  
TOTAL CREDIT HOURS: 30.0

## 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 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 COURSES

COURSES	CREDIT HOURS
ENG 101 English Composition I.....	3.0
or ENG 165 Professional Communications	
Lab Science/Mathematics* .....	3.0/4.0
Mathematical Requirement.....	3.0
MAT 155, 170, 171 or approved courses on pages 25-26	
Elective Behavioral Science* .....	3.0
Elective Humanities/Fine Arts* .....	3.0

**SUBTOTAL: 15.0/16.0**

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
ARV 110 Computer Graphics I.....	3.0
ARV 120 Drawing.....	3.0
ARV 121 Design.....	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
ARV 265 Graphics Art Portfolio .....	1.0
CGC 106 Typography I.....	3.0
CWE 112 Cooperative Work Experience I.....	2.0

**SUBTOTAL: 27.0**

### SECONDARY SPECIALTY COURSES

COURSES	CREDIT HOURS
ARV 114 Photography I.....	3.0
ARV 161 Visual Communication Media .....	3.0
ARV 214 Photography II.....	3.0
ARV 215 Photography III.....	3.0

**SUBTOTAL: 12.0**

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
CPT 160 Digital Vector Graphics I.....	3.0
CPT 161 Introduction to Digital Raster Graphics I.....	3.0
CWE 113 Cooperative Work Experience I.....	3.0
MGT 120 Small Business Management .....	3.0

**SUBTOTAL: 12.0**

**TOTAL CREDIT HOURS: 66.0/67.0**

## 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.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
ARV 110 Computer Graphics I.....	3.0
ARV 120 Drawing.....	3.0
ARV 121 Design.....	3.0
ARV 123 Composition and Color.....	3.0
ARV 124 Sequential Drawing.....	3.0
ARV 125 Drawing for Animators .....	3.0
ARV 222 Computer Animation.....	3.0
CPT 160 Digital Vector Graphics I.....	3.0
CPT 161 Introduction to Digital Raster Graphics I.....	3.0
CPT 288 Computer Game Development.....	3.0

**SUBTOTAL: 30.0**

**TOTAL CREDIT HOURS: 30.0**

## 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 in 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 COURSES

COURSES	CREDIT HOURS
ENG 101 English Composition I.....	3.0
or ENG 165 Professional Communications	
Lab Science/Mathematics* .....	3.0/4.0
Mathematical Requirement.....	3.0
MAT 155, 170, 171 or approved courses on pages 25-26	
Elective Behavioral Science* .....	3.0
Elective Humanities/Fine Arts* .....	3.0

**SUBTOTAL: 15.0/16.0**

\*see pages 26-27 for a list of courses

**REQUIRED CORE SUBJECT AREAS**

<b>COURSES</b>	<b>CREDIT HOURS</b>
ARV 120 Drawing.....	3.0
ARV 121 Design.....	3.0
ARV 124 Sequential Drawing.....	3.0
ARV 125 Drawing for Animators.....	3.0
ARV 222 Computer Animation.....	3.0
CPT 160 Digital Vector Graphics I.....	3.0
CPT 161 Introduction to Digital Raster Graphics I.....	3.0
CPT 288 Computer Game Development.....	3.0
CPT 295 Desktop Publishing Applications.....	3.0
<b>SUBTOTAL:</b>	<b>27.0</b>

**SECONDARY SPECIALTY:**

Choose 12 credit hours from one of the following groups:

<b>COURSES</b>	<b>CREDIT HOURS</b>
<b><u>Photography</u></b>	
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**

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

**SUBTOTAL: 12.0**

**OTHER COURSES REQUIRED FOR GRADUATION**

Choose 12 credit hours from:

<b>COURSES</b>	<b>CREDIT HOURS</b>
ARV 266 Seminar in Graphics Art.....	3.0
BUS 101 Introduction to Business.....	3.0
MGT 120 Small Business Management.....	3.0
MKT 135 Customer Service Techniques.....	3.0
MKT 240 Advertising.....	3.0

**SUBTOTAL: 12.0**

**TOTAL CREDIT HOURS: 66.0/67.0**

**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.

*\*see pages 26-27 for a list of courses*

**REQUIRED COURSE INFORMATION**

<b>COURSES</b>	<b>CREDIT HOURS</b>
ARV 110 Computer Graphics I.....	3.0
ARV 114 Photography I.....	3.0
ARV 121 Design.....	3.0
ARV 123 Composition and Color.....	3.0
ARV 162 Graphic Reproduction I.....	3.0
ARV 214 Photography II.....	3.0
ARV 215 Photography III.....	3.0
ARV 265 Graphics Art Portfolio.....	1.0
CGC 106 Typography.....	3.0
CWE 112 Cooperative Work Experience I.....	2.0
MKT 240 Advertising.....	3.0

**SUBTOTAL: 30.0**

**TOTAL CREDIT HOURS: 30.0**

**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 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 COURSES**

<b>COURSES</b>	<b>CREDIT HOURS</b>
ENG 101 English Composition I.....	3.0
or ENG 165 Professional Communications	
Lab Science/Mathematics*.....	3.0/4.0
Mathematical Requirement.....	3.0
(MAT 155, MAT 170, MAT 171 or approved courses)*	
Elective Behavioral Science*.....	3.0
Elective Humanities/Fine Arts*.....	3.0

**SUBTOTAL: 15.0/16.0**

**REQUIRED CORE SUBJECT AREAS**

<b>COURSES</b>	<b>CREDIT HOURS</b>
ARV 110 Computer Graphics I.....	3.0
ARV 114 Photography I.....	3.0
ARV 121 Design.....	3.0
ARV 162 Graphic Reproduction I.....	3.0
ARV 214 Photography II.....	3.0
ARV 215 Photography III.....	3.0
ARV 265 Graphics Art Portfolio.....	1.0
ARV 266 Seminar in Graphics Art.....	3.0
CGC 106 Typography I.....	3.0
CWE 112 Cooperative Work Experience I.....	2.0

**SUBTOTAL: 27.0**

## SECONDARY SPECIALTY COURSES

COURSES	CREDIT HOURS
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
SUBTOTAL: 12.0	

## OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
CPT 160 Digital Vector Graphics I.....	3.0
CPT 161 Introduction to Digital Raster Graphics I.....	3.0
CWE 113 Cooperative Work Experience I.....	3.0
MGT 120 Small Business Management .....	3.0
SUBTOTAL: 12.0	
TOTAL CREDIT HOURS: 66.0/67.0	

## 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 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.

*\*see pages 26-27 for a list of courses*

## GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 101 English Composition I.....	3.0
ENG 102 English Composition II .....	3.0
MAT 155 Contemporary Mathematics .....	3.0
Elective Behavioral Science* .....	3.0
Elective Humanities/Fine Arts* .....	3.0
SUBTOTAL: 15.0	

## REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
CPT 186 Visual Basic.net I .....	3.0
CPT 207 Complex Computer Applications.....	3.0
CPT 242 Database .....	3.0
CPT 257 Operating Systems.....	3.0
CPT 264 Systems and Procedures.....	3.0
CPT 267 Technical Support Concepts .....	3.0
SUBTOTAL: 18.0	

## OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
CPT 188 Mobile App Development .....	3.0
CPT 209 Computer Systems Management .....	3.0
CPT 232 C++ Programming I .....	3.0
CPT 236 Introduction to Java Programming .....	3.0
CPT 237 Advanced Java Programming.....	3.0
CPT 247 UNIX Operating System.....	3.0
CPT 282 Information Systems Security .....	3.0
CPT 286 Visual Basic.net II .....	3.0
IST 220 Data Communications .....	3.0
IST 226 Internet Programming.....	3.0
SUBTOTAL: 30.0	
TOTAL CREDIT HOURS: 63.0	

### A.A.S., Major in Computer Technology, Network Concentration - CTN3

## GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 101 English Composition I.....	3.0
ENG 102 English Composition II .....	3.0
MAT 155 Contemporary Mathematics .....	3.0
Elective Behavioral Science* .....	3.0
Elective Humanities/Fine Arts* .....	3.0
SUBTOTAL: 15.0	

## REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
CPT 186 Visual Basic.net I .....	3.0
CPT 207 Complex Computer Applications.....	3.0
CPT 242 Database .....	3.0
CPT 257 Operating Systems.....	3.0
CPT 264 Systems and Procedures.....	3.0
CPT 267 Technical Support Concepts .....	3.0
SUBTOTAL: 18.0	

## OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
CPT 209 Computer Systems Management .....	3.0
CPT 247 UNIX Operating System.....	3.0
CPT 282 Information Systems Security.....	3.0
IST 150 Project Management for IT Professionals .....	3.0
IST 220 Data Communications .....	3.0
IST 241 Network Architecture I.....	3.0
IST 253 LAN Service and Support .....	3.0
IST 256 LAN Desktop Technologies.....	3.0
IST 257 LAN Network Server Technology.....	3.0
IST 270 Client/Server Systems .....	3.0

**SUBTOTAL: 30.0**

**TOTAL CREDIT HOURS: 63.0**

## A.A.S., Major in Computer Technology, Cybersecurity Concentration - CTC3

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 101 English Composition I.....	3.0
ENG 102 English Composition II .....	3.0
MAT 155 Contemporary Mathematics .....	3.0
Elective Behavioral Science* .....	3.0
Elective Humanities/Fine Arts* .....	3.0

**SUBTOTAL: 15.0**

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
CPT 186 Visual Basic.net I .....	3.0
CPT 207 Complex Computer Applications.....	3.0
CPT 242 Database .....	3.0
CPT 257 Operating Systems.....	3.0
CPT 264 Systems and Procedures.....	3.0
CPT 267 Technical Support Concepts.....	3.0

**SUBTOTAL: 18.0**

## OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
CPT 209 Computer Systems Management .....	3.0
CPT 247 UNIX Operating System.....	3.0
CPT 282 Information Systems Security.....	3.0
IST 220 Data Communications.....	3.0
IST 256 LAN Desktop Technologies.....	3.0
IST 257 LAN Network Server Technology.....	3.0
IST 268 Computer Forensics .....	3.0
IST 269 Digital Forensics.....	3.0
IST 293 IT and Data Assurance I .....	3.0
IST 294 IT and Data Assurance II.....	3.0

**SUBTOTAL: 30.0**

**TOTAL CREDIT HOURS: 63.0**

## Cybersecurity Certificate - CBS6

This certificate is designed for computer or network systems professionals that need expertise in security. The program 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. It is ideal if you are employed in a computer-related field and seeking cybersecurity knowledge. Students who complete this certificate may continue their education by enrolling in the associate degree program in Computer Technology.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
CPT 247 UNIX Operating System.....	3.0
CPT 282 Information Systems Security .....	3.0
IST 220 Data Communications .....	3.0
IST 256 LAN Desktop Technologies .....	3.0
IST 257 LAN Network Server Technologies .....	3.0
IST 268 Computer Forensics .....	3.0
IST 269 Digital Forensics.....	3.0
IST 293 IT and Data Assurance I .....	3.0
IST 294 IT and Data Assurance II.....	3.0

**SUBTOTAL: 27.0**

**TOTAL CREDIT HOURS: 27.0**

## Certified IT Professional Certificate - CIT6

This program is designed to help students develop the skills necessary to properly install, configure, upgrade, troubleshoot and repair computer hardware. Students will also learn Windows Server and UNIX operating systems. This program helps prepare students for the CompTIA A+, Network+, Security+, Linux+, and Microsoft certification exams. Students who complete this certificate may continue their education by enrolling in the associate degree program in Computer Technology.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
CPT 209 Computer Systems Management .....	3.0
CPT 247 UNIX Operating System.....	3.0
CPT 257 Operating Systems.....	3.0
CPT 282 Information Systems Security.....	3.0
IST 220 Data Communications .....	3.0
IST 241 Network Architecture I.....	3.0
IST 256 LAN Desktop Technologies .....	3.0
IST 257 LAN Network Server Technologies .....	3.0

**SUBTOTAL: 24.0**

**TOTAL CREDIT HOURS: 24.0**

\*see pages 26-27 for a list of courses

## 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.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
CPT 207 Complex Computer Applications .....	3.0
CPT 209 Computer Systems Management .....	3.0
CPT 242 Database .....	3.0
CPT 247 UNIX Operating System.....	3.0
CPT 257 Operating Systems.....	3.0
CPT 267 Technical Support Concepts.....	3.0
CPT 282 Information Systems Security .....	3.0
IST 150 Project Management for IT Professionals .....	3.0
IST 220 Data Communications .....	3.0
IST 256 LAN Desktop Technologies .....	3.0
<b>SUBTOTAL: 30.0</b>	
<b>TOTAL CREDIT HOURS: 30.0</b>	

## Criminal Justice 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.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 101 English Composition I.....	3.0
ENG 165 Professional Communications .....	3.0
or ENG 102 English Composition II	
MAT 155 Contemporary Mathematics .....	3.0
PSY 201 General Psychology.....	3.0
Elective Humanities* .....	3.0
<b>SUBTOTAL: 15.0</b>	

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
CRJ 101 Introduction to Criminal Justice.....	3.0
CRJ 115 Criminal Law I .....	3.0
CRJ 120 Constitutional Law.....	3.0
CRJ 125 Criminology .....	3.0
CRJ 140 Criminal Justice Report Writing .....	3.0
CRJ 145 Juvenile Delinquency .....	3.0
CRJ 220 The Judicial Process .....	3.0
CRJ 222 Ethics in Criminal Justice .....	3.0
CRJ 224 Police Community Relations .....	3.0
CRJ 236 Criminal Evidence .....	3.0
CRJ 242 Correctional Systems .....	3.0
CRJ 250 Criminal Justice Internship I.....	3.0
<b>SUBTOTAL: 36.0</b>	

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
SOC 101 Introduction to Sociology .....	3.0
Approved Elective* .....	3.0
Approved Elective* .....	3.0
<b>SUBTOTAL: 9.0</b>	
<b>TOTAL CREDIT HOURS: 60.0</b>	

\*CRJ, ECD, HUS, PSC, PSY and SOC.

\*see pages 26-27 for a list of courses

# Early Care and Education Curricula

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

Candidates for either an associate degree or a 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. Pass a drug screening.
4. 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.
5. Candidates are required to complete a minimum of one summer session of coursework.
6. Program electives for the Infant/Toddler concentration associate degree (ECD 105, ECD 107 or ECD 133, ECD 109 or SAC 101).
7. Program electives for the Early Care and Education associate degree (BIO 101, BIO 210, 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 115, 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).
8. 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.
9. ECD 243, ECD 244 and ECD 251 are field placement experience courses. Students are placed at schools/childcare centers near their homes, when possible. Travel to Greenwood will be required once per month for workshops.
10. Humanities requirements include either ART 101 or MUS 105.
11. CPR and First Aid certifications are required as part of ECD 135. There is an additional fee associated with these certifications.
12. 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.
13. 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.
14. 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.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 101 English Composition I.....3.0 or ENG 165 Professional Communications	
MAT 120 Probability and Statistics.....3.0 or MAT 155 Contemporary Mathematics	
PSY 201 General Psychology.....3.0	
SPC 205 Public Speaking .....3.0 Elective Humanities* .....3.0	
SUBTOTAL: 15.0	

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
ECD 101 Introduction to Early Childhood.....3.0	
ECD 102 Growth and Development I.....3.0	
ECD 105 Guidance-Classroom Management .....3.0	
ECD 107 Exceptional Children .....3.0	
ECD 135 Health, Safety and Nutrition .....3.0	
ECD 203 Growth and Development II .....3.0	
ECD 243 Supervised Field Experience I.....3.0	
SUBTOTAL: 21.0	

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
CPT 101 Introduction to Computers .....3.0	
ECD 108 Family and Community Relations.....3.0	
ECD 131 Language Arts .....3.0	
ECD 132 Creative Experiences.....3.0	
ECD 133 Science and Math Concepts .....3.0	
ECD 201 Principles of Ethics and Leadership in Early Care and Education .....3.0	
ECD 237 Methods and Materials .....3.0	
ECD 244 Supervised Field Experience II .....3.0 Program Elective** .....3.0 Program Elective** .....3.0	

SUBTOTAL: 30.0  
TOTAL CREDIT HOURS: 66.0

\*see pages 26-27 for a list of courses  
\*\*See Academic Advisor for approved program electives.

## 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.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 101 English Composition I.....3.0 or ENG 165 Professional Communications	
MAT 120 Probability and Statistics.....3.0 or MAT 155 Contemporary Mathematics	
PSY 201 General Psychology.....3.0	
SPC 205 Public Speaking .....3.0 Elective Humanities* .....3.0	
<b>SUBTOTAL: 15.0</b>	

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
ECD 101 Introduction to Early Childhood.....3.0	
ECD 102 Growth and Development I.....3.0	
ECD 135 Health, Safety and Nutrition.....3.0	
ECD 251 Supervised Field Experiences in Infant/Toddler Environments.....3.0	
<b>SUBTOTAL: 12.0</b>	

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
CPT 101 Introduction to Computers .....3.0	
ECD 108 Family and Community Relations.....3.0	
ECD 131 Language Arts .....3.0	
ECD 132 Creative Experiences.....3.0	
ECD 200 Curriculum Issues in Infant and Toddler Development .....3.0	
ECD 201 Principles of Ethics and Leadership in Early Care and Education .....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 237 Methods and Materials .....3.0	
ECD 244 Supervised Field Experience II .....3.0	
ECD 246 Designing Quality Infant and Toddler Environments ..... 3.0 Program Elective** .....3.0 Program Elective** .....3.0	
<b>SUBTOTAL: 39.0</b>	
<b>TOTAL CREDIT HOURS: 66.0</b>	

\*see pages 26-27 for a list of courses

\*\*See Academic Advisor for approved program electives.

## 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.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
ECD 101 Introduction to Early Childhood.....3.0	
ECD 102 Growth and Development I.....3.0	
ECD 105 Guidance and Classroom Management .....3.0	
ECD 107 Exceptional Children .....3.0	
ECD 131 Language Arts .....3.0	
ECD 132 Creative Experiences.....3.0	
ECD 133 Science and Math Concepts .....3.0	
ECD 135 Health, Safety and Nutrition .....3.0	
ECD 203 Growth and Development II .....3.0	
ECD 243 Supervised Field Experience I.....3.0	
ENG 101 English Composition I.....3.0 or ENG 165 Professional Communications	
<b>SUBTOTAL: 33.0</b>	
<b>TOTAL CREDIT HOURS: 33.0</b>	

## 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.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
ECD 101 Introduction to Early Childhood.....3.0	
ECD 102 Growth and Development I.....3.0	
ECD 131 Language Arts .....3.0	
ECD 200 Curriculum Issues in Infant and Toddler Development .....3.0	
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	
ENG 101 English Composition I.....3.0 or ENG 165 Professional Communications	
<b>SUBTOTAL: 24.0</b>	
<b>TOTAL CREDIT HOURS: 24.0</b>	

# Funeral Service Education Curricula

## A.A.S., Major in Funeral Service - FSE3

The Funeral Service Education degree program at Piedmont Technical College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodberry Heights, New Jersey 08097 (816) 233-3747. Web: [www.abfse.org](http://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](http://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](mailto:martin.d@ptc.edu), or by telephone: (864) 941-8774.

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

1. 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 or license. If you fail to receive your Student Permit, you may be dropped from the program.
2. All students must have a valid driver's license to be accepted in the Funeral Service Education program.
3. Student must complete and pass a criminal background check.

**Admission:** The Funeral Service Education Associate Degree consists of Phase I and Phase II. Phase I contains all General Education Courses, Phase II contains all Funeral Service Education courses.

Acceptance into Piedmont Technical College's Funeral Service Education (FSE) program-Phase II, is competitive and is limited to 15 students to begin fall and spring semesters. To be eligible for Phase II, students must meet the following requirements:

1. Complete Phase I courses with a minimum of "C" grade in each course. Phase I consists of 27 hours of general education courses which may be completed on a full-time or part-time basis, or transferred in from other colleges. They are ACC 101, AHS 102, CPT 101, ENG 101, MAT 155, MGT 120, SPC 205, Social/Behavioral Science and Humanities/Fine Arts electives.
2. GPA of 2.5 or higher in Phase I coursework is required. A GPA calculator can be found on the college website.
3. Completion of the secondary application for Phase II. See college website for application dates.
4. Good academic standing at the college.

### 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 AHS 102, ACC 101, CPT 101, MGT 120, ENG 101, MAT 155, SPC 205, Humanities/Fine Arts 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.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 101 English Composition I.....	3.0
MAT 155 Contemporary Mathematics .....	3.0
SPC 205 Public Speaking .....	3.0
Elective Humanities/Fine Arts* .....	3.0
Elective Social/Behavioral Sciences* .....	3.0
SUBTOTAL: 15.0	

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
FSE 101 Introduction to Funeral Services .....	2.0
FSE 112 Anatomy and Physiology for Funeral Service .....	3.0
FSE 165 Sociology of Funeral Services .....	2.0
FSE 205 Funeral Counseling .....	3.0
FSE 210 Funeral Service Management and Merchandising I .....	3.0
FSE 211 Funeral Service Management and Merchandising II .....	2.0

\*see pages 26-27 for a list of courses

**CREDIT HOURS**

FSE 213	Microbiology and Pathology for Funeral Service .....	3.0
FSE 215	Funeral Services Directing .....	3.0
FSE 216	Funeral Directing II.....	2.0
FSE 220	Regulatory Compliance .....	3.0
FSE 225	Principles of Embalming I .....	3.0
FSE 226	Principles of Embalming II.....	3.0
FSE 240	Restorative Art I .....	3.0
FSE 241	Restorative Art II.....	3.0
FSE 300	National Board Preparations .....	2.0

**SUBTOTAL: 40.0****OTHER COURSES REQUIRED FOR GRADUATION**

COURSES		CREDIT HOURS
AHS 102	Medical Terminology.....	3.0
ACC 101	Accounting Principles I .....	3.0
CPT 101	Introduction to Computers .....	3.0
MGT 120	Small Business Management .....	3.0

**SUBTOTAL: 12.0****TOTAL CREDIT HOURS: 67.0****Funeral Director's Certificate - FSE7**

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.

**REQUIRED COURSE INFORMATION**

COURSES		CREDIT HOURS
ACC 101	Accounting Principles I .....	3.0
CPT 101	Introduction to Computers .....	3.0
FSE 101	Introduction to Funeral Services .....	2.0
FSE 165	Sociology of Funeral Services .....	3.0
FSE 205	Funeral Counseling .....	3.0
FSE 210	Funeral Service Management and Merchandising I.....	3.0
FSE 215	Funeral Services Directing I.....	3.0
FSE 220	Regulatory Compliance .....	3.0
MGT 120	Small Business Management .....	3.0

**SUBTOTAL: 25.0****TOTAL CREDIT HOURS: 25.0****Embalmer's Certificate - FSE6**

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

This certificate is designed for individuals working in South Carolina. If you live in another state, please check with your state funeral board to see if this certificate will meet their requirements.

*\*see pages 26-27 for a list of courses*

In order to complete the Embalmer's Certificate, you must provide proof that you are currently working at a funeral home. Your practicum portion will be completed under the direct supervision of the licensed embalmer at the funeral home. Therefore, we must have confirmation from the owner/ manager granting you permission to complete your ten (10) practicum cases at the location.

If your practicum is conducted in South Carolina, a student embalmer's permit from the SC LLR Funeral Board is required.

Contact the FSE department for full details and start times.

**REQUIRED COURSE INFORMATION**

COURSES		CREDIT HOURS
AHS 102	Medical Terminology.....	3.0
FSE 112	Anatomy and Physiology for Funeral Service .....	3.0
FSE 213	Microbiology and Pathology for Funeral Service .....	3.0
FSE 225	Principles of Embalming I .....	3.0
FSE 226	Principles of Embalming II.....	3.0
FSE 240	Restorative Art I .....	3.0
FSE 241	Restorative Art II.....	3.0

**SUBTOTAL: 21.0****TOTAL CREDIT HOURS: 21.0****Human Services Curricula****A.A.S., Major in Human Services - HUS3**

The Human Services major is ideal for students considering a career in the helping profession. The primary purpose of the human service practitioner is to assist individuals, families, or communities to function as effectively as possible. In order to graduate, students must complete all required courses including a 270 hour field placement over two semesters — 135 hours each semester — during the last half of the program and the Human Services Board Certified Practitioner examination.

The program prepares students to work in diverse settings with diverse populations. Students will receive a foundation in theory and practice related to human services and will have the opportunity to gain hands on experience through skill and demonstration based instruction and supervised field placements. Students will practice what they have learned during a field placement under the supervision of professionals employed in the field.

**GENERAL EDUCATION COURSES**

COURSES		CREDIT HOURS
ENG 101	English Composition I.....	3.0
MAT 155	Contemporary Mathematics .....	3.0
PSY 201	General Psychology.....	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
	Elective Humanities/Fine Arts* .....	3.0

**SUBTOTAL: 18.0/19.0**

## REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
HUS 101	Introduction to Human Services .....3.0
HUS 102	Personal and Professional Development in the Helping Profession .....3.0
HUS 110	Orientation to Human Services .....1.0
HUS 203	Human Behavior and Social Environment.....3.0
HUS 208	Alcohol and Drug Abuse.....3.0
HUS 209	Case Management .....3.0
HUS 221	Professional Ethics in Human Services Practice .....3.0
HUS 224	Behaviorally-Based Interventions.....3.0
HUS 230	Interviewing Techniques .....3.0
HUS 235	Group Dynamics .....3.0
HUS 237	Crisis Intervention .....3.0
HUS 250*	Supervised Field Placement I.....4.0
HUS 251*	Supervised Field Placement II .....4.0
SUBTOTAL: 39.0	

## OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
CPT 101	Introduction to Computers .....3.0
Choose six (6) credits from:	
HUS 201	Family Systems Dynamics .....3.0
HUS 204	Introduction to Social Work.....3.0
HUS 206	Death and Dying.....3.0
HUS 217	Addictions Counseling .....3.0
HUS 220	Diversity Issues in Human Service Practice .....3.0
SUBTOTAL: 9.0	
TOTAL CREDIT HOURS: 66.0/67.0	

\*These courses require a minimum grade of "C" for this program.

## Business Quickskills Curricula

### CompTIA - COM6

The CompTIA certificate prepares students for multiple certification exams. Students who complete the certificate are eligible to continue into the Computer Technology degree program.

#### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
CPT 209	Computer Systems Management .....3.0
CPT 257	Operating Systems.....3.0
CPT 282	Information Systems Security .....3.0
IST 220	Data Communications .....3.0
SUBTOTAL: 12.0	
TOTAL CREDIT HOURS: 12.0	

### Human Resource Management - HRM6

The Human Resource Management certificate prepares students to pursue entry-level HR generalist positions. Students learn the basic types of management and supervisory skills. They also learn the employment laws that affect the workplace, as well as the main human resource functions that all HR professionals perform in business and industry.

#### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
BUS 121	Business Law I.....3.0
MGT101	Principles of Management.....3.0
MGT 150	Fundamentals of Supervision.....3.0
MGT 201	Human Resource Management.....3.0
SUBTOTAL: 12.0	
TOTAL CREDIT HOURS: 12.0	

# ENGINEERING TECHNOLOGY DIVISION

## Engineering Technology Curricula

The degree in Engineering Technology provides graduates with a wide variety of career opportunities. Engineering Technology students can choose from three different majors. These are Electronic Engineering Technology, Engineering Design 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.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 101 English Composition I.....	3.0
or ENG 165 Professional Communications	
MAT 110 College Algebra.....	3.0
MAT 111 College Trigonometry.....	3.0
PSY 103 Human Relations.....	3.0
or PSY 201 General Psychology	
Elective Humanities/Fine Arts*	3.0

**SUBTOTAL: 15.0**

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
EET 141 Electronic Circuits .....	4.0
EET 145 Digital Circuits .....	4.0
EET 231 Industrial Electronics.....	4.0
EET 235 Programmable Controllers .....	3.0

**SUBTOTAL: 15.0**

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
EET 113 Electrical Circuits I .....	4.0
EET 114 Electrical Circuits II .....	4.0
EET 131 Active Devices .....	4.0
EET 212 Industrial Robotics.....	3.0
EET 234 Principles of Mechatronics.....	3.0
EET 241 Electronic Communications.....	4.0
EET 251 Microprocessor Fundamentals.....	4.0
EET 273 Electronics Senior Project .....	1.0
EGR 130 Engineering Technology Applications and Programming .....	3.0
EGT 151 Introduction to CAD .....	3.0
PHY 201 Physics I.....	4.0
or for transfer PHY 221 University Physics I (if prerequisite MAT 140 has been completed)	
PHY 202 Physics II .....	4.0
or for transfer PHY 222 University Physics II	

**SUBTOTAL: 41.0**

**TOTAL CREDIT HOURS: 71.0**

\*see pages 26-27 for a list of courses

## A.A.S., Major in Engineering Design Technology - EGT3

All phases of manufacturing or construction require translation of ideas and design concepts into the common language of engineering drawings. Therefore, drafting and design technicians play a major role in the design and development of new products or construction. This program prepares students for actual work situations through substantial training in state-of-the-art laboratories using Computer Aided Drafting (CAD), Design and 3D modeling systems.

This program is accredited by the Engineering Technology Accreditation Commission of ABET, <http://www.abet.org>.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 101 English Composition I.....3.0 <i>or ENG 165 Professional Communications</i>	
MAT 110 College Algebra.....3.0	
MAT 111 College Trigonometry.....3.0	
PSY 103 Human Relations.....3.0 <i>or PSY 201 General Psychology</i>	
Elective Humanities/Fine Arts* .....3.0	
<b>SUBTOTAL: 15.0</b>	

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
EGT 110 Engineering Graphics I.....4.0	
EGT 151 Introduction to CAD .....3.0	
EGR 130 Engineering Technology Applications and Programming .....3.0	
EGR 175 Manufacturing Processes .....3.0	
EGR 194 Statics and Strengths of Materials.....4.0	
<b>SUBTOTAL: 17.0</b>	

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
CIM 131 Computer Integrated Manufacturing .....3.0 <i>or AET 101 Building Systems I</i>	
EGR 170 Engineering Materials .....3.0	
EGT 115 Engineering Graphics II.....4.0	
EGT 125 Descriptive Geometry.....2.0	
EGT 165 Introduction to CAD/CAM.....2.0	
EGT 215 Mechanical Drawing Applications.....4.0	
EGT 225 Architectural Drawing Applications.....4.0	
EGT 251 Principles of CAD .....3.0	
EGT 252 Advanced CAD .....3.0	
PHY 201 Physics I.....4.0 <i>or for transfer PHY 221 University Physics I (if prerequisite MAT 140 has been completed)</i>	
PHY 202 Physics II .....4.0 <i>or for transfer PHY 222 University Physics II</i>	
<b>SUBTOTAL: 36.0</b>	
<b>TOTAL CREDIT HOURS: 68.0</b>	

## 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 and 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.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 101 English Composition I.....3.0 <i>or ENG 165 Professional Communications</i>	
MAT 110 College Algebra.....3.0	
MAT 111 College Trigonometry.....3.0	
PSY 103 Human Relations.....3.0 <i>or PSY 201 General Psychology</i>	
Elective Humanities/Fine Arts* .....3.0	
<b>SUBTOTAL: 15.0</b>	

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
CIM 131 Computer Integrated Manufacturing .....3.0	
EGR 170 Engineering Materials .....3.0	
EGR 175 Manufacturing Processes .....3.0	
EGR 194 Statics and Strengths of Materials.....4.0	
EGT 152 Fundamentals of CAD .....3.0	
<b>SUBTOTAL: 16.0</b>	

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
EET 113 Electrical Circuits I .....4.0	
EET 212 Industrial Robotics.....3.0	
EGR 130 Engineering Technology Applications and Programming .....3.0	
EGT 110 Engineering Graphics I.....4.0	
MET 213 Dynamics.....3.0	
MET 214 Fluid Mechanics .....3.0	
MET 222 Thermodynamics .....4.0	
MET 231 Machine Design.....4.0	
MET 240 Mechanical Senior Project.....1.0	
PHY 201 Physics I.....4.0 <i>or for transfer PHY 221 University Physics I (if prerequisite MAT 140 has been completed)</i>	
PHY 202 Physics II .....4.0 <i>or for transfer PHY 222 University Physics II</i>	
<b>SUBTOTAL: 37.0</b>	
<b>TOTAL CREDIT HOURS: 68.0</b>	

\*see pages 26-27 for a list of courses

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

**GENERAL EDUCATION COURSES**

<b>COURSES</b>	<b>CREDIT HOURS</b>
ENG 101 English Composition I.....3.0 <i>or ENG 165 Professional Communications</i>	
MAT 110 College Algebra.....3.0	
MAT 111 College Trigonometry.....3.0	
PSY 103 Human Relations.....3.0 <i>or PSY 201 General Psychology</i> Elective Humanities/Fine Arts* .....3.0	
<b>SUBTOTAL: 15.0</b>	

**REQUIRED CORE SUBJECT AREAS**

<b>COURSES</b>	<b>CREDIT HOURS</b>
CIM 131 Computer Integrated Manufacturing.....3.0	
EGR 170 Engineering Materials.....3.0	
EGR 175 Manufacturing Processes.....3.0	
EGR 194 Statics and Strengths of Materials.....4.0	
EGT 152 Fundamentals of CAD .....3.0	
<b>SUBTOTAL: 16.0</b>	

**OTHER COURSES REQUIRED FOR GRADUATION**

<b>COURSES</b>	<b>CREDIT HOURS</b>
EET 113 Electrical Circuits I.....4.0	
EET 131 Active Devices .....4.0	
EET 212 Industrial Robotics.....3.0	
EET 231 Industrial Electronics.....4.0	
EGR 130 Engineering Technology Applications and Programming.....3.0	
EGT 110 Engineering Graphics I.....4.0	
MET 214 Fluid Mechanics .....3.0	
MET 231 Machine Design.....4.0	
MET 240 Mechanical Senior Project.....1.0	
PHY 201 Physics I.....4.0 <i>or for transfer PHY 221 University Physics I</i> <i>(if prerequisite MAT 140 has been completed)</i>	
PHY 202 Physics II.....4.0 <i>or for transfer PHY 222 University Physics II</i>	
<b>SUBTOTAL: 38.0</b>	
<b>TOTAL CREDIT HOURS: 69.0</b>	

\*see pages 26-27 for a list of courses

# INDUSTRIAL TECHNOLOGY DIVISION

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 nine majors: Agriculture, Horticulture, Automotive Technology, Building Construction Technology, Heating, Ventilation and Air Conditioning Technology, Machine Tool Technology, Mechatronics Technology, Gunsmithing and Welding.

*Courses with a prefix of AMT, EEM, IMT, MTT 250, MTT 251 and MTT 253 must be less than 8 years old in order to count toward a certificate, diploma or degree program.*

## 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 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.

**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.

#### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ART 101 Art History and Appreciation .....	3.0
ENG 165 Professional Communications .....	3.0
	<i>or ENG 101 English Composition I</i>
MAT 170 Algebra, Geometry and Trigonometry I .....	3.0
	<i>or MAT 120 Probability and Statistics</i>
PSY 103 Human Relations.....	3.0
	<i>or PSY 201 General Psychology</i>
SPC 205 Public Speaking .....	3.0
<b>SUBTOTAL: 15.0</b>	

#### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
AGR 201 Introduction to Sustainable Agriculture .....	3.0
AGR 203 Introduction to Animal Science.....	4.0

#### CREDIT HOURS

AGR 206 Basic Farm Maintenance .....	4.0
AGR 207 Field Crop Production .....	3.0
HRT 127 Soil and Water Management.....	4.0

**SUBTOTAL: 18.0**

#### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
AGR 204 Introduction to Plant Science .....	3.0
AGR 205 Pest Management .....	3.0
	<i>or HRT 144 Plant Pests</i>
AGR 208 Introduction to Agriculture Economics.....	3.0
AGR 209 Introduction to Agriculture Marketing.....	3.0
AGR 211 Applied Agriculture Calculations .....	3.0
AGR 212 Advanced Animal Science .....	4.0
BIO 101 Biological Science I.....	4.0
	<i>or HRT 110 Plant Form and Function</i>
BUS 101 Introduction to Business.....	3.0
	<i>or ACC 101 Accounting Principles I</i>
CWE 101 Cooperative Work Experience Preparation .....	1.0
CWE 115 Cooperative Work Experience I.....	5.0
FOR 104 Introduction to Environmental and Natural Resources .....	1.0

**SUBTOTAL: 33.0**

**TOTAL CREDIT HOURS: 66.0**

### 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.

#### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
AGR 203 Introduction to Animal Science .....	4.0
AGR 206 Basic Farm Maintenance .....	4.0
BIO 101 Biological Science I .....	4.0
	<i>or HRT 110 Plant Form and Function</i>
CWE 101 Cooperative Work Experience Preparation .....	1.0
CWE 115 Cooperative Work Experience I.....	5.0
ENG 165 Professional Communications .....	3.0
	<i>or ENG 101 English Composition I</i>
FOR 104 Introduction to Environmental and Natural Resources .....	1.0
HRT 125 Soils.....	4.0
MAT 170 Algebra, Geometry and Trigonometry I .....	3.0

**SUBTOTAL: 29.0**

**TOTAL CREDIT HOURS: 29.0**

# Automotive Technology Curricula

## 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 63 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.*

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 165 Professional Communications .....	3.0
or ENG 101 English Composition I .....	
MAT 170 Algebra, Geometry and Trigonometry I .....	3.0
SPC 205 Public Speaking .....	3.0
Elective Behavioral/Social Science* .....	3.0
Elective Humanities/Fine Arts* .....	3.0
<b>SUBTOTAL: 15.0</b>	

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
AUT 101 Engine Fundamentals.....	3.0
AUT 112 Braking Systems.....	4.0
AUT 116 Manual Transmission and Axle .....	4.0
AUT 122 Suspension and Alignment.....	4.0
AUT 132 Automotive Electricity.....	4.0
AUT 141 Introduction to Heating and Air Conditioning.....	4.0
<b>SUBTOTAL: 23.0</b>	

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
AUT 102 Engine Repair.....	4.0
AUT 145 Engine Performance .....	3.0
AUT 152 Automatic Transmission .....	4.0
AUT 156 Automotive Diagnosis and Repair.....	4.0
AUT 157 Shop Management and Supervision.....	3.0
AUT 231 Automotive Electronics .....	4.0
AUT 275 Alternate Technology Vehicles.....	3.0
<b>SUBTOTAL: 25.0</b>	
<b>TOTAL CREDIT HOURS: 63.0</b>	

## 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.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
AUT 101 Engine Fundamentals.....	3.0
AUT 102 Engine Repair.....	4.0
AUT 112 Braking Systems .....	4.0
AUT 116 Manual Transmission and Axle .....	4.0
AUT 122 Suspension and Alignment .....	4.0
AUT 132 Automotive Electricity.....	4.0
AUT 141 Introduction to Heating and Air Conditioning.....	4.0
AUT 145 Engine Performance .....	3.0
AUT 152 Automatic Transmission.....	4.0

**SUBTOTAL: 34.0**

**TOTAL CREDIT HOURS: 34.0**

\*see pages 26-27 for a list of courses

# Building Construction Technology Curricula

## 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.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 165 Professional Communications .....	3.0
MAT 170 Algebra, Geometry and Trigonometry I .....	3.0
SPC 205 Public Speaking .....	3.0
Elective Social/Behavioral Sciences* .....	3.0
Elective Humanities/Fine Arts* .....	3.0
SUBTOTAL: 15.0	

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
BCT 101 Introduction to Building Construction.....	5.0
BCT 102 Fundamentals of Building Construction.....	4.0
BCT 113 Fundamentals of Construction Prints.....	4.0
BCT 131 Estimating Quantity Take-Off .....	2.0
BCT 212 Construction Methods and Design .....	3.0
BCT 221 Construction Building Code.....	3.0
SUBTOTAL: 21.0	

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
BCT 103 Construction Site Layout .....	4.0
BCT 105 Tool Usage and Safety.....	2.0
BCT 139 Advanced Residential Wiring.....	3.0
BCT 151 Introduction to Residential Plumbing .....	3.0
BCT 202 Principles of Form Construction .....	4.0
BCT 204 Cabinet Making .....	4.0
BCT 208 Framing and Roofing .....	3.0
BCT 209 Construction Project Management .....	3.0
BCT 222 License Preparation.....	3.0
BCT 231 Construction Labor and Expediting.....	3.0
MSY 101 Masonry Fundamentals I.....	5.0
SUBTOTAL: 37.0	
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.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
BCT 101 Introduction to Building Construction.....	5.0
BCT 102 Fundamentals of Building Construction.....	4.0
BCT 105 Tool Usage and Safety .....	2.0
BCT 113 Fundamentals of Construction Prints.....	4.0
BCT 131 Estimating Quantity Take-Off .....	2.0
BCT 139 Advanced Residential Wiring.....	3.0

SUBTOTAL: 20.0  
TOTAL CREDIT HOURS: 20.0

## Gunsmithing Curricula

### 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 courses within the 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 convictions may make the student ineligible for enrollment, participation in courses or taking the examinations.*

\*see pages 26-27 for a list of courses

**GENERAL EDUCATION COURSES**

<b>COURSES</b>	<b>CREDIT HOURS</b>
ENG 101 English Composition I.....3.0 <i>or ENG 165 Professional Communications</i>	
MAT 170 Algebra, Geometry and Trigonometry I.....3.0 <i>or MAT 171 Algebra, Geometry and Trigonometry II*</i>	
Social/Behavioral Science Elective* .....	3.0
Lab Science or Mathematics* .....	3.0
Humanities/Fine Arts* .....	3.0
<b>SUBTOTAL: 15.0</b>	

**REQUIRED CORE SUBJECT AREAS — PRIMARY SPECIALTY**

<b>COURSES</b>	<b>CREDIT HOURS</b>
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	
<b>SUBTOTAL: 24.0</b>	

**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 Die-making Practice I.....4.0	
MTT 224 Tool and Die-making 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

**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	

**OTHER COURSES REQUIRED FOR GRADUATION**

<b>COURSES*</b>	<b>CREDIT HOURS</b>
Approved Elective .....	3.0
Approved Elective .....	3.0
Approved Elective .....	3.0
Approved Elective .....	3.0

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

**SUBTOTAL: 12.0**  
**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 convictions may make the student ineligible for enrollment, participation in courses or taking the examinations.*

**REQUIRED COURSE INFORMATION**

<b>COURSES</b>	<b>CREDIT HOURS</b>
GSM 101 Gunsmithing I.....4.0	
GSM 102 Gunsmithing II .....	4.0
GSM 104 Advanced Metal Finishing.....4.0	
GSM 105 Gunsmithing Welding.....2.0	
GSM 106 Gunsmith Safety .....	1.0
GSM 107 Gunsmith Machine Tool.....4.0	
GSM 121 Barrel Fitting/Alterations .....	3.0
GSM 230 Business for Gunsmiths .....	3.0

**SUBTOTAL: 25.0**  
**TOTAL CREDIT HOURS: 25.0**

\*see pages 26-27 for a list of courses

## 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.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
GSM 103 Gunsmithing III .....	4.0
GSM 120 Basic Stockmaking.....	3.0
GSM 122 General Repair of Shotguns .....	3.0
GSM 220 Rifle Stockmaking .....	4.0
GSM 221 Advanced Repair Technology .....	3.0
GSM 222 Handgun Technology.....	3.0
GSM 223 Gunsmithing Techniques.....	3.0
MTT 141 Metals and Heat Treatment .....	3.0
SUBTOTAL: 26.0	
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 convictions may make the student ineligible for enrollment, participation in courses or taking the examinations.*

## Heating, Ventilation and Air Conditioning Technology Curricula

### 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.

Three certificate programs are offered: HVACR Installers, Heating Fundamentals, and Refrigeration Applications.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 165 Professional Communications .....	3.0
MAT 170 Algebra, Geometry and Trigonometry I .....	3.0
<i>or MAT 110 College Algebra</i>	
MAT 171 Algebra, Geometry and Trigonometry II.....	3.0
<i>or MAT 111 College Trigonometry</i>	
Elective Social/Behavioral Sciences* .....	3.0
Elective Humanities/Fine Arts* .....	3.0

SUBTOTAL: 15.0

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
ACR 101 Fundamentals of Refrigeration .....	5.0
ACR 106 Basic Electricity for HVAC/R.....	4.0
ACR 110 Heating Fundamentals .....	4.0
ACR 122 Principles of Air Conditioning.....	5.0
ACR 160 Service Customer Relations .....	3.0

SUBTOTAL: 21.0

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
ACR 105 Tools and Service Techniques I .....	1.0
ACR 107 Wiring Diagrams.....	2.0
ACR 109 Tools and Service Techniques II.....	2.0
ACR 130 Domestic Refrigeration .....	4.0
ACR 131 Commercial Refrigeration .....	4.0
ACR 140 Automatic Controls.....	3.0
ACR 150 Basic Sheet Metal.....	2.0
ACR 210 Heat Pumps.....	4.0
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
<i>or CPT 169 Industrial Computer Applications</i>	

SUBTOTAL: 34.0

TOTAL CREDIT HOURS: 70.0

### HVACR Installers Certificate - HVA6

The certificate will enable students to gain entry level skills for HVACR equipment installation. This certificate will enable students to accelerate their progression to the HVACR Technician career track.

### REQUIRED COURSE INFORMATION

COURSES	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
ACR 109 Tools and Service Techniques II.....	2.0
ACR 131 Commercial Refrigeration .....	4.0
ACR 140 Automatic Controls.....	3.0
ACR 150 Basic Sheet Metal.....	2.0

SUBTOTAL: 21.0

TOTAL CREDIT HOURS: 21.0

*\*see pages 26-27 for a list of courses*

## 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.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
ACR 110 Heating Fundamentals .....	4.0
ACR 122 Principles of Air Conditioning.....	5.0
ACR 210 Heat Pumps .....	4.0
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
<i>or CPT 169 Industrial Computer Applications</i>	

**SUBTOTAL: 25.0**

**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.

### REQUIRED COURSE INFORMATION

COURSES	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
ACR 107 Wiring Diagrams.....	2.0
ACR 109 Tools and Service Techniques II.....	2.0
ACR 130 Domestic Refrigeration .....	4.0
ACR 131 Commercial Refrigeration.....	4.0
ACR 140 Automatic Controls.....	3.0
ACR 150 Basic Sheet Metal.....	2.0
ACR 160 Service Customer Relations.....	3.0
CPT 101 Introduction to Computers .....	3.0
<i>or CPT 169 Industrial Computer Applications</i>	

**SUBTOTAL: 33.0**

**TOTAL CREDIT HOURS: 33.0**

# Horticulture Curricula

Horticulture is defined as the “art and science of garden cultivation and management.” In the purest sense, being a Horticulturist means being an expert on growing and caring for plants of various types and species. However, in the modern horticulture profession, it often takes additional technical skills to successfully grow, design, install, and maintain plants and landscapes.

## A.A.S., Major in Horticulture Technology - HRT3

Students majoring in Horticulture Technology will learn the art, science, and technical skills necessary to:

1. Grow high-quality plants in greenhouses and gardens.
2. Design attractive, functional and sustainable landscapes.
3. Install whole landscapes including plants, irrigation systems, water features, landscape lighting, and hardscapes.
4. Maintain healthy and pristine lawns, golf courses, athletic fields, and landscapes.

Students will learn the scientific principles and practices of plant growth and development, soils, and pest and pathogen control. Additionally, students will gain substantial hands-on experience operating the latest tools, equipment, and technologies used in the horticulture industry by participating in laboratory activities and field trips.

Graduates of the two-year Horticulture Technology major may pursue supervisory, middle management or technical careers in garden centers, nurseries, greenhouses, landscape operations, golf courses, athletic fields, lawn care companies, tree care companies, and public and private gardens.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ART 101 Art History and Appreciation .....	3.0
<i>or Humanities/Fine Arts*</i>	
ENG 165 Professional Communications .....	3.0
<i>or ENG 101 English Composition I</i>	
MAT 170 Algebra, Geometry and Trigonometry I .....	3.0
<i>or MAT 120 Probability and Statistics</i>	
PSY 103 Human Relations* .....	3.0
<i>or Social/Behavioral Science*</i>	
SPC 205 Public Speaking .....	3.0
<b>SUBTOTAL: 15.0</b>	

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
HRT 107 Woody Ornamentals .....	2.0
HRT 108 Annuals and Perennials.....	2.0
HRT 110 Plant Form and Function.....	4.0
<i>or BIO 101 Biological Science I</i>	
HRT 125 Soils.....	4.0
HRT 141 Horticulture Pest Control.....	4.0
<b>SUBTOTAL: 16.0</b>	

\*see pages 26-27 for a list of courses

## OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
CWE 101 Cooperative Work Experience Preparation .....	1.0
HRT 101 Introduction to Horticulture.....	3.0
HRT 104 Landscape Design and Implementation.....	3.0
HRT 121 Commercial Irrigation .....	3.0
HRT 130 Greenhouse Production.....	3.0
HRT 133 Basic Plant Propagation .....	2.0
HRT 153 Landscape Construction.....	3.0
HRT 200 Horticulture Business Management .....	3.0
HRT 212 Commercial Landscape Design .....	3.0
HRT 241 Turfgrass Management.....	3.0
HRT 254 Landscape Maintenance .....	2.0
HRT 255 Urban Tree Care .....	3.0
MGT 120 Small Business Management .....	3.0
<i>or ACC 101 Introduction to Accounting</i>	
<i>or BUS 101 Introduction to Business</i>	
<b>SUBTOTAL: 35.0</b>	
<b>TOTAL CREDIT HOURS: 66.0</b>	

## Turfgrass Management Certificate - HRT6

The purpose of the Turfgrass Management Certificate is to cultivate enthusiastic, knowledgeable, and skilled professionals that are equipped for careers in the field of lawncare and golf and sports turf management by providing them with theoretical and hands-on, industry and research backed training in the latest turfgrass management sciences, practices, technologies and equipment.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
CWE 101 Cooperative Work Experience Preparation .....	1.0
HRT 121 Commercial Irrigation .....	3.0
HRT 141 Horticulture Pest Control.....	4.0
HRT 241 Turfgrass Management.....	3.0
HRT 254 Landscape Maintenance .....	2.0
<b>SUBTOTAL: 13.0</b>	
<b>TOTAL CREDIT HOURS: 13.0</b>	

## Landscape Management Certificate - HRT7

The purpose of the Landscape Management Certificate is to cultivate enthusiastic, knowledgeable, and skilled professionals that are equipped for careers in the field of landscape and grounds management, including the management of trees, shrubs, annuals, and turfgrass by providing them with theoretical and hands-on, industry and research backed training in the latest landscape management sciences, practices, technologies, and equipment.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
CWE 101 Cooperative Work Experience Preparation .....	1.0
HRT 107 Woody Ornamentals .....	2.0
HRT 108 Annuals and Perennials.....	2.0
HRT 121 Commercial Irrigation .....	3.0
HRT 141 Horticulture Pest Control.....	4.0
HRT 241 Turfgrass Management.....	3.0
HRT 254 Landscape Maintenance .....	2.0
HRT 255 Urban Tree Care .....	3.0

**SUBTOTAL: 20.0**

**TOTAL CREDIT HOURS: 20.0**

## Greenhouse Management Certificate - HRT4

The purpose of the Greenhouse Management Certificate is to cultivate enthusiastic, knowledgeable, and skilled professionals that are equipped for careers in the field of greenhouse management, including knowledge of managing greenhouse structures and growing greenhouse crops by providing them with theoretical and hands-on, industry and research backed training in the latest greenhouse management sciences, practices, technologies and equipment.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
CWE 101 Cooperative Work Experience Preparation .....	1.0
HRT 101 Introduction to Horticulture.....	3.0
HRT 107 Woody Ornamentals .....	2.0
HRT 108 Annuals and Perennials.....	2.0
HRT 130 Greenhouse Production.....	3.0
HRT 133 Basic Plant Propagation .....	2.0
HRT 141 Horticulture Pest Control.....	4.0

**SUBTOTAL: 17.0**

**TOTAL CREDIT HOURS: 17.0**

## Landscape Design and Installation Certificate - HRT5

The purpose of the Landscape Design and Installation Certificate is to cultivate enthusiastic, knowledgeable, and skilled professionals that are equipped for careers in the field of landscape design and the installation of plants and hardscapes by providing them with theoretical and hands-on, industry and research backed training in the latest landscape design and installation sciences, practices, technologies and equipment.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
CWE 101 Cooperative Work Experience Preparation .....	1.0
HRT 104 Landscape Design and Implementation.....	3.0
HRT 107 Woody Ornamentals .....	2.0
HRT 108 Annuals and Perennials.....	2.0
HRT 121 Commercial Irrigation .....	3.0
HRT 153 Landscape Construction.....	3.0
HRT 200 Horticulture Business Management.....	3.0
HRT 212 Commercial Landscape Design .....	3.0
HRT 255 Urban Tree Care .....	3.0

**SUBTOTAL: 23.0**

**TOTAL CREDIT HOURS: 23.0**

# Machine Tool Technology Curricula

## 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.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 165 Professional Communications .....	3.0
<i>or approved ENG course</i>	
MAT 170 Algebra, Geometry and Trigonometry I .....	3.0
<i>or MAT 110 College Algebra</i>	
<i>or MAT 120 Probability and Statistics</i>	
MAT 171 Algebra, Geometry and Trigonometry II.....	3.0
<i>or MAT 111 College Trigonometry</i>	
Elective Social/Behavioral Sciences* .....	3.0
Elective Humanities/Fine Arts* .....	3.0
<b>SUBTOTAL:</b>	<b>15.0</b>

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
MTT 120 Machine Tool Print Reading .....	3.0
MTT 121 Machine Tool Theory I.....	3.0
MTT 123 Machine Tool Theory II .....	3.0
MTT 130 Fundamentals of Geometric Dimensions and Tolerancing .....	2.0
MTT 141 Metals and Heat Treatment .....	3.0
MTT 250 Principles of CNC .....	3.0
<b>SUBTOTAL:</b>	<b>17.0</b>

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
CPT 169 Industrial Computer Applications.....	3.0
MTT 122 Machine Tool Practice I .....	4.0
MTT 124 Machine Tool Practice II .....	4.0
MTT 126 Machine Tool Practice III.....	4.0
MTT 143 Precision Measurement .....	2.0
MTT 161 Machine Tool Maintenance Theory .....	2.0
MTT 222 Tool and Die Making Practice I.....	4.0
MTT 224 Tool and Die Making Practice II.....	4.0
MTT 251 CNC Operations .....	3.0
MTT 253 CNC Programming and Operation .....	3.0

**SUBTOTAL: 33.0**

**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.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 165 Professional Communications .....	3.0
<i>or approved ENG course</i>	
MAT 170 Algebra, Geometry and Trigonometry I .....	3.0
<i>or MAT 110 College Algebra</i>	
<i>or MAT 120 Probability and Statistics</i>	
Elective Social/Behavioral Sciences* .....	3.0
<b>SUBTOTAL:</b>	<b>9.0</b>

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
MTT 120 Machine Tool Print Reading .....	3.0
MTT 121 Machine Tool Theory I.....	3.0
MTT 123 Machine Tool Theory II .....	3.0
MTT 141 Metals and Heat Treatment .....	3.0
MTT 143 Precision Measurement .....	2.0
<b>SUBTOTAL:</b>	<b>14.0</b>

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
MTT 122 Machine Tool Practice I .....	4.0
MTT 124 Machine Tool Practice II .....	4.0
MTT 126 Machine Tool Practice III.....	4.0
MTT 161 Machine Tool Maintenance Theory .....	2.0
MTT 250 Principles of CNC .....	3.0
<b>SUBTOTAL:</b>	<b>17.0</b>
<b>TOTAL CREDIT HOURS:</b>	<b>40.0</b>

## 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.

### REQUIRED COURSE INFORMATION

COURSES	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 123 Machine Tool Theory II .....	3.0
MTT 124 Machine Tool Practice II .....	4.0
MTT 143 Precision Measurement .....	2.0
MTT 250 Principles of CNC .....	3.0
CPT 169 Industrial Computer Applications.....	3.0
<b>SUBTOTAL:</b>	<b>25.0</b>

*\*see pages 26-27 for a list of courses*

## 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.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
MAT 170 Algebra, Geometry and Trigonometry I .....	3.0
MAT 171 Algebra, Geometry and Trigonometry II .....	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 Tolerances .....	2.0
MTT 143 Precision Measurement .....	2.0
MTT 251 CNC Operations .....	3.0
MTT 253 CNC Programming and Operation .....	3.0
CPT 169 Industrial Computer Applications .....	3.0
<b>SUBTOTAL: 25.0</b>	
<b>TOTAL CREDIT HOURS: 25.0</b>	

## Mechatronics Technology Curricula

### 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.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
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 .....	
MAT 171 Algebra, Geometry and Trigonometry II .....	3.0
or MAT 111 College Trigonometry .....	
Elective Humanities/Fine Arts* .....	3.0
Elective Social/Behavioral Sciences* .....	3.0
<b>SUBTOTAL: 15.0</b>	

\*see pages 26-27 for a list of courses

\*\*IMT 101 and MET 235 must be taken together if the student chooses to enroll in these courses instead of IMT 161.

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
AMT 105 Robotics and Automated Controls I .....	3.0
EEM 117 AC/DC Circuits I .....	4.0
or EET 111 DC Circuits .....	
EEM 251 Programmable Controllers .....	3.0
or EET 235 Programmable Controllers .....	
IMT 131 Hydraulics and Pneumatics .....	4.0
or MET 224 Hydraulics and Pneumatics .....	
IMT 170 Statistical Process Control .....	3.0
<b>SUBTOTAL: 17.0</b>	

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
AMT 205 Robotics and Automated Controls II .....	3.0
EEM 118 AC/DC Circuits II .....	4.0
or EET 112 AC Circuits .....	
EEM 140 National Electrical Code .....	3.0
EEM 151 Motor Controls I .....	4.0
or EET 231 Industrial Electronics .....	
EEM 162 Introduction to Process Control .....	3.0
or EET 233 Control Systems .....	4.0
EEM 200 Semiconductor Devices .....	4.0
or EET 131 Active Devices .....	
EEM 231 Digital Circuits I .....	3.0
or EET 145 Digital Circuits .....	4.0
EEM 241 Microprocessors I .....	3.0
or EET 251 Microprocessor Fundamentals .....	4.0
IMT 112 Hand Tool Operations .....	3.0
or IMT 210 Basic Industrial Skills .....	
IMT 161 Mechanical Power Applications** .....	4.0
or IMT 101 Introduction to Industrial Maintenance .....	2.0
and MET 235 Manufacturing Engineering Principles .....	2.0
<b>SUBTOTAL: 34.0 — 37.0</b>	
<b>TOTAL CREDIT HOURS: 66.0 — 69.0</b>	

## 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.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
EEM 117 AC/DC Circuits I .....	4.0
or EET 111 DC Circuits .....	
EEM 118 AC/DC Circuits II .....	4.0
or EET 112 AC Circuits .....	
EEM 151 Motor Controls I .....	4.0
or EET 231 Industrial Electronics .....	

EEM 162	Introduction to Process Control.....	3.0
	<i>or EET 233 Control Systems.....</i>	<i>4.0</i>
EEM 200	Semiconductor Devices .....	4.0
	<i>or EET 131 Active Devices</i>	
EEM 231	Digital Circuits I.....	3.0
	<i>or EET 145 Digital Circuits.....</i>	<i>4.0</i>
IMT 112	Hand Tool Operations.....	3.0
	<i>or IMT 210 Basic Industrial Skills</i>	
IMT 131	Hydraulics and Pneumatics .....	4.0

**SUBTOTAL: 29.0**

**TOTAL CREDIT HOURS: 29.0 — 31.0**

## 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 Mechatronics Technology.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
EEM 117 AC/DC Circuits I.....	4.0
<i>or EET 111 DC Circuits</i>	
EEM 118 AC/DC Circuits II.....	4.0
<i>or EET 112 AC Circuits</i>	
EEM 140 National Electrical Code .....	3.0
EEM 151 Motor Controls I.....	4.0
<i>or EET 231 Industrial Electronics</i>	
EEM 200 Semiconductor Devices .....	4.0
<i>or EET 131 Active Devices</i>	
EEM 251 Programmable Controllers .....	3.0
<i>or EET 235 Programmable Controllers</i>	
IMT 112 Hand Tool Operations.....	3.0

**SUBTOTAL: 25.0**

## Welding Curricula

### 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.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 101 English Composition I.....	3.0
<i>or ENG 165 Professional Communications</i>	
Mathematical Requirement.....	3.0
<i>(MAT 155, 170, 171 or approved courses on pages 25-26)</i>	
Social/Behavioral Science Elective* .....	3.0
Lab Science or Mathematics* .....	3.0
Humanities/Fine Arts* .....	3.0

**SUBTOTAL: 15.0**

### REQUIRED CORE SUBJECT AREAS

COURSES	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

**SUBTOTAL: 23.0**

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	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

**SUBTOTAL: 12.0**

**TOTAL CREDIT HOURS: 62.0**

### ELECTIVES (MINIMUM OF 12 CREDIT HOURS)

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

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

*\*see pages 26-27 for a list of courses*

## 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.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 165 Professional Communications .....	3.0
MAT 170 Algebra, Geometry and Trigonometry I .....	3.0
PSY 103 Human Relations .....	3.0

**SUBTOTAL: 9.0**

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
WLD 106 Gas and Arc Welding .....	4.0
or WLD 102 Introduction to Welding .....	2.0
and WLD 142 Maintenance Welding .....	3.0
WLD 103 Print Reading I .....	1.0
WLD 105 Print Reading II .....	1.0
WLD 208 Advanced Pipe Welding .....	3.0
WLD 212 Destructive Testing .....	2.0

**SUBTOTAL: 11.0/12.0**

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
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

**SUBTOTAL: 22.0**

**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.

### REQUIRED COURSE INFORMATION

COURSES	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 142 Maintenance Welding .....	3.0

**SUBTOTAL: 19.0**

**TOTAL CREDIT HOURS: 19.0**

# Quickskills Training Programs

In today's Advanced Manufacturing operations, qualified employees are essential to a successful production operation. The 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. Career focus courses will be covered based on specific areas such as CNC (Computerized Numerical Control), Quality, Mechatronics, Automation, Welding, Masonry, Human Resources and Information Technology. Participants in certain programs 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.*

## 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.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
CPT 169 Industrial Computer Applications.....	3.0
MTT 120 Machine Tool Print Reading .....	3.0
MTT 130 Fundamentals of Geometric Dimensions and Tolerances .....	2.0
MTT 141 Metals and Heat Treatment .....	3.0
MTT 243 Advanced Dimensional Metrology for Machinists .....	3.0
MTT 270 Operation and Programming of Coordinate Measuring Machines .....	3.0
SUBTOTAL: 17.0	
TOTAL CREDIT HOURS: 17.0	

## 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.

### REQUIRED COURSE INFORMATION

COURSES	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
SUBTOTAL: 19.0	
TOTAL CREDIT HOURS: 19.0	

## 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.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
IMT 101 Introduction to Industrial Maintenance .....	2.0
IMT 170 Statistical Process Control.....	3.0
IMT 210 Basic Industrial Skills.....	3.0
MET 235 Manufacturing Engineering Principles .....	2.0
SUBTOTAL: 10.0	
TOTAL CREDIT HOURS: 10.0	

## Introduction to Automation - MCA6

The Automation certificate prepares students for certification. This certificate also allows students to continue into the Mechatronics Technology program.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
AMT 105 Robotics I.....	3.0
AMT 205 Robotics II .....	3.0
EEM 241 Microprocessor.....	3.0
EEM 251 Programming Logic Control .....	3.0
SUBTOTAL: 12.0	
TOTAL CREDIT HOURS: 12.0	

## Masonry - MSY6

The Masonry certificate prepares students for a specialty area in Building Construction Technology. Students who complete the certificate are eligible to continue into the Building Construction Technology program.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
BCT 105 Tool Usage and Safety.....	2.0
BCT 113 Fundamentals of Construction Prints.....	4.0
MSY 101 Masonry Fundamentals I.....	5.0
SUBTOTAL: 11.0	
TOTAL CREDIT HOURS: 11.0	

## MIG Welding - WLM6

The MIG certificate prepares students for a specialty area in Welding. Students who complete the certificate are eligible to continue into the Welding diploma program.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
WLD 102 Introduction to Welding.....	2.0
WLD 103 Print Reading I.....	1.0
WLD 108 Gas Metal Arc Weld I.....	4.0
WLD 109 Gas Metal Arc Weld II.....	3.0
SUBTOTAL: 10.0	
TOTAL CREDIT HOURS: 10.0	

## STICK Welding Certificate - WLS6

The Stick certificate prepares students for a specialty area in Welding. Students who complete the certificate are eligible to continue into the Welding diploma program.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
WLD 102 Introduction to Welding.....	2.0
WLD 103 Print Reading I.....	1.0
WLD 111 Arc Welding I.....	4.0
WLD 113 Arc Welding II.....	4.0
SUBTOTAL: 11.0	
TOTAL CREDIT HOURS: 11.0	

## TIG Welding - WLT6

The TIG certificate prepares students for a specialty area in Welding. Students who complete the certificate are eligible to continue into the Welding diploma program.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
WLD 102 Introduction to Welding.....	2.0
WLD 103 Print Reading I.....	1.0
WLD 132 Inert Gas Welding.....	4.0
WLD 136 Advanced Inert Gas Welding.....	2.0
SUBTOTAL: 9.0	
TOTAL CREDIT HOURS: 9.0	

# HEALTH CARE DIVISION

## General Program Facts

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 and/or fieldwork 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 Care 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, drug testing procedures, and health requirements 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. The policies can be found in the Health Care Division Handbook.

No student in a Health Care 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 Care 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. **Please see the Health Care Division Handbook for specific policy details.**

**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 Care program. **Please see the Health Care Division Handbook for specific policy details.**

## Progression in Associate Degree, Diploma, Certificate and Articulated Programs in Health Care

Candidates for associate degrees, diplomas or certificates in Health Care must meet the requirements for graduation of the college. In addition, students enrolled in Health Care 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 Care course **one time** to achieve a grade of "C" or better. **Students who need to repeat a Health Care course are required to meet with their Academic Advisors to discuss repeating the course in addition to adhering to the Readmission Policies within the various Health Care programs.**
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 Care program is limited to two attempts per program and three attempts in the Health Care Division combined.**
7. Students are responsible for their own transportation.

## Health Care Certificate Curricula

### 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.

#### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
AHS 102 Medical Terminology.....	3.0
AHS 180 Health Careers Preparation .....	3.0
BIO Requirement* .....	4.0
ENG 101 English Composition I.....	3.0
MAT Requirement* .....	3.0
PSY 201 General Psychology.....	3.0

**SUBTOTAL: 19.0**

#### ELECTIVE COURSE INFORMATION

COURSES	CREDIT HOURS
AHS 155 Special Topics in Health Care .....	3.0
or AHS 163 Long Term Care.....	5.0

#### Choose three-seven (3-7) credits from:

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 .....	4.0
COL 103 College Skills .....	3.0

#### Choose three-nine (3-9) credits from:

BIO 115 Basic Microbiology.....	3.0
CPT 101 Introduction to Computers .....	3.0
PSY 203 Human Growth and Development .....	3.0
SPC 205 Speech Communications .....	3.0
Elective Humanities/Fine Arts* .....	3.0

**TOTAL CREDIT HOURS: 28.0-40.0**

\*MAT requirement options: MAT 102, MAT 110, MAT 120 or MAT 155;  
BIO requirement options: BIO 102, BIO 112, BIO 115 or BIO 210

## Cardiovascular Technology Curricula

### A.A.S., Major in Cardiovascular Technology (Invasive) - CVTI

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 Adult Echocardiography.

**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.

**Admission:** Acceptance into Piedmont Technical College's CVTI program is competitive and is limited to 8 students to begin fall semester. See the college calendar or website for application dates.

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](http://www.caahep.org), upon the recommendation of The Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT), [www.jrcvct.org](http://www.jrcvct.org), 1449 Hill Street, Whitinsville, MA 01588-1032 (978) 456-5594.

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 or MAT 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" certification throughout the major studies courses.

**Major Studies Courses:** Completion of the Associate in Applied Science with a major in Cardiovascular Technology requires four (4) semesters upon acceptance to the major studies coursework.

## GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
BIO 210 Anatomy and Physiology I.....	4.0
BIO 211 Anatomy and Physiology II.....	4.0
ENG 101 English Composition I.....	3.0
MAT 102 Intermediate Algebra.....	3.0
or MAT 120 Probability and Statistics	
PSY 201 General Psychology.....	3.0
SPC 205 Public Speaking .....	3.0
Elective Humanities/Fine Arts* .....	3.0
<b>SUBTOTAL: 23.0</b>	

## REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
CVT 101 Introduction to Cardiovascular Technology .....	2.0
CVT 102 Cardiovascular Pathophysiology.....	3.0
CVT 108 Physics for the Invasive Cardiovascular Technologist.....	2.0
CVT 110 Hemodynamics and Cardiac Care Physiology.....	2.0
CVT 112 Cardiovascular Principles .....	3.0
CVT 120 Invasive Cardiology I .....	3.0
CVT 121 Invasive Cardiology II.....	3.0
CVT 122 Invasive Cardiology Clinical I.....	5.0
CVT 125 Invasive Cardiology Clinical II .....	5.0
CVT 223 Invasive Cardiology III .....	3.0
CVT 225 Invasive Cardiology Clinical III.....	8.0
CVT 226 Invasive Cardiology Special Topics.....	2.0
<b>SUBTOTAL: 41.0</b>	

## OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
AHS 102 Medical Terminology.....	3.0
<b>SUBTOTAL: 3.0</b>	
<b>TOTAL CREDIT HOURS: 67.0</b>	

**Note:** Each student is required to complete BIO 211 (before the end of the first semester) and SPC 205 (before the end of the second semester). Students are encouraged to complete all general education coursework prior to beginning program coursework.

## A.A.S., Major in Cardiovascular Technology - Adult Echocardiography - 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 Adult Echocardiography.

**Adult Echocardiography** 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:** Acceptance into Piedmont Technical College's CVTN program is competitive and is limited to 12 students to begin fall semester. See the college calendar or website for application dates.

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](http://www.caahep.org), upon the recommendation of The Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT), [www.jrccvt.org](http://www.jrccvt.org), 1449 Hill Street, Whitinsville, MA 01588-1032 (978) 456-5594.

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 or MAT 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" certification throughout the major studies courses.

**Major Studies Courses:** Completion of the Associate in Applied Science with a major in Cardiovascular Technology requires four (4) semesters upon acceptance to the major studies coursework.

## GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
BIO 210 Anatomy and Physiology I.....	4.0
BIO 211 Anatomy and Physiology II.....	4.0
ENG 101 English Composition I.....	3.0
MAT 102 Intermediate Algebra.....	3.0
<i>or MAT 120 Probability and Statistics</i>	
PSY 201 General Psychology.....	3.0
SPC 205 Public Speaking .....	3.0
Elective Humanities/Fine Arts* .....	3.0

**SUBTOTAL: 23.0**

## REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
CVT 101 Introduction to Cardiovascular Technology .....	2.0
CVT 102 Cardiovascular Pathophysiology.....	3.0
CVT 106 Introduction to Non-Invasive Physics.....	3.0
CVT 107 Non-Invasive Cardiovascular Physics.....	3.0
CVT 112 Cardiovascular Principles .....	3.0
CVT 140 Non-Invasive Cardiology I .....	3.0
CVT 141 Non-Invasive Cardiology II.....	3.0
CVT 142 Non-Invasive Cardiology Clinical I.....	5.0
CVT 145 Non-Invasive Cardiology Clinical II Applications.....	5.0
CVT 243 Non-Invasive Cardiology III .....	3.0
CVT 245 Non-Invasive Cardiology Clinical III.....	8.0
CVT 246 Non-Invasive Cardiology Special Topics .....	2.0

**SUBTOTAL: 43.0**

## OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
AHS 102 Medical Terminology.....	3.0

**SUBTOTAL: 3.0**

**TOTAL CREDIT HOURS: 69.0**

**Note:** Each student is required to complete BIO 211 (before the end of the first semester) and SPC 205 (before the end of the second semester). Students are encouraged to complete all general education coursework prior to beginning program coursework.

## Fire Science Certificate - FST7

The Fire Science Technology Certificate provides instruction in fire prevention methodology, fire detection systems, fire codes, fire investigation, rescue, safety and salvage procedures, hazardous materials, and fire behavior and extinguishment. This program assists in qualifying firefighters for management positions within fire service. This certificate is currently only offered for dual-enrollment candidates.

## REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
AHS 114 Basic First Aid.....	1.0
EMS 105 Emergency Medical Care I .....	4.0
EMS 106 Emergency Medical Care II.....	4.0
FST 102 Firefighter I Basic .....	3.0
FST 103 Firefighter I Advanced .....	5.0
FST 104 Firefighter II.....	3.0

**SUBTOTAL: 20.0**

**TOTAL CREDIT HOURS: 20.0**

## Medical Assisting Curricula

### 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 in Applied Science, 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](http://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](http://www.caahep.org)

**Admission:** Acceptance into Piedmont Technical College's MED program is competitive and is limited to 20 students to begin fall semester. See the college calendar or website for application dates.

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" certification throughout the major studies courses.

*\*see pages 26-27 for a list of courses*

## GENERAL EDUCATION COURSES

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

**SUBTOTAL: 13.0**

## REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
MED 103 Medical Assisting Introduction.....	3.0
MED 104 Medical Assisting Administrative Procedures .....	4.0
MED 107 Medical Office Management .....	4.0
MED 108 Common Diseases of the Medical Office .....	3.0
MED 114 Medical Assisting Clinical Procedures .....	4.0
MED 115 Medical Office Lab Procedures I .....	4.0
MED 117 Clinical Practice.....	5.0
MED 118 Pharmacology for the Medical Assistant.....	4.0

**SUBTOTAL: 31.0**

## OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
AHS 102 Medical Terminology.....	3.0
CPT 101 Introduction to Computers .....	3.0

**SUBTOTAL: 6.0**

**TOTAL CREDIT HOURS: 50.0**

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 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.

## GENERAL EDUCATION COURSES

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

**SUBTOTAL: 13.0**

## REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
PNR 110 Fundamentals of Nursing .....	5.0
PNR 128 Medical/Surgical Nursing I .....	7.0
PNR 154 Maternal/Infant/Child Nursing .....	5.0

**SUBTOTAL: 17.0**

## OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
PNR 122 Pharmacology .....	3.0
PNR 138 Medical/Surgical Nursing II .....	7.0
PNR 170 Nursing of the Older Adult .....	2.0
PNR 183 Special Topics in Practical Nursing .....	3.0

**SUBTOTAL: 15.0**

**TOTAL CREDIT HOURS: 45.0**

## Practical Nursing Curricula

### 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:** Acceptance into Piedmont Technical College's PN program is competitive and is limited to 32 students to begin fall and spring semesters. See the college calendar or website for application dates.

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 or MAT 110 College Algebra
  - PSY 201 General Psychology

## Associate Degree Nursing Curricula

### 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](http://www.acenursing.org)) 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000, (404) 975-5020 (fax); [info@acenursing.org](mailto: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 semesters. See the college calendar or website for application dates. 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 or MAT 110 College Algebra
  - 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 score of 65% or higher in math and 65% or higher in reading.
4. Good academic standing at the college.

Completion of the Associate in Applied Science with a major in Nursing requires four (4) semesters upon acceptance to the major studies coursework.

#### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
BIO 210 Anatomy and Physiology I.....	4.0
BIO 211 Anatomy and Physiology II .....	4.0
ENG 101 English Composition I.....	3.0
MAT 120 Probability and Statistics.....	3.0
or MAT 110 College Algebra	
PSY 201 General Psychology.....	3.0
Elective Humanities/Fine Arts* .....	3.0
<b>SUBTOTAL:</b>	<b>20.0</b>

#### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
NUR 101 Fundamentals of Nursing .....	6.0
NUR 157 Applications of Nursing Concepts.....	7.0
NUR 162 Psychiatric and Mental Health Nursing .....	3.0
NUR 211 Care of Childbearing Family .....	4.0
NUR 212 Nursing Care of Children .....	4.0
<b>SUBTOTAL:</b>	<b>24.0</b>

#### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
NUR 139 Introduction to Nursing Concepts .....	3.0
NUR 216 Nursing Seminar .....	1.0
NUR 219 Nursing Management and Leadership .....	4.0
NUR 227 Application of Nursing Concepts II .....	7.0
NUR 232 Gerontology.....	3.0
<b>SUBTOTAL:</b>	<b>18.0</b>
<b>TOTAL CREDIT HOURS:</b>	<b>62.0</b>

## LPN to ADN Program - ADN5

Students who have successfully completed the practical nursing program, hold an active unencumbered PN license, and have earned a minimum score of the 65 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 110 or MAT 120, PSY 201 and an elective in Humanities/Fine Arts.
2. Complete NUR 201 and NUR 203 with a minimum grade of "C" to receive exemption credit for NUR 101, NUR 139, and NUR 157. This is a requirement for progression in the transition program.

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.

Please visit [www.ptc.edu/transition](http://www.ptc.edu/transition) for additional program acceptance guidelines.

#### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
BIO 210 Anatomy and Physiology I.....	4.0
BIO 211 Anatomy and Physiology II .....	4.0
ENG 101 English Composition I.....	3.0
MAT 120 Probability and Statistics .....	3.0
or MAT 110 College Algebra	
PSY 201 General Psychology.....	3.0
Elective Humanities/Fine Arts* .....	3.0
<b>SUBTOTAL:</b>	<b>20.0</b>

#### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
NUR 162 Psychiatric and Mental Health Nursing .....	3.0
NUR 201 Transition Nursing .....	3.0
NUR 211 Care of Childbearing Family .....	4.0
NUR 212 Nursing Care of Children .....	4.0
NUR 232 Gerontology.....	3.0
<b>SUBTOTAL:</b>	<b>17.0</b>

#### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
NUR 203 Transition for Licensed Practical Nursing .....	1.0
NUR 216 Nursing Seminar .....	1.0
NUR 219 Nursing Management and Leadership .....	4.0
NUR 227 Application of Nursing Concepts II .....	7.0
<b>SUBTOTAL:</b>	<b>13.0</b>
<b>TOTAL CREDIT HOURS:</b>	<b>50.0</b>

\*see pages 26-27 for a list of courses

# Occupational Therapy Assistant Curricula

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

Occupational Therapy is a health care 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, intervention 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.acotonline.org](http://www.acotonline.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, 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 criminal 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](http://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:** Acceptance into Piedmont Technical College's OTA program is competitive and is limited to 24 students to begin fall semester. See the college calendar or website for application dates. 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):
  - BIO 210
  - BIO 211
  - ENG 101
  - MAT 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. Completion of 20 hours of observations in at least two different occupational therapy settings.

4. Completion of TEAS test in reading and math.
5. Good academic standing at the college.
6. Students must complete and maintain a current CPR/Health Care Provider certification from the American Heart Association.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
BIO 210 Anatomy and Physiology I.....	4.0
BIO 211 Anatomy and Physiology II .....	4.0
ENG 101 English Composition I.....	3.0
MAT 120 Probability and Statistics.....	3.0
PSY 201 General Psychology.....	3.0
PSY 203 Human Growth and Development .....	3.0
SPC 205 Public Speaking .....	3.0
Elective Humanities/Fine Arts* .....	3.0

**SUBTOTAL: 26.0**

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
OTA 101 Fundamentals of Occupational Therapy.....	3.0
OTA 105 Therapeutic Analysis in Occupational Therapy.....	3.0
OTA 142 OTA Clinical Introduction I (Level I Fieldwork) .....	1.0
OTA 144 OTA Clinical Introduction II (Level I Fieldwork) .....	1.0
OTA 155 Gerontology .....	2.0
OTA 162 Psychosocial Dysfunction .....	3.0
OTA 164 Physical Dysfunction .....	6.0
OTA 176 Pediatric Development and Dysfunction.....	4.0
OTA 203 Kinesiology for Occupational Therapy.....	3.0
OTA 213 Group Process and Dynamics .....	2.0
OTA 245 Occupational Therapy Departmental Management .....	2.0
OTA 262 Clinical Application I (Level II Fieldwork).....	7.0
OTA 264 Clinical Application I (Level II Fieldwork).....	7.0

**SUBTOTAL: 44.0**

**TOTAL CREDIT HOURS: 70.0**

\*see pages 26-27 for a list of courses

# Patient Care Technician Certificate Curricula

## Patient Care Technician Certificate - PCT7

Health care is changing at a rapid pace; new or varied approaches to patient care are emerging. One such approach is the use of multi-skilled individuals as patient care technicians (PCTs) who are part of the health care team.

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

Graduates from the Patient Care Technician program will hold a Certified Nurse Assistant (CNA) certification and be qualified to sit for the National Certified Patient Care Technician (NCPCT) exam, the National Certified Phlebotomy Technician (NCPT) exam, and the National Electrocardiography (NCEKG) exam. Employment opportunities are available at hospitals, clinics, rehabilitation centers, long term care and assisted living facilities, home health, as well as, other health care facilities.

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

1. Be at least 18 by the date of program entry.
2. Complete RDG 100 and ENG 100 or RWR 100, and MAT 032/012 or have appropriate placement test scores to register for first semester classes.

### Note:

1. Drug Testing and background check will be completed during the first semester.
2. Students are required to maintain a current American Heart Association "Basic Life Support" certification throughout the program.
3. Students are required to provide and maintain current immunization records.
4. Students must maintain a minimum 2.0 GPA.

**Major Studies Courses:** The Patient Care Technician program is a two-semester certificate program taught on the Newberry campus. The program begins a new class each fall semester.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
AHS 102 Medical Terminology.....	3.0
AHS 144 Phlebotomy Practicum.....	5.0
AHS 152 Health Care Procedures II.....	6.0
AHS 163 Long Term Care.....	5.0
AHS 170 Fundamentals of Disease.....	3.0
AHS 177 Cardiac Monitoring Applications.....	4.0

**SUBTOTAL: 26.0**

**TOTAL CREDIT HOURS: 26.0**

# Pharmacy Technology Curricula

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

Graduates of the Pharmacy Technician diploma are health care professionals who assist the pharmacist in a community 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 South Carolina 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>) 4500 East West Hwy, Suite 900, Bethesda, MD 20814 (301) 657-3000.

Students are required to maintain a current American Heart Association "Basic Life Support" certification throughout the major studies courses. Prior to beginning the clinical phase of the pharmacy technology program, the student must complete MAT 152, MAT 101 or have the appropriate test scores.

**Note:** Drug Testing and Background Check will be completed during the first semester.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
ENG 101 English Composition I.....	3.0
MAT 155 Contemporary Mathematics.....	3.0
PSY 103 Human Relations.....	3.0
or PSY 201 General Psychology	

**SUBTOTAL: 9.0**

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
PHM 101 Introduction to Pharmacy.....	3.0
PHM 103 Pharmacy Law and Ethics.....	2.0
PHM 110 Pharmacy Practice.....	4.0
PHM 113 Pharmacy Technician Math.....	3.0
PHM 114 Therapeutic Agents I.....	3.0
PHM 118 Community Pharmacy Seminar.....	1.0
PHM 124 Therapeutic Agents II.....	3.0
PHM 152 Pharmacy Technician Practicum I.....	2.0
PHM 164 Pharmacy Technician Practicum II.....	4.0
PHM 173 Pharmacy Technician Practicum III.....	3.0
PHM 202 Pharmacological Anatomy and Physiology.....	4.0

**SUBTOTAL: 32.0**

### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
AHS 102 Medical Terminology.....	3.0
AHS 116 Patient Care Relations.....	3.0

**SUBTOTAL: 6.0**

**TOTAL CREDIT HOURS: 47.0**

# Phlebotomy Technician Certificate Curricula

## 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 Care 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](http://www.ptc.edu/hsnis).

To become eligible for entry into the Phlebotomy Technician Certificate program, applicants must:

1. Be at least 18 by the date of program entry.
2. Complete RDG 100 and ENG 100 or RWR 100, and MAT 032/012 or have appropriate placement scores to register for first semester classes.

### Note:

1. Drug Testing and background check will be completed during the first semester.
2. Students are required to maintain a current American Heart Association "Basic Life Support" certification throughout the program.
3. Students are required to provide and maintain current immunization records.
4. Students must maintain a minimum 2.0 GPA.

### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
AHS 102 Medical Terminology.....	3.0
AHS 143 Phlebotomy Skills.....	6.0
AHS 146 Phlebotomy Experience.....	7.0
<b>SUBTOTAL: 16.0</b>	
<b>TOTAL CREDIT HOURS: 16.0</b>	

## Radiologic Technology Curricula

### 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:** Acceptance into Piedmont Technical College's RAD program is competitive and is limited to 20 students to begin fall semester. See

the college calendar or website for application dates. 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](http://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" certification throughout the major studies courses.

**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.

### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
BIO 210 Anatomy and Physiology I.....	4.0
BIO 211 Anatomy and Physiology II.....	4.0
ENG 101 English Composition I.....	3.0
MAT 102 Intermediate Algebra.....	3.0
<i>or MAT 120 Probability and Statistics</i>	
PSY 201 General Psychology.....	3.0
Elective Humanities/Fine Arts* .....	3.0
<b>SUBTOTAL: 20.0</b>	

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
RAD 101 Introduction to Radiology.....	2.0
RAD 102 Radiology Patient Care Procedures.....	2.0
RAD 110 Radiographic Imaging I .....	3.0
RAD 115 Radiographic Imaging II.....	3.0
RAD 121 Radiographic Physics.....	4.0
RAD 130 Radiographic Procedures I.....	3.0
RAD 136 Radiographic Procedures II.....	3.0
RAD 152 Applied Radiography I.....	2.0
RAD 165 Applied Radiography II .....	5.0
RAD 175 Applied Radiography III.....	5.0
RAD 201 Radiation Biology.....	2.0
RAD 205 Radiographic Pathology .....	2.0
RAD 225 Selected Radiographic Topics.....	2.0
RAD 230 Radiographic Procedures III.....	3.0
RAD 235 Radiographic Seminar I .....	1.0
RAD 236 Radiographic Seminar II.....	2.0
RAD 256 Advanced Radiography I.....	6.0
RAD 268 Advanced Radiography II.....	8.0
RAD 276 Advanced Radiography III .....	6.0
RAD 282 Imaging Practicum .....	2.0
<b>SUBTOTAL: 66.0</b>	

\*see pages 26-27 for a list of courses

OTHER COURSES REQUIRED FOR GRADUATION COURSES		CREDIT HOURS
CPT 101	Introduction to Computers .....	3.0
		<b>SUBTOTAL: 3.0</b>
		<b>TOTAL CREDIT HOURS: 89.0</b>

## Respiratory Care Curricula

### 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, PO Box 54876, Hurst, Texas 76054, (817) 283-2835 ([www.coarc.com](http://www.coarc.com)).

**Admission:** Acceptance into Piedmont Technical College's RES program (Phase II) is competitive and is limited to 22 students to begin fall semester. See the college calendar or website for application dates. To become eligible for entry into Phase II of the Respiratory Care program, applicants must complete the following:

- Phase I consists of 20 hours of general education courses which may be completed on a full-time or part-time basis, or transferred in from other colleges. They are BIO 210 and BIO 211, ENG 101, MAT 102 or MAT 120, PSY 201, and a Humanities elective.
- 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" certification throughout the major studies courses.

For more information, see the Health Care Resource Web page: [www.ptc.edu/hsnis](http://www.ptc.edu/hsnis).

**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.

GENERAL EDUCATION COURSES		CREDIT HOURS
BIO 210	Anatomy and Physiology I.....	4.0
BIO 211	Anatomy and Physiology II .....	4.0
ENG 101	English Composition I.....	3.0
MAT 102	Intermediate Algebra.....	3.0
	or MAT 120 Probability and Statistics	
PSY 201	General Psychology.....	3.0
	Elective Humanities/Fine Arts* .....	3.0
		<b>SUBTOTAL: 20.0</b>

### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
RES 101	Introduction to Respiratory Care .....3.0
RES 111	Pathophysiology .....2.0
RES 121	Respiratory Skills I .....4.0
RES 123	Cardiopulmonary Physiology .....3.0
RES 131	Respiratory Skills II.....4.0
RES 141	Respiratory Skills III.....3.0
RES 151	Clinical Applications I .....5.0
RES 152	Clinical Applications II.....3.0
RES 160	Clinical I.....1.0
RES 204	Neonatal/Pediatric Care.....3.0
RES 206	Respiratory Care for the Gerontological Patient .....2.0
RES 207	Management in Respiratory Care .....2.0
RES 232	Respiratory Therapeutics .....2.0
RES 244	Advanced Respiratory Skills I .....4.0
RES 245	Advanced Respiratory Skills II.....2.0
RES 246	Respiratory Pharmacology .....2.0
RES 249	Comprehensive Applications .....2.0
RES 251	Advanced Clinical Practice II.....8.0
RES 255	Clinical Practice.....5.0

**SUBTOTAL: 60.0**  
**TOTAL CREDIT HOURS: 80.0**

## Surgical Technology Curricula

### 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

\*see pages 26-27 for a list of courses

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](http://www.caahep.org)) 25400 US Highway, 19 North., Suite 158 Clearwater, FL 33763; (727) 210-2350 [www.caahep.org](http://www.caahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), ([www.arcstsa.org](http://www.arcstsa.org)) 6 W. Dry Creek Circle, Suite 110, Littleton, CO 80120, (303) 694-9262.

**Admission:** Acceptance into Piedmont Technical College's SUR program is competitive and is limited to 20 students to begin fall semester. See the college calendar or website for application dates.

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 112
  - 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" certification throughout the major studies courses.

**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.

#### GENERAL EDUCATION COURSES

COURSES	CREDIT HOURS
BIO 112 Basic Anatomy and Physiology .....	4.0
ENG 101 English Composition I.....	3.0
MAT 155 Contemporary Mathematics .....	3.0
<b>SUBTOTAL: 10.0</b>	

#### REQUIRED CORE SUBJECT AREAS

COURSES	CREDIT HOURS
SUR 101 Introduction to Surgical Technology .....	5.0
SUR 102 Applied Surgical Technology .....	5.0
SUR 103 Surgical Procedures I .....	4.0
SUR 104 Surgical Procedures II .....	4.0
SUR 110 Introduction to Surgical Practicum .....	5.0
SUR 114 Surgical Specialty Practicum .....	7.0
SUR 116 Basic Surgical Procedures .....	3.0
SUR 120 Surgical Seminar .....	2.0
<b>SUBTOTAL: 35.0</b>	

*\*see pages 26-27 for a list of courses*

#### OTHER COURSES REQUIRED FOR GRADUATION

COURSES	CREDIT HOURS
AHS 102 Medical Terminology .....	3.0
<b>SUBTOTAL: 3.0</b>	
<b>TOTAL CREDIT HOURS: 48.0</b>	

## Veterinary Technology Curricula

### 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, Schaumburg, IL 60173-4360; (847) 925-8070; fax (827) 925-1329; [www.avma.org](http://www.avma.org).

**Admission:** Acceptance into Piedmont Technical College's VET program is competitive and is limited to 24 students to begin fall semester. See the college calendar or website for application dates.

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.

**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.

#### GENERAL EDUCATION COURSES

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
<b>SUBTOTAL: 19.0</b>	

## REQUIRED CORE SUBJECT AREAS

COURSES	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
VET 109 Veterinary Parasitology .....	2.0
VET 117 Animal Nutrition .....	2.0
VET 140 Veterinary Pharmacology .....	2.0
VET 150 Clinical Techniques I .....	3.0
VET 152 Clinical Pathology .....	4.0
VET 160 Clinical Techniques II .....	3.0
VET 170 Veterinary Technology Externship .....	6.0
VET 180 Preceptorship .....	2.0
VET 181 Preceptorship II .....	3.0
VET 201 Diseases and Zoonosis .....	4.0
VET 207 Large Animal Clinical Practices .....	3.0
VET 215 Laboratory Animal Medicine .....	2.0
VET 240 Office Management and Client Education .....	3.0
VET 250 Clinical Techniques III .....	3.0
VET 260 Clinical Techniques IV .....	3.0
VET 270 Advanced Medical Care .....	3.0
VET 280 Senior Seminar .....	1.0

**SUBTOTAL: 58.0**

**TOTAL CREDIT HOURS: 77.0**

## Emergency Medical Technician Curricula

### 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.

#### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
AHS 114 Basic First Aid .....	1.0
EMS 105 Emergency Medical Care I .....	4.0
EMS 106 Emergency Medical Care II .....	4.0

**SUBTOTAL: 9.0**

**TOTAL CREDIT HOURS: 9.0**

## Paramedic Certificate Curricula

### Paramedic Certificate - PMD7

The Emergency Medical Technician (EMT) - Paramedic Certificate is designed for students currently working in the fire/rescue field who are certified as either South Carolina EMT or National Registry EMT. This certificate can be completed in three semesters with a total of 40 credit hours. Upon completion of this certificate program, students will be eligible to take the National Registry Paramedic Exam.

#### REQUIRED COURSE INFORMATION

COURSES	CREDIT HOURS
BIO 112 Basic Anatomy and Physiology .....	4.0
EMS 113 Advanced Management of the Trauma Patient .....	1.0
EMS 119 Emergency Medical Service Operations .....	2.0
EMS 150 Introduction to Advanced Care .....	5.0
EMS 223 Paramedic Clinical I .....	2.0
EMS 116 Advanced Cardiac Life Support .....	1.0
EMS 224 Paramedic Clinical II .....	2.0
EMS 230 Advanced Emergency Medical Care I .....	5.0
EMS 117 Pediatric Advanced Life Support .....	1.0
EMS 238 Paramedic Ambulance Field Experience I .....	3.0
EMS 118 Advanced Medical Life Support .....	1.0
EMS 240 Advanced Emergency Care II .....	5.0
EMS 241 Paramedic Clinical III .....	2.0
EMS 248 Paramedic Ambulance Field Experience II .....	2.0
EMS 272 Paramedic Capstone .....	4.0

**SUBTOTAL: 40.0**

**TOTAL CREDIT HOURS: 40.0**

# General Technology Curricula

## A.A.S., Major in General Technology

The major in General Technology is designed to provide students with an opportunity to upgrade diploma or certificate programs into broader occupational degrees. The program is designed to be substantially individualized to meet the needs of employees who have or seek to have broad technical responsibilities. 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 additional 12 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 Care\*

*\*For General Technology degree options in Health Care, please review our website at [www.ptc.edu/academics/degrees-diplomas-certificates](http://www.ptc.edu/academics/degrees-diplomas-certificates) or contact your advisor.*

# Course Descriptions

## ACCOUNTING (ACC)

<b>ACC 101</b>	<b>Accounting Principles I*</b>	<b>3 SHC</b>
	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)	
<b>ACC 102</b>	<b>Accounting Principles II*</b>	<b>3 SHC</b>
	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)	
<b>ACC 124</b>	<b>Individual Tax Procedures</b>	<b>3 SHC</b>
	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)	
<b>ACC 150</b>	<b>Payroll Accounting</b>	<b>3 SHC</b>
	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)	
<b>ACC 201</b>	<b>Intermediate Accounting I</b>	<b>3 SHC</b>
	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)	
<b>ACC 202</b>	<b>Intermediate Accounting II</b>	<b>3 SHC</b>
	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)	
<b>ACC 230</b>	<b>Cost Accounting I</b>	<b>3 SHC</b>
	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)	
<b>ACC 240</b>	<b>Computerized Accounting</b>	<b>3 SHC</b>
	This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents. This course serves as the capstone course for the Accounting program and includes Workkeys and other assessment measures as appropriate to the profession. Prerequisite: ACC 101. (3/0)	

## ADMINISTRATIVE OFFICE TECHNOLOGY (AOT)

<b>AOT 105</b>	<b>Keyboarding</b>	<b>3 SHC</b>
	This course focuses on the mastery of touch keyboarding. (3/0)	
<b>AOT 120</b>	<b>Introduction to Machine Transcription</b>	<b>3 SHC</b>
	This is an introductory machine transcription course which is designed to provide experience in transcribing documents from dictation equipment. Prerequisites: AOT 165 and CPT 101. (3/0)	
<b>AOT 133</b>	<b>Professional Development</b>	<b>3 SHC</b>
	This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management. (3/0)	
<b>AOT 134</b>	<b>Office Communications</b>	<b>3 SHC</b>
	This course is a study of grammar, punctuation, and written communication skills for the office environment. (3/0)	
<b>AOT 161</b>	<b>Records Management</b>	<b>3 SHC</b>
	This course emphasizes records management functions and various types of storage methods, technology, and procedures. Prerequisites: AOT 105 and CPT 101. (3/0)	
<b>AOT 164</b>	<b>Medical Information Processing</b>	<b>3 SHC</b>
	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)	
<b>AOT 165</b>	<b>Information Processing Software</b>	<b>3 SHC</b>
	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)	
<b>AOT 180</b>	<b>Customer Service</b>	<b>3 SHC</b>
	This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace. Prerequisites: AOT 134 and CPT 101. (3/0)	
<b>AOT 212</b>	<b>Medical Document Production</b>	<b>3 SHC</b>
	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)	
<b>AOT 251</b>	<b>Administrative Systems and Procedures</b>	<b>3 SHC</b>
	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)	
<b>AOT 252</b>	<b>Medical Systems and Procedures</b>	<b>3 SHC</b>
	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)

<b>AGR 201</b>	<b>Introduction to Sustainable Agriculture</b> 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)	<b>3 SHC</b>
<b>AGR 203</b>	<b>Introduction to Animal Science</b> 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)	<b>4 SHC</b>
<b>AGR 204</b>	<b>Introduction to Plant Sciences</b> This course will present the fundamentals of plant sciences, including agronomic and horticultural crops of the major agricultural areas of the world. Emphasis will be given to crops of the Southeastern Region of the United States. (2/3)	<b>3 SHC</b>
<b>AGR 205</b>	<b>Pest Management</b> 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)	<b>3 SHC</b>
<b>AGR 206</b>	<b>Basic Farm Maintenance</b> 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. (2/6)	<b>4 SHC</b>
<b>AGR 207</b>	<b>Field Crop Production</b> 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)	<b>3 SHC</b>
<b>AGR 208</b>	<b>Introduction to Agricultural Economics</b> 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)	<b>3 SHC</b>
<b>AGR 209</b>	<b>Introduction to Agricultural Marketing</b> 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)	<b>3 SHC</b>
<b>AGR 211</b>	<b>Applied Agriculture Calculations</b> 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)	<b>3 SHC</b>
<b>AGR 212</b>	<b>Advanced Animal Science</b> This course is an advanced study of animal science principles used in modern animal agricultural production. Labs will examine principles and techniques used in handling, feeding, welfare, processing, breeding and housing of animals in modern agricultural production. Prerequisite: AGR 203. (3/3)	<b>4 SHC</b>

## AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY (ACR)

<b>ACR 101</b>	<b>Fundamentals of Refrigeration</b> This course covers the refrigeration cycle, refrigerants, pressure temperature relationship, and system components. (4/3)	<b>5 SHC</b>
<b>ACR 105</b>	<b>Tools and Service Techniques I</b> This course is an introduction to basic uses of tools and service equipment used in installation and repair of HVAC equipment. (0/3)	<b>1 SHC</b>
<b>ACR 106</b>	<b>Basic Electricity for HVAC/R</b> 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)	<b>4 SHC</b>
<b>ACR 107</b>	<b>Wiring Diagrams</b> This course covers the basic requirements for interpretation of wiring diagrams used in air conditioning and refrigeration equipment. (1/3)	<b>2 SHC</b>
<b>ACR 109</b>	<b>Tools and Service Techniques II</b> This course is an advance study of uses of tools and service equipment used in the installation and repair of HVAC equipment. (1/3)	<b>2 SHC</b>
<b>ACR 110</b>	<b>Heating Fundamentals</b> This course covers the basic concepts of oil, gas, and electric heat, their components and operation. Prerequisite: ACR 140. (3/3)	<b>4 SHC</b>
<b>ACR 122</b>	<b>Principles of Air Conditioning</b> This course is a study of the air cycle, psychrometrics, load estimating and equipment selection. Prerequisite: ACR 101. (4/3)	<b>5 SHC</b>
<b>ACR 130</b>	<b>Domestic Refrigeration</b> This course is a study of domestic refrigeration equipment. (3/3)	<b>4 SHC</b>
<b>ACR 131</b>	<b>Commercial Refrigeration</b> This course is a study of maintenance and repair of commercial refrigeration systems. Prerequisite: ACR 101. (3/3)	<b>4 SHC</b>
<b>ACR 140</b>	<b>Automatic Controls</b> 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)	<b>3 SHC</b>
<b>ACR 150</b>	<b>Basic Sheet Metal</b> This course covers the tools and procedures required in the fabrication of duct work. (1/3)	<b>2 SHC</b>
<b>ACR 160</b>	<b>Service Customer Relations</b> This course covers how to deal with different types of customers, selling techniques, and correct record keeping. (3/0)	<b>3 SHC</b>
<b>ACR 210</b>	<b>Heat Pumps</b> This course is a study of theory and operational principles of the heat pump. Prerequisite: ACR 140. (3/3)	<b>4 SHC</b>
<b>ACR 223</b>	<b>Testing and Balancing</b> This course covers testing and balancing of air distribution in duct work and water flow in piping. Prerequisite: ACR 122. (2/3)	<b>3 SHC</b>
<b>ACR 224</b>	<b>Codes and Ordinances</b> 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)	<b>2 SHC</b>
<b>ACR 231</b>	<b>Advanced Refrigeration</b> This course is an in-depth study of commercial and industrial refrigeration equipment. Prerequisite: ACR 131. (3/3)	<b>4 SHC</b>

## ALLIED HEALTH SCIENCE (AHS)

<b>AHS 102</b>	<b>Medical Terminology</b>	<b>3 SHC</b>
	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)	
<b>AHS 114</b>	<b>Basic First Aid</b>	<b>1 SHC</b>
	This course provides instruction in basic procedures used in medical emergencies. Corequisites: EMS 105 and EMS 106. (1/0)	
<b>AHS 116</b>	<b>Patient Care Relations</b>	<b>3 SHC</b>
	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)	
<b>AHS 143</b>	<b>Phlebotomy Skills</b>	<b>6 SHC</b>
	This course is a study of phlebotomy equipment, procedures, techniques, and practical experience. Prerequisites: RDG 100 and ENG 100 or RWR 100 and MAT 032/MAT012. Corequisite: AHS 102. Concurrent Requisite: AHS 146. (3/9)	
<b>AHS 144</b>	<b>Phlebotomy Practicum</b>	<b>5 SHC</b>
	This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities, and physician's offices. Prerequisites: AHS 102 and AHS 163. Corequisites: AHS 152 and AHS 177 (4/3)	
<b>AHS 146</b>	<b>Phlebotomy Experience</b>	<b>7 SHC</b>
	This course includes comprehensive clinical experiences in medical laboratory specimen collections, transport, storage, and basic test procedures. Prerequisites: RDG 100 and ENG 100 or RWR 100 and MAT 032/MAT012. Corequisite: AHS 102. Concurrent Requisite: AHS 143. (5/6)	
<b>AHS 152</b>	<b>Health Care Procedure II</b>	<b>6 SHC</b>
	This course includes concurrent coordinated clinical experiences in advanced patient/client care skills. Prerequisites: AHS 102 and AHS 163. Corequisites: AHS 144 and AHS 177. (4/6)	
<b>AHS 155</b>	<b>Special Topics in Health Care</b>	<b>3 SHC</b>
	This course emphasizes specialized job-related education in health care. (3/0)	
<b>AHS 156</b>	<b>Electrocardiography Practicum</b>	<b>1 SHC</b>
	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)	
<b>AHS 161</b>	<b>Introduction to Health Careers</b>	<b>1 SHC</b>
	This course introduces the student to a variety of health careers. (1/0)	
<b>AHS 163</b>	<b>Long-Term Care</b>	<b>5 SHC</b>
	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)	

<b>AHS 170</b>	<b>Fundamentals of Disease</b>	<b>3 SHC</b>
	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)	
<b>AHS 171</b>	<b>Introduction to Medical Coding</b>	<b>4 SHC</b>
	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)	
<b>AHS 172</b>	<b>Medical Coding and Classification System</b>	<b>5 SHC</b>
	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)	
<b>AHS 173</b>	<b>Medical Coding Special Topics</b>	<b>2 SHC</b>
	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)	
<b>AHS 174</b>	<b>Medical Coding Practicum</b>	<b>3 SHC</b>
	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)	
<b>AHS 177</b>	<b>Cardiac Monitoring Applications</b>	<b>4 SHC</b>
	This course is a study of cardiac monitoring techniques including basic cardiovascular anatomy and physiology, electrophysiology, rhythms, and dysrhythmia recognition and equipment maintenance. Prerequisites: AHS 102 and AHS 163. Corequisites: AHS 144 and AHS 152. (4/0)	
<b>AHS 180</b>	<b>Health Careers Preparation</b>	<b>3 SHC</b>
	This course includes selected topics such as study skills, test-taking skills, critical thinking, problem solving, ethics, health careers test preparation and other topics to promote student success. Prerequisites: RDG 032 and MAT 032 or appropriate placement test scores. (3/0)	
<b>AHS 205</b>	<b>Ethics and Law for Allied Health Professions</b>	<b>3 SHC</b>
	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)

<b>AET 101</b>	<b>Building Systems I</b>	<b>3 SHC</b>
	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)

<b>ART 101</b>	<b>Art History and Appreciation*</b>	<b>3 SHC</b>
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)

<b>ARV 102</b>	<b>Modern Art Communication</b>	<b>3 SHC</b>
This course is a study of art communications from the Renaissance to Modern art with emphasis on Western art. (3/0)		
<b>ARV 110</b>	<b>Computer Graphics I</b>	<b>3 SHC</b>
This course is a study of the fundamentals of computer assisted graphic design. Students will use Adobe Creative Cloud. (2/3)		
<b>ARV 114</b>	<b>Photography I</b>	<b>3 SHC</b>
This course is a study of the principles, terminology, techniques, tools and materials of basic photography. (2/3)		
<b>ARV 120</b>	<b>Drawing</b>	<b>3 SHC</b>
This course covers basic principles, techniques, and tools of drawing for advertising. (2/3)		
<b>ARV 121</b>	<b>Design</b>	<b>3 SHC</b>
This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design. (2/3)		
<b>ARV 123</b>	<b>Composition and Color</b>	<b>3 SHC</b>
This course covers the investigation and application of principles and concepts of visual organization and the psychological and physical properties of color. (3/0)		
<b>ARV 124</b>	<b>Sequential Drawing I</b>	<b>3 SHC</b>
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)		
<b>ARV 125</b>	<b>Drawing for Animators</b>	<b>3 SHC</b>
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)		
<b>ARV 161</b>	<b>Visual Communication Media</b>	<b>3 SHC</b>
This course is an introduction to the theory, psychology, principles and practices of major visual communications media. (3/0)		

<b>ARV 162</b>	<b>Graphic Reproduction I</b>	<b>3 SHC</b>
This course is a study of the principles and practices used in print preparation and print reproduction. (2/3)		
<b>ARV 214</b>	<b>Photography II</b>	<b>3 SHC</b>
This course covers advanced projects in photography, including studio work. Prerequisite: ARV 114. (2/3)		
<b>ARV 215</b>	<b>Photography III</b>	<b>3 SHC</b>
This course incorporates advanced projects in photography, including studio and lab work. Prerequisite: ARV 114 or ARV 214. (2/3)		
<b>ARV 222</b>	<b>Computer Animation</b>	<b>3 SHC</b>
This course introduces techniques of creating the illusion of motion and three-dimensional space. Prerequisite: ARV 125 (3/0)		
<b>ARV 261</b>	<b>Advertising Design I</b>	<b>3 SHC</b>
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)		
<b>ARV 262</b>	<b>Advertising Design II</b>	<b>3 SHC</b>
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)		
<b>ARV 265</b>	<b>Graphics Arts Portfolio</b>	<b>1 SHC</b>
This course covers the development of strategies for entering the graphic arts industry and refining portfolios and resumes to meet professional standards. Prerequisite: Students 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)		
<b>ARV 266</b>	<b>Seminar in Graphics Art</b>	<b>3 SHC</b>
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 102 Engine Repair 4 SHC**  
This course is a basic study of the diagnostic procedures used to locate and repair internal engine malfunctions. (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 132 Automotive Electricity 4 SHC**  
This course is a study of electricity as used in automotive applications. This course includes dc and ac principles and their various uses in the automobile. The relationship between Ohm's law and actual automotive circuits is demonstrated. (3/3)
- 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. (2/6)
- AUT 145 Engine Performance 3 SHC**  
This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in 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 157 Shop Management and Supervision 3 SHC**  
This course covers shop management and supervision skills, including shop morale, quality control and customer relations. (2/3)
- AUT 231 Automotive Electronics 4 SHC**  
This course includes the study of solid state devices, microprocessors, and complete diagnostics using the latest available equipment. (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. (2/3)

## BIOLOGY (BIO)

<b>BIO 101</b>	<b>Biological Science I*</b>	<b>4 SHC</b>
	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)	
<b>BIO 102</b>	<b>Biological Science II*</b>	<b>4 SHC</b>
	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)	
<b>BIO 112</b>	<b>Basic Anatomy and Physiology</b>	<b>4 SHC</b>
	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)	
<b>BIO 115</b>	<b>Basic Microbiology</b>	<b>3 SHC</b>
	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)	
<b>BIO 210</b>	<b>Anatomy and Physiology I*</b>	<b>4 SHC</b>
	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)	
<b>BIO 211</b>	<b>Anatomy and Physiology II*</b>	<b>4 SHC</b>
	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)	
<b>BIO 225</b>	<b>Microbiology*</b>	<b>4 SHC</b>
	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)

<b>BCT 101</b>	<b>Introduction to Building Construction</b>	<b>5 SHC</b>
	This course is an introduction to residential and light commercial construction, construction terms, tools of the trade and their safe use. (3/6)	
<b>BCT 102</b>	<b>Fundamentals of Building Construction</b>	<b>4 SHC</b>
	This course is a study of framing for residential and light commercial buildings. (3/3)	
<b>BCT 103</b>	<b>Construction Site Layout</b>	<b>4 SHC</b>
	This course covers location and layout of building corners, elevation, and the use of appropriate tools. (2/6)	
<b>BCT 105</b>	<b>Tool Usage and Safety</b>	<b>2 SHC</b>
	This course covers tool skills and their safe use in construction. (1/3)	
<b>BCT 113</b>	<b>Fundamentals of Construction Prints</b>	<b>4 SHC</b>
	This course includes reading prints for residential and light commercial building construction. (4/0)	
<b>BCT 131</b>	<b>Estimating/Quantity Take Off</b>	<b>2 SHC</b>
	This course covers construction estimation and quantity take off for construction trades based on local and national building codes. (2/0)	
<b>BCT 139</b>	<b>Advanced Residential Wiring</b>	<b>3 SHC</b>
	This course is a study and application of residential wiring including wire size, circuits, components, and testing. (1/6)	
<b>BCT 151</b>	<b>Introduction to Residential Plumbing</b>	<b>3 SHC</b>
	This course covers plumbing theory as it relates to residential construction. (1/6)	
<b>BCT 202</b>	<b>Principles of Form Construction</b>	<b>4 SHC</b>
	This course is the study and design of form construction as applied to residential and light commercial construction. (2/6)	
<b>BCT 204</b>	<b>Cabinet Making</b>	<b>4 SHC</b>
	This course is a study of design and construction of cabinets, custom case work, and countertops. (2/6)	
<b>BCT 208</b>	<b>Framing and Roofing</b>	<b>3 SHC</b>
	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)	
<b>BCT 209</b>	<b>Construction Project Management</b>	<b>3 SHC</b>
	This is a course designed with projects using building construction skills. (2/3)	
<b>BCT 212</b>	<b>Construction Methods and Design</b>	<b>3 SHC</b>
	This course covers residential construction methods and designs. (2/3)	
<b>BCT 221</b>	<b>Construction Building Code</b>	<b>3 SHC</b>
	This course is a study of local, state, and national building code requirements as they apply to residential and commercial construction. (3/0)	
<b>BCT 222</b>	<b>License Preparation</b>	<b>3 SHC</b>
	This course is designed for preparation for contractor exam and licensing. (3/0)	
<b>BCT 231</b>	<b>Construction Labor and Expediting</b>	<b>3 SHC</b>
	This course is a study of the process of controlling material and labor on a job site. (3/0)	
<b>MSY 101</b>	<b>Masonry Fundamentals</b>	<b>5 SHC</b>
	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. Prerequisite: Admission to the program. Corequisites: CVT 102 and CVT 112. (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. Prerequisite: Admission to the program. Corequisites: CVT 101 and CVT 112. (3/0)

- CVT 106 Introduction to Non-Invasive Physics 3 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 112. Corequisites: CVT 140 and CVT 142. (3/0)
- CVT 107 Non-Invasive Cardiovascular Physics 3 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 145. (3/0)
- 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. Fifteen hours or more of this course is dedicated to the instruction of Radiation Science, Biology, and Radiation Safety. Prerequisites: CVT 101, CVT 102, and CVT 112. 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 125. (2/0)
- CVT 112 Cardiovascular Principles 3 SHC**  
This course provides the cardiovascular technologist with an in-depth study of normal cardiovascular anatomy and physiology as well as basic cardiac embryology hemodynamics, and evaluation methods. Prerequisite: Admission to the program. Corequisites: CVT 101 and CVT 102 (3/0)
- 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: CVT101, CVT 102, CVT 112 and BIO 211. 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 125. (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: CVT101, CVT 102 and CVT 112. Corequisites: CVT 108 and CVT 120. (0/15)
- CVT 124 Invasive Cardiology Clinical II 8 SHC**  
This course is a continuation of skills required to work in a clinical catheterization laboratory. Focus will be on catheterization lab procedures, scrub and circulatory responsibilities, equipment hemodynamics monitoring, and the coronary angiography procedure. (0/15)

**CVT 125 Invasive Cardiology Clinical II-Applications 5 SHC**

This course provides for supervised hands-on experience in performing clinical catheterizations. 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, CVT 112, and BIO 211. 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 145. (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 112. Corequisites: CVT 106 and CVT 140. (0/15)

**CVT 144 Non-Invasive Cardiology Clinical II 8 SHC**

This course provides for supervised hands-on experience in performing non-invasive cardiovascular procedures with emphasis on instrumentation and development of clinical techniques. (0/15)

**CVT 145 Non-Invasive Cardiology Clinical II -Applications 5 SHC**

This course provides for supervised hands-on experience in performing adult echocardiograms with emphasis on documenting pathologic disease states with further development of clinical techniques. Prerequisites: CVT 106, CVT 140 and CVT 142. Corequisites: CVT 107 and CVT 141. (0/15)

**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 110, CVT 121 and CVT 125. Corequisites: CVT 225 and CVT 226. (3/0)

**CVT 225 Invasive Cardiology Clinical III 8 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 125. Corequisites: CVT 223 and CVT 226. (0/24)

**CVT 226 Invasive Cardiology Special Topics 2 SHC**

This course is an in-depth review of invasive cardiac topics. Prerequisites: CVT 110, CVT 121 and CVT 125. Corequisites: CVT 223 and CVT 225. (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 145. Corequisites: CVT 245 and CVT 246. (3/0)

**CVT 245 Non-Invasive Cardiology Clinical III 8 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 145. Corequisites: CVT 243 and CVT 246. (0/24)

**CVT 246 Non-Invasive Cardiology Special Topics 2 SHC**

This course is an in-depth review of non-invasive cardiac topics. Prerequisites: CVT 107, CVT 141 and CVT 145. Corequisite: CVT 243 and CVT 245. (2/0)

**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 minimum 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)

<b>COL 101</b>	<b>College Orientation</b>	<b>1 SHC</b>
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)		
<b>COL 103</b>	<b>College Skills</b>	<b>3 SHC</b>
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)		
<b>COL 108</b>	<b>Basic Graphing Calculator Skills</b>	<b>1 SHC</b>
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 and MAT 012 or appropriate test scores. (1/0)		

## COMPUTER GRAPHICS (CGC)

<b>CGC 106</b>	<b>Typography I</b>	<b>3 SHC</b>
This course covers typography and photocomposition. Students will focus on using page authoring software. (3/0)		
<b>CGC 110</b>	<b>Electronic Publishing</b>	<b>3 SHC</b>
This is an introductory course to the fundamentals of electronic publishing. Students will use Adobe Creative Cloud. (2/3)		
<b>CGC 210</b>	<b>Advanced Electronic Publishing</b>	<b>3 SHC</b>
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)

<b>CIM 131</b>	<b>Computer Integrated Manufacturing</b>	<b>3 SHC</b>
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)

<b>CPT 101</b>	<b>Introduction to Computers</b>	<b>3 SHC</b>
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)		
<b>CPT 160</b>	<b>Digital Vector Graphics I</b>	<b>3 SHC</b>
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)		
<b>CPT 161</b>	<b>Introduction to Digital Raster Graphics I</b>	<b>3 SHC</b>
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)		

<b>CPT 169</b>	<b>Industrial Computer Applications</b>	<b>3 SHC</b>
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)		
<b>CPT 172</b>	<b>Microcomputer Database</b>	<b>3 SHC</b>
This course introduces microcomputer database concepts, including generating reports from database, creating, maintaining, and modifying databases. Prerequisite: CPT 101. (3/0)		
<b>CPT 186</b>	<b>Visual Basic.net I</b>	<b>3 SHC</b>
This course introduces the student to development of Visual Basic Windows applications using the Microsoft.net framework. (3/0)		
<b>CPT 188</b>	<b>Mobile App Development</b>	<b>3 SHC</b>
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)		
<b>CPT 207</b>	<b>Complex Computer Applications</b>	<b>3 SHC</b>
This course covers analyzing, designing, and implementing computerized solutions to realistic business applications areas. (3/0)		
<b>CPT 209</b>	<b>Computer Systems Management</b>	<b>3 SHC</b>
This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting. (3/0)		
<b>CPT 232</b>	<b>C++ Programming I</b>	<b>3 SHC</b>
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)		
<b>CPT 236</b>	<b>Introduction to Java Programming</b>	<b>3 SHC</b>
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)		
<b>CPT 237</b>	<b>Advanced Java Programming</b>	<b>3 SHC</b>
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 javabeen component model, network programming and server-side programming. Prerequisite: CPT 236. (3/0)		
<b>CPT 242</b>	<b>Database</b>	<b>3 SHC</b>
This course introduces database models and the fundamentals of database design. Topics include database structure, database processing, and application programs which access a database. (3/0)		
<b>CPT 247</b>	<b>UNIX Operating System</b>	<b>3 SHC</b>
This course is a study of basic UNIX commands including the vi editor, file structures, and shell programming. Prerequisite: CPT 257. (3/0)		
<b>CPT 257</b>	<b>Operating Systems</b>	<b>3 SHC</b>
This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems. (3/0)		

<b>CPT 264</b>	<b>Systems and Procedures</b> This course covers the techniques of system analysis, design, development, and implementation. Prerequisite: CPT 242. (1/6)	<b>3 SHC</b>
<b>CPT 267</b>	<b>Technical Support Concepts</b> This course is a study of technical support/help desk concepts and techniques for supporting computer and computer services. (3/0)	<b>3 SHC</b>
<b>CPT 270</b>	<b>Advanced Microcomputer Applications</b> This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Prerequisite: Choose one of the following courses: AOT 165, CPT 172, CPT 274, or IST 281. (3/0)	<b>3 SHC</b>
<b>CPT 274</b>	<b>Advanced Microcomputer Spreadsheets</b> This course emphasizes complex applications of spreadsheet software for the microcomputer using advanced concepts. Prerequisite: CPT 101. (3/0)	<b>3 SHC</b>
<b>CPT 282</b>	<b>Information Systems Security</b> 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)	<b>3 SHC</b>
<b>CPT 286</b>	<b>Visual Basic.net II</b> This course is a study of advanced techniques for Visual Basic Programming using the Microsoft.net framework. Prerequisite: CPT 186 (3/0)	<b>3 SHC</b>
<b>CPT 288</b>	<b>Computer Game Development I</b> 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)	<b>3 SHC</b>
<b>CPT 293</b>	<b>Advanced Microcomputer Multimedia Applications</b> 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)	<b>3 SHC</b>
<b>CPT 295</b>	<b>Desktop Publishing Applications</b> This course is a study of application software used to design, edit, and produce a variety of documents for marketing purposes. (3/0)	<b>3 SHC</b>

## COOPERATIVE WORK EXPERIENCE (CWE)

<b>CWE 101</b>	<b>Cooperative Work Experience Preparation</b> This course includes preparation for cooperative work experience. (1/0)	<b>1 SHC</b>
<b>CWE 112</b>	<b>Cooperative Work Experience I</b> This course includes cooperative work experience in an approved setting. (0/10)	<b>2 SHC</b>
<b>CWE 113</b>	<b>Cooperative Work Experience I</b> This course includes cooperative work experience in an approved setting. (0/15)	<b>3 SHC</b>
<b>CWE 115</b>	<b>Cooperative Work Experience I</b> This course includes cooperative work experience in an approved setting. (0/25)	<b>5 SHC</b>
<b>CWE 123</b>	<b>Cooperative Work Experience II</b> This course includes cooperative work experience in an approved setting. (0/15)	<b>3 SHC</b>
<b>CWE 133</b>	<b>Cooperative Work Experience III</b> This course includes cooperative work experience in an approved setting. (0/15)	<b>3 SHC</b>
<b>CWE 213</b>	<b>Cooperative Work Experience IV</b> This course includes cooperative work experience in an approved setting. (0/15)	<b>3 SHC</b>
<b>CWE 223</b>	<b>Cooperative Work Experience V</b> This course includes cooperative work experience in an approved setting. (0/15)	<b>3 SHC</b>

## CRIMINAL JUSTICE (CRJ)

<b>CRJ 101</b>	<b>Introduction to Criminal Justice</b> 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)	<b>3 SHC</b>
<b>CRJ 115</b>	<b>Criminal Law I</b> 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)	<b>3 SHC</b>
<b>CRJ 120</b>	<b>Constitutional Law</b> 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)	<b>3 SHC</b>
<b>CRJ 125</b>	<b>Criminology</b> 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)	<b>3 SHC</b>
<b>CRJ 140</b>	<b>Criminal Justice Report Writing</b> This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting, and the value of accurate, complete, and selective written articulation of information and observations. (3/0)	<b>3 SHC</b>

<b>CRJ 145</b>	<b>Juvenile Delinquency</b>	<b>3 SHC</b>	<b>ECD 102</b>	<b>Growth and Development I</b>	<b>3 SHC</b>
	This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention and treatment. (3/0)			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. Prerequisite: ENG 101 or ENG 165. (3/0)	
<b>CRJ 203</b>	<b>Forensic Photography</b>	<b>3 SHC</b>	<b>ECD 105</b>	<b>Guidance-Classroom Management</b>	<b>3 SHC</b>
	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. (3/0)			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 or ENG 165. (3/0)	
<b>CRJ 205</b>	<b>Criminal Justice in Film</b>	<b>3 SHC</b>	<b>ECD 107</b>	<b>Exceptional Child</b>	<b>3 SHC</b>
	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)			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 or ENG 165. (3/0)	
<b>CRJ 220</b>	<b>The Judicial Process</b>	<b>3 SHC</b>	<b>ECD 108</b>	<b>Family and Community Relations</b>	<b>3 SHC</b>
	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)			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. Prerequisite: ENG 101 or ENG 165. (3/0)	
<b>CRJ 222</b>	<b>Ethics in Criminal Justice</b>	<b>3 SHC</b>	<b>ECD 109</b>	<b>Administration and Supervision</b>	<b>3 SHC</b>
	This course is a study of the application of ethical theories to the criminal justice profession. (3/0)			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. Prerequisites: ENG 100 and RDG 100 or RWR 100. (3/0)	
<b>CRJ 224</b>	<b>Police Community Relations</b>	<b>3 SHC</b>	<b>ECD 131</b>	<b>Language Arts</b>	<b>3 SHC</b>
	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)			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. Prerequisite: ENG 101 or ENG 165. (3/0)	
<b>CRJ 230</b>	<b>Criminal Investigation I</b>	<b>3 SHC</b>	<b>ECD 132</b>	<b>Creative Experiences</b>	<b>3 SHC</b>
	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)			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: ENG 100 and RDG 100 or RWR 100. (3/0)	
<b>CRJ 236</b>	<b>Criminal Evidence</b>	<b>3 SHC</b>	<b>ECD 133</b>	<b>Science and Math Concepts</b>	<b>3 SHC</b>
	This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. (3/0)			This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials. Prerequisite: ENG 101 or ENG 165. (3/0)	
<b>CRJ 242</b>	<b>Correctional Systems</b>	<b>3 SHC</b>	<b>ECD 135</b>	<b>Health, Safety and Nutrition</b>	<b>3 SHC</b>
	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)			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 or ENG 165. (3/0)	
<b>CRJ 250</b>	<b>Criminal Justice Internship I</b>	<b>3 SHC</b>			
	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)

<b>ECD 101</b>	<b>Introduction to Early Childhood</b>	<b>3 SHC</b>
	This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course. Prerequisite: RDG 100, RWR 100 or placement test scores for ENG 101. (3/0)	

<b>ECD 200</b>	<b>Curriculum Issues in Infant and Toddler Development</b> 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 or ENG 165. (3/0)	<b>3 SHC</b>
<b>ECD 201</b>	<b>Principles of Ethics and Leadership in Early Care and Education</b> 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 or ENG 165. (3/0)	<b>3 SHC</b>
<b>ECD 203</b>	<b>Growth and Development II</b> 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 or ENG 165. (3/0)	<b>3 SHC</b>
<b>ECD 205</b>	<b>Socialization and Group Care of Infants and Toddlers</b> 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 or ENG 165. (3/0)	<b>3 SHC</b>
<b>ECD 207</b>	<b>Inclusive Care for Infants and Toddlers</b> 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 or ENG 165. (3/0)	<b>3 SHC</b>
<b>ECD 237</b>	<b>Methods and Materials</b> 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 or ENG 165. (3/0)	<b>3 SHC</b>
<b>ECD 243</b>	<b>Supervised Field Experience I</b> 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 or ENG 165. (1/6)	<b>3 SHC</b>
<b>ECD 244</b>	<b>Supervised Field Experience II</b> 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 and ENG 101 or ENG 165. (1/6)	<b>3 SHC</b>

<b>ECD 246</b>	<b>Designing Quality Infant and Toddler Environments</b> 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 or ENG 165. (3/0)	<b>3 SHC</b>
<b>ECD 251</b>	<b>Supervised Field Experiences in Infant/Toddler Environment</b> 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 or ENG 165 and ECD 101. (1/6)	<b>3 SHC</b>
<b>SAC 101</b>	<b>Best Practices in School-Age and Youth Care Skills</b> This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments. (3/0)	<b>3 SHC</b>

## ECONOMICS (ECO)

<b>ECO 210</b>	<b>Macroeconomics*</b> 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)	<b>3 SHC</b>
<b>ECO 211</b>	<b>Microeconomics*</b> 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)	<b>3 SHC</b>

## ELECTRONIC ENGINEERING TECHNOLOGY (EET)

<b>EET 111</b>	<b>DC Circuits</b> 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. (3/3)	<b>4 SHC</b>
<b>EET 112</b>	<b>AC Circuits</b> 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)	<b>4 SHC</b>
<b>EET 113</b>	<b>Electrical Circuits I</b> 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)	<b>4 SHC</b>

<b>EET 114</b>	<b>Electrical Circuits II</b> This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments. Prerequisite: EET 113. (3/3)	<b>4 SHC</b>
<b>EET 131</b>	<b>Active Devices</b> 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)	<b>4 SHC</b>
<b>EET 141</b>	<b>Electronic Circuits</b> 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)	<b>4 SHC</b>
<b>EET 145</b>	<b>Digital Circuits</b> 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)	<b>4 SHC</b>
<b>EET 212</b>	<b>Industrial Robotics</b> 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. Concurrent Requisites: EGR 130, MAT 102 or appropriate placement scores. (2/3)	<b>3 SHC</b>
<b>EET 231</b>	<b>Industrial Electronics</b> 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)	<b>4 SHC</b>
<b>EET 233</b>	<b>Control Systems</b> 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)	<b>4 SHC</b>
<b>EET 234</b>	<b>Principles of Mechatronics</b> This course is the study of the systems design process, information systems, modeling, automatic controls, block diagram analysis, mechanical systems, electronics, logic and systems interfacing. Corequisite: EET 231. (2/3)	<b>3 SHC</b>
<b>EET 235</b>	<b>Programmable Controllers</b> 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)	<b>3 SHC</b>
<b>EET 241</b>	<b>Electronic Communications</b> This course is a study of the theory of transmitters and receivers, with an emphasis on the receivers, mixers, I.F. amplifiers and detectors. Some basic FCC rules and regulations are also covered. Prerequisite: EET 145. (3/3)	<b>4 SHC</b>

<b>EET 251</b>	<b>Microprocessor Fundamentals</b> This course is a study of binary numbers; microprocessor operation, architecture, instruction sets, and interfacing with operating systems; and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested. Prerequisite: EET 145. (3/3)	<b>4 SHC</b>
<b>EET 255</b>	<b>Advanced Microprocessors</b> 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)	<b>3 SHC</b>
<b>EET 272</b>	<b>Electronics Senior Seminar</b> 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)	<b>1 SHC</b>
<b>EET 273</b>	<b>Electronics Senior Project</b> This course includes the construction and testing of an instructor-approved project. Requires advisor approval. (0/3)	<b>1 SHC</b>

## EMERGENCY MEDICAL (EMS)

<b>EMS 101</b>	<b>Emergency Care for First Responders</b> 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)	<b>3 SHC</b>
<b>EMS 105</b>	<b>Emergency Medical Care I</b> 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)	<b>4 SHC</b>
<b>EMS 106</b>	<b>Emergency Medical Care II</b> 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)	<b>4 SHC</b>
<b>EMS 113</b>	<b>Advanced Management of the Trauma Patient</b> This course is a study of the knowledge and skills necessary to rapidly evaluate, stabilize, and transport a trauma patient including advanced patient management and best practice in pre-hospital trauma patient assessment and care. Corequisites: EMS 119, EMS 150, EMS 223; Concurrent: BIO 112 (1/0)	<b>1 SHC</b>
<b>EMS 116</b>	<b>Advanced Cardiac Life Support</b> This course is designed to educate the experienced health care provider in dealing with critical cardiac patients in an acute, emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary. Current American heart association guidelines will be followed. Prerequisites: BIO 112, EMS 113, EMS 119, EMS 150 and EMS 223. Corequisites: EMS 224, EMS 230, EMS 117 and EMS 238. (0/3)	<b>1 SHC</b>

<b>EMS 117</b>	<b>Pediatric Advanced Life Support</b>	<b>1 SHC</b>
	This course is designed to educate the experienced health care provider in dealing with critical pediatric patients suffering from acute cardiac and respiratory problems in an emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary. Prerequisites: BIO 112, EMS 113, EMS 119, EMS 150 and EMS 223. Corequisites: EMS 116, EMS 224, EMS 230 and EMS 238. (1/0)	
<b>EMS 118</b>	<b>Advanced Medical Life Support</b>	<b>1 SHC</b>
	This course is designed to present students with a practical method for the management of adult patients suffering from various medical emergencies. Students will be provided with the practical knowledge and skills to effectively manage on-scene, adult medical emergencies. Prerequisites: EMS 116, EMS 224, EMS 230, EMS 117 and EMS 238. Corequisites: EMS 240, EMS 241, EMS 248 and EMS 272. (1/0)	
<b>EMS 119</b>	<b>Emergency Medical Service Operations</b>	<b>2 SHC</b>
	This course is a multi-faceted approach to theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism, and weapons of mass destruction. Corequisites: EMS 113, EMS 150 and EMS 223. Concurrent: BIO 112. (2/0)	
<b>EMS 150</b>	<b>Introduction to Advanced Care</b>	<b>5 SHC</b>
	This course covers advanced care preparatory material, trauma, advanced airway material, and shock management. Corequisites: EMS 113, EMS 119 and EMS 223. Concurrent: BIO 112. (4/3)	
<b>EMS 223</b>	<b>Paramedic Clinical I</b>	<b>2 SHC</b>
	This course includes hospital clinical experiences in many areas, such as the emergency center, surgery, labor and delivery, and pediatric centers. Corequisites: EMS 113, EMS 119 and EMS 150 Concurrent: BIO 112. (0/6)	
<b>EMS 224</b>	<b>Paramedic Clinical II</b>	<b>2 SHC</b>
	This course is a study of emergency medical care procedures for the paramedic provider, including concepts and skills related to medical emergencies. Emphasis is on pathophysiology and treatment modalities related to the major systems of the body such as the respiratory and cardiovascular systems. This course includes compressed content from EMS 213. Prerequisites: BIO 112, EMS 113, EMS 119, EMS 150 and EMS 223. Corequisites: EMS 116, EMS 230, EMS 117 and EMS 238. (0/6)	
<b>EMS 230</b>	<b>Advanced Emergency Medical Care I</b>	<b>5 SHC</b>
	This course provides an introduction to pre-hospital pharmacology and cardiology as they relate specifically to patient care. Emphasis is placed on the appropriate methods for patient physical exams and solicitation of medical history to maximize patient outcomes. Prerequisites: BIO 112, EMS 113, EMS 119, EMS 150 and EMS 223. Corequisites: EMS 116, EMS 224, EMS 117 and EMS 238. (3/6)	
<b>EMS 238</b>	<b>Paramedic Ambulance Field Experience I</b>	<b>3 SHC</b>
	This course introduces the concept of emergency medical care in the E-911 ambulance setting. Prerequisites: BIO 112, EMS 113, EMS 119, EMS 150 and EMS 223. Corequisites: EMS 116, EMS 230, EMS 117 and EMS 224. (0/9)	
<b>EMS 240</b>	<b>Advanced Emergency Care II</b>	<b>5 SHC</b>
	This course is a study of complex recurring emergency medical conditions that encompass all stages of the patient's life span. Prerequisites: EMS 116, EMS 224, EMS 230, EMS 117 and EMS 238. Corequisites: EMS 118, EMS 241, EMS 248 and EMS 272. (3/6)	

<b>EMS 241</b>	<b>Paramedic Clinical III</b>	<b>2 SHC</b>
	This course is an advanced clinical experience and provides an overview of holistic patient care from the point of entry into the emergency department until patient discharge. Prerequisites: EMS 116, EMS 224, EMS 230, EMS 117 and EMS 238. Corequisites: EMS 118, EMS 240, EMS 248 and EMS 272. (0/6)	
<b>EMS 248</b>	<b>Paramedic Ambulance Field Experience II</b>	<b>2 SHC</b>
	This course will emphasize the knowledge and skills of emergency care in an E-911 ambulance setting. Focus is on the student and their ability to apply classroom knowledge during an emergency situation while treating a wide variety of patients. Prerequisites: EMS 116, EMS 224, EMS 230, EMS 117 and EMS 238. Corequisites: EMS 118, EMS 240, EMS 241 and EMS 272. (0/6)	
<b>EMS 272</b>	<b>Paramedic Capstone</b>	<b>4 SHC</b>
	This course provides the opportunity for the student to function as a team leader in a 911 response agency by managing and accounting for all aspects of the emergency scene and patient care. Prerequisites: EMS 116, EMS 224, EMS 230, EMS 117 and EMS 238. Corequisites: EMS 118, EMS 240, EMS 241 and EMS 248. (0/12))	

## ENGINEERING DESIGN TECHNOLOGY (EDT)

<b>EGT 110</b>	<b>Engineering Graphics I</b>	<b>4 SHC</b>
	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)	
<b>EGT 115</b>	<b>Engineering Graphics II</b>	<b>4 SHC</b>
	This course in engineering graphics science includes additional drawing techniques for industrial applications. Prerequisites: EGT 110 and EGT 151. (2/6)	
<b>EGT 125</b>	<b>Descriptive Geometry</b>	<b>2 SHC</b>
	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)	
<b>EGT 151</b>	<b>Introduction to CAD</b>	<b>3 SHC</b>
	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)	
<b>EGT 152</b>	<b>Fundamentals of CAD</b>	<b>3 SHC</b>
	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. Concurrent Requisite: MAT 102 or appropriate placement scores. (1/6)	
<b>EGT 165</b>	<b>Introduction to CAD/CAM</b>	<b>2 SHC</b>
	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 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: MAT 102 or appropriate 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. Prerequisite: MAT 110. (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. Corequisite: MAT 110. (2/3)

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

## ENGLISH (ENG)

**ENG 011 Developmental English Basics Workshop 1 SHC**  
This course provides support for basic English competencies (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 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. Prerequisite: Appropriate placement test scores. Corequisite ENG 012. (3/0)

**ENG 100 Introduction to Composition (Non-Degree Credit) 3 SHC**  
This course is a study of basic writing and different modes of composition and may include a review of usage. 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)

<b>ENG 202</b>	<b>American Literature II*</b> This course is a study of American literature from the Civil War to the present. Prerequisites: ENG 101 and ENG 102 (3/0)	<b>3 SHC</b>
<b>ENG 205</b>	<b>English Literature I*</b> This is a (college transfer) course in which the following topics are presented: the study of English literature from the old English period to the Romantic period with emphasis on major writers and periods. Prerequisites: ENG 101 and ENG 102 (3/0)	<b>3 SHC</b>
<b>ENG 206</b>	<b>English Literature II*</b> 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)	<b>3 SHC</b>
<b>ENG 208</b>	<b>World Literature I*</b> 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)	<b>3 SHC</b>
<b>ENG 209</b>	<b>World Literature II*</b> 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)	<b>3 SHC</b>
<b>ENG 235</b>	<b>Southern Literature</b> 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)	<b>3 SHC</b>
<b>RWR 012</b>	<b>Integrated Developmental Reading and Developmental English Workshop</b> 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 successfully complete this course should not enroll in ENG 012 or RDG 012. Prerequisite: Appropriate placement test scores. Corequisite: RWR 032. (1/0)	<b>1 SHC</b>
<b>RWR 032</b>	<b>Integrated Developmental Reading and Developmental English</b> 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 successfully complete this course should not enroll in ENG 032 or RDG 032. Prerequisite: Appropriate placement test scores. Corequisite: RWR 012. (3/0)	<b>3 SHC</b>
<b>RWR 100</b>	<b>Integrated Transitional Reading and English (Non-Degree Credit)</b> 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)	<b>3 SHC</b>

## ENVIRONMENTAL SCIENCE (EVT)

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

<b>EVT 155</b>	<b>Introduction to Earth Science</b> This course is an introduction to the fundamental concepts of astronomy, geology, meteorology 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)	<b>4 SHC</b>
<b>EVT 156</b>	<b>Introduction to Environmental Science</b> 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)	<b>4 SHC</b>

## FIRE SCIENCE (FST)

<b>FST 102</b>	<b>Firefighter I Basic</b> This course is the study of the initial National Fire Protection Association 1001 standards. Topics include firefighter safety, personal protective equipment, communications, firefighter survival, fire behavior, fire service organization, hazardous materials, and command and control. (2/3)	<b>3 SHC</b>
<b>FST 103</b>	<b>Firefighter I Advanced</b> This course is a continuation of the National Fire Protection Association 1001 standards and remaining program requirements not covered in Firefighter I - Basic. Topics include operation and use of firefighting tools and equipment, fire classes/control, auto extraction, and a live burn. Concurrent: FST 102. (4/3)	<b>5 SHC</b>
<b>FST 104</b>	<b>Firefighter II</b> This course continues coverage of the National Fire Protection Association 1001 standards. Topics include basic firefighting skills and use of equipment such as hoses, flammable liquids, gas fires, construction materials, hydrant flow/operability, and remaining skills not covered in Firefighter I. Prerequisite: FST 102, FST 103 (1/6)	<b>3 SHC</b>

## FORESTRY (FOR)

<b>FOR 104</b>	<b>Introduction to Environmental and Natural Resources</b> 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)	<b>1 SHC</b>
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## FUNERAL SERVICE (FSE)

<b>FSE 101</b>	<b>Introduction to Funeral Services</b>	<b>2 SHC</b>
	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. (2/0)	
<b>FSE 112</b>	<b>Anatomy and Physiology for the Funeral Services</b>	<b>3 SHC</b>
	This course is an introduction to the fundamentals of systemic anatomy. Emphasis is placed on the human circulatory, digestive, genitourinary, nervous and respiratory systems. (1/6)	
<b>FSE 165</b>	<b>Sociology of Funeral Service</b>	<b>2 SHC</b>
	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. (2/0)	
<b>FSE 205</b>	<b>Funeral Counseling</b>	<b>3 SHC</b>
	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. (3/0)	
<b>FSE 210</b>	<b>Funeral Service Management and Merchandising I</b>	<b>3 SHC</b>
	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)	
<b>FSE 211</b>	<b>Funeral Service Management and Merchandising II</b>	<b>2 SHC</b>
	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)	
<b>FSE 213</b>	<b>Microbiology and Pathology for Funeral Service</b>	<b>3 SHC</b>
	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 155. (1/6)	
<b>FSE 215</b>	<b>Funeral Services Directing</b>	<b>3 SHC</b>
	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. (1/6)	
<b>FSE 216</b>	<b>Funeral Directing II</b>	<b>2 SHC</b>
	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 (1/3)	
<b>FSE 220</b>	<b>Regulatory Compliance</b>	<b>3 SHC</b>
	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)	

<b>FSE 225</b>	<b>Principles of Embalming I</b>	<b>3 SHC</b>
	This course is an introduction to the embalming process. Topics include post mortem changes, legal aspects, instruments, equipment and chemicals related to embalming. Prerequisites: AHS 102, FSE 112 and FSE 213. (1/6)	
<b>FSE 226</b>	<b>Principles of Embalming II</b>	<b>3 SHC</b>
	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. (1/6)	
<b>FSE 240</b>	<b>Restorative Art I</b>	<b>3 SHC</b>
	This course examines the techniques of restorative art that include anatomical modeling, expressions and familiarization with instruments and materials. Prerequisites: AHS 102, FSE 112 and FSE 213. (1/6)	
<b>FSE 241</b>	<b>Restorative Art II</b>	<b>3 SHC</b>
	This course provides practical application of restorative art procedures. Prerequisite: FSE 240. (1/6)	
<b>FSE 300</b>	<b>Board Preparations</b>	<b>2 SHC</b>
	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)

<b>GSM 101</b>	<b>Gunsmithing I</b>	<b>4 SHC</b>
	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)	
<b>GSM 102</b>	<b>Gunsmithing II</b>	<b>4 SHC</b>
	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)	
<b>GSM 103</b>	<b>Gunsmithing III</b>	<b>4 SHC</b>
	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)	
<b>GSM 104</b>	<b>Advanced Gunmetal Finishing</b>	<b>4 SHC</b>
	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)	
<b>GSM 105</b>	<b>Gunsmithing Welding</b>	<b>2 SHC</b>
	This course introduces the basics of brazing, oxyacetylene cutting, silver soldering, and TIG welding. Welding safety is also emphasized. (2/0)	
<b>GSM 106</b>	<b>Gunsmith Safety</b>	<b>1 SHC</b>
	This course emphasizes basic rifle, shotgun, and handgun safety. (0/3)	

<b>GSM 107</b>	<b>Gunsmith Machine Tool Technology</b>	<b>4 SHC</b>
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)		
<b>GSM 120</b>	<b>Basic Stockmaking</b>	<b>3 SHC</b>
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)		
<b>GSM 121</b>	<b>Barrel Fitting/Alteration</b>	<b>3 SHC</b>
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)		
<b>GSM 122</b>	<b>General Repair</b>	<b>3 SHC</b>
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)		
<b>GSM 220</b>	<b>Rifle Stockmaking</b>	<b>4 SHC</b>
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)		
<b>GSM 221</b>	<b>Advanced Repair Technology</b>	<b>3 SHC</b>
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. Corequisite: GSM 103 (1/6)		
<b>GSM 222</b>	<b>Handgun Technology</b>	<b>3 SHC</b>
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)		
<b>GSM 223</b>	<b>Gunsmithing Techniques</b>	<b>3 SHC</b>
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)		
<b>GSM 230</b>	<b>Business for Gunsmiths</b>	<b>3 SHC</b>
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)

<b>HIS 101</b>	<b>Western Civilization to 1689*</b>	<b>3 SHC</b>
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)		
<b>HIS 102</b>	<b>Western Civilization Post 1689*</b>	<b>3 SHC</b>
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)		
<b>HIS 115</b>	<b>African-American History</b>	<b>3 SHC</b>
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)		
<b>HIS 201</b>	<b>American History: Discovery to 1877*</b>	<b>3 SHC</b>
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)		
<b>HIS 202</b>	<b>American History: 1877 to Present*</b>	<b>3 SHC</b>
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)

<b>HRT 101</b>	<b>Introduction to Horticulture</b>	<b>3 SHC</b>
This course covers the basic principles of horticulture as it relates to commercial production. Fundamental terms, concepts and practices of the horticulture industry are discussed. (2/3)		
<b>HRT 104</b>	<b>Landscape Design and Implementation</b>	<b>3 SHC</b>
This course is a study of landscape design and drafting as well as landscape installation techniques. Prerequisite: HRT 105. (2/3)		
<b>HRT 105</b>	<b>Landscape Plant Materials</b>	<b>4 SHC</b>
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)		
<b>HRT 107</b>	<b>Woody Ornaments</b>	<b>2 SHC</b>
This course is a survey of deciduous and evergreen ornamentals which can be grown in local gardens. Emphasis is on form, texture, size, color, blooming season, and culture. (0/6)		
<b>HRT 108</b>	<b>Annuals and Perennials</b>	<b>2 SHC</b>
This course is a survey of herbaceous plants, both annual and perennial, which can be grown in local gardens. Emphasis is on form, texture, size, blooming season, color, and culture. (2/0)		

<b>HRT 110</b>	<b>Plant Form and Function</b>	<b>4 SHC</b>	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)
<b>HRT 121</b>	<b>Commercial Irrigation</b>	<b>3 SHC</b>	This course examines the use of irrigation in the landscape industry with emphasis on design, equipment suitability, water application procedures, and construction. Design projects and job bidding are also included. (2/3)
<b>HRT 125</b>	<b>Soils</b>	<b>4 SHC</b>	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)
<b>HRT 127</b>	<b>Soil and Water Management</b>	<b>4 SHC</b>	This course is a practical study of soil management with emphasis on fertilization, irrigation, and drainage practices. (3/3)
<b>HRT 130</b>	<b>Greenhouse Production</b>	<b>3 SHC</b>	This course is a study of the basics of greenhouse production. Emphasis is on greenhouse soils, watering, fertilizing, pest control, climate control, and calculation of production costs. Basics of greenhouse structures are also covered. (2/3)
<b>HRT 133</b>	<b>Basic Plant Propagation</b>	<b>2 SHC</b>	This course is an introduction to the basic methods of plant reproduction. (1/3)
<b>HRT 141</b>	<b>Horticulture Pest Control</b>	<b>4 SHC</b>	This course includes a study of the identification and control of insects, diseases, and weeds that are pests of horticultural plants. Identification and correction of abiotic plant disorders is also covered. (3/3)
<b>HRT 144</b>	<b>Plant Pests</b>	<b>3 SHC</b>	This course is a study of horticulturally important insects, plant diseases, and weeds. Emphasis is on identification, prevention, and control. (3/0)
<b>HRT 153</b>	<b>Landscape Construction</b>	<b>3 SHC</b>	This course covers the requirements and techniques of landscape construction. Emphasis is placed on construction of wood, concrete, and brick landscape structures; lighting; water features; and drainage. (2/3)
<b>HRT 200</b>	<b>Horticulture Business Management</b>	<b>3 SHC</b>	This course is a study of business management practices in horticulture. Customer relations, budget construction, employee management, resume development, invoicing, federal and state tax regulations, immigration policy, basic marketing, and governmental laws and regulations are included. (3/0)
<b>HRT 212</b>	<b>Commercial Landscape Design</b>	<b>3 SHC</b>	This course is a study of landscaping principles and practices with emphasis on large commercial or public landscape development. Students are introduced to working with computer based landscape design software. Prerequisite: HRT 104. (2/3)
<b>HRT 230</b>	<b>Greenhouse Technology</b>	<b>4 SHC</b>	This course is the study of commercial greenhouse production techniques and facility management. (3/3)
<b>HRT 241</b>	<b>Turfgrass Management</b>	<b>3 SHC</b>	This course is the study of commercial greenhouse production techniques and facility management. (2/3)

<b>HRT 253</b>	<b>Landscape Installation</b>	<b>4 SHC</b>	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)
<b>HRT 254</b>	<b>Landscape Maintenance</b>	<b>2 SHC</b>	This course is a study of the methods and procedures that are used in an overall approach to the maintenance of annuals, perennials, turf, shrubs, and trees in a large scale area. (1/3)
<b>HRT 255</b>	<b>Urban Tree Care</b>	<b>3 SHC</b>	This course is a study of selection, installation and maintenance of trees in the urban landscape. Emphasis will be placed on industry standards and municipality requirements. Topics also covered are basic tree anatomy and proper tree pruning and health. (2/3)

## HUMAN SERVICES (HUS)

<b>HUS 101</b>	<b>Introduction to Human Services</b>	<b>3 SHC</b>	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)
<b>HUS 102</b>	<b>Personal and Professional Development in Helping Professions</b>	<b>3 SHC</b>	This course provides students with the opportunity to gain a greater awareness of "self" through values clarification activities, reflective writings, etc., and to understand how attitudes, values and beliefs impact both their personal and professional lives. (3/0)
<b>HUS 110</b>	<b>Orientation to Human Services</b>	<b>1 SHC</b>	This course is a study of the regional human services curriculum, agencies in the service area, curriculum requirements, and career opportunities. (1/0)
<b>HUS 201</b>	<b>Family Systems Dynamics</b>	<b>3 SHC</b>	This course examines the role of family structure, interaction and other dynamics in the development, maintenance and treatment of family dysfunctions. (3/0)
<b>HUS 203</b>	<b>Human Behavior and Social Environment</b>	<b>3 SHC</b>	This course provides an overview of the human life cycle from birth to old age, focusing on the psychosocial implications for each stage of development. The student will be able to analyze why man interacts with society the way he does. (3/0)
<b>HUS 204</b>	<b>Introduction to Social Work</b>	<b>3 SHC</b>	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)
<b>HUS 206</b>	<b>Death and Dying</b>	<b>3 SHC</b>	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)
<b>HUS 208</b>	<b>Alcohol and Drug Abuse</b>	<b>3 SHC</b>	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)

<b>HUS 209</b>	<b>Case Management</b> 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)	<b>3 SHC</b>
<b>HUS 217</b>	<b>Addictions Counseling</b> 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)	<b>3 SHC</b>
<b>HUS 220</b>	<b>Diversity Issues in Human Services Practice</b> 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)	<b>3 SHC</b>
<b>HUS 221</b>	<b>Professional Ethics in Human Services Practice</b> 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)	<b>3 SHC</b>
<b>HUS 224</b>	<b>Behaviorally-Based Interventions</b> 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)	<b>3 SHC</b>
<b>HUS 230</b>	<b>Interviewing Techniques</b> 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)	<b>3 SHC</b>
<b>HUS 235</b>	<b>Group Dynamics</b> 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)	<b>3 SHC</b>
<b>HUS 237</b>	<b>Crisis Intervention</b> 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)	<b>3 SHC</b>
<b>HUS 250</b>	<b>Supervised Field Placement I</b> 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)	<b>4 SHC</b>
<b>HUS 251</b>	<b>Supervised Field Placement II</b> 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)	<b>4 SHC</b>

## HUMANITIES (HSS)

<b>HSS 105</b>	<b>Technology and Culture</b> This course provides a study of the impact of technological change on cultural values, society, and the individual. Prerequisites: ENG 100, RDG 100 or RWR 100 or appropriate scores (3/0)	<b>3 SHC</b>
<b>HSS 295</b>	<b>Leadership Through the Humanities</b> 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)	<b>3 SHC</b>

## INDUSTRIAL ELECTRONICS TECHNOLOGY (EEM)

<b>EEM 105</b>	<b>Basic Electricity</b> This course is a survey of basic electrical principles, circuits, and measurements. (1/3)	<b>2 SHC</b>
<b>EEM 117</b>	<b>AC/DC Circuits I</b> 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)	<b>4 SHC</b>
<b>EEM 118</b>	<b>AC/DC Circuits II</b> 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)	<b>4 SHC</b>
<b>EEM 140</b>	<b>National Electrical Code</b> 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)	<b>3 SHC</b>
<b>EEM 151</b>	<b>Motor Controls I</b> This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes. (3/3)	<b>4 SHC</b>
<b>EEM 162</b>	<b>Introduction to Process Control</b> This course is an introduction to control systems theory and process control characteristics. (2/3)	<b>3 SHC</b>
<b>EEM 170</b>	<b>Electrical Installation</b> This course covers electrical wiring techniques commonly used in commercial, industrial, and residential wiring. (2/3)	<b>3 SHC</b>
<b>EEM 200</b>	<b>Semiconductor Devices</b> This course is a study of solid state devices such as FETs, Op Amps and the thyristor family. Prerequisite: EEM 117. (3/3)	<b>4 SHC</b>
<b>EEM 231</b>	<b>Digital Circuits I</b> 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)	<b>3 SHC</b>
<b>EEM 241</b>	<b>Microprocessor I</b> 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)	<b>3 SHC</b>

<b>EEM 251</b>	<b>Programmable Controllers</b>	<b>3 SHC</b>
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)		
<b>EEM 273</b>	<b>Advanced Process Control</b>	<b>3 SHC</b>
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)		

## INDUSTRIAL MECHANICS TECHNOLOGY (IMT)

<b>IMT 101</b>	<b>Introduction to Industrial Maintenance</b>	<b>2 SHC</b>
This course is an introduction to industrial maintenance. (2/0)		
<b>IMT 104</b>	<b>Schematics</b>	<b>2 SHC</b>
This course covers the interpretation of mechanical, fluid power, and/or electrical schematics. (2/0)		
<b>IMT 112</b>	<b>Hand Tool Operations</b>	<b>3 SHC</b>
This course covers the use of hand tools and their applications in industrial and service areas. (2/3)		
<b>IMT 131</b>	<b>Hydraulics and Pneumatics</b>	<b>4 SHC</b>
This course covers the basic technology and principles of hydraulics and pneumatics. (3/3)		
<b>IMT 161</b>	<b>Mechanical Power Applications</b>	<b>4 SHC</b>
This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance. (3/3)		
<b>IMT 170</b>	<b>Statistical Process Control</b>	<b>3 SHC</b>
This course is a study of the concepts and charts used in quality control. (3/0)		
<b>IMT 210</b>	<b>Basic Industrial Skills I</b>	<b>3 SHC</b>
This course is designed to give students an introduction to basic safety, construction math, and hand tools as related to industrial applications. (Note: Course is aligned with NCCER modules 001-04, 00102-04, and 00103-4). (3/0)		

## INTEGRATED SYSTEMS TECHNOLOGY (IST)

<b>IST 150</b>	<b>Project Management Essentials for IT Professionals</b>	<b>3 SHC</b>
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)		
<b>IST 220</b>	<b>Data Communications</b>	<b>3 SHC</b>
This course is a study of the fundamentals of data communications. Basic signaling, networking and various transmission media are covered. (3/0)		
<b>IST 226</b>	<b>Internet Programming</b>	<b>3 SHC</b>
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)		

<b>IST 241</b>	<b>Network Architecture I</b>	<b>3 SHC</b>
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)		
<b>IST 253</b>	<b>LAN Service and Support</b>	<b>3 SHC</b>
This course focuses on installing, maintaining and troubleshooting local area networks in a lab environment. Prerequisite: IST 220. (3/0)		
<b>IST 256</b>	<b>LAN Desktop Technologies</b>	<b>3 SHC</b>
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)		
<b>IST 257</b>	<b>LAN Network Server Technologies</b>	<b>3 SHC</b>
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)		
<b>IST 268</b>	<b>Computer Forensics</b>	<b>3 SHC</b>
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)		
<b>IST 269</b>	<b>Digital Forensics</b>	<b>3 SHC</b>
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)		
<b>IST 270</b>	<b>Client/Server Systems</b>	<b>3 SHC</b>
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)		
<b>IST 281</b>	<b>Presentation Graphics</b>	<b>3 SHC</b>
This course covers the state-of-the-art presentation graphics software packages. (3/0)		
<b>IST 293</b>	<b>IT and Data Assurance I</b>	<b>3 SHC</b>
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)		
<b>IST 294</b>	<b>IT and Data Assurance II</b>	<b>3 SHC</b>
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)

<b>MTT 101</b>	<b>Introduction to Machine Tool</b>	<b>2 SHC</b>
	This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills and drill presses. (1/3)	
<b>MTT 105</b>	<b>Machine Tool Math Applications</b>	<b>3 SHC</b>
	This course is a study of shop math relevant to the machine tool trade. (3/0)	
<b>MTT 120</b>	<b>Machine Tool Print Reading</b>	<b>3 SHC</b>
	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)	
<b>MTT 121</b>	<b>Machine Tool Theory I</b>	<b>3 SHC</b>
	This course covers the principles involved in the production of precision metal parts. (3/0)	
<b>MTT 122</b>	<b>Machine Tool Practice I</b>	<b>4 SHC</b>
	This course covers practical experiences using the principles in Machine Tool Theory I. (0/12)	
<b>MTT 123</b>	<b>Machine Tool Theory II</b>	<b>3 SHC</b>
	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)	
<b>MTT 124</b>	<b>Machine Tool Practice II</b>	<b>4 SHC</b>
	This course covers the practical application of the principles taught in Machine Tool Theory II. Prerequisite: MTT 122 (0/12)	
<b>MTT 126</b>	<b>Machine Tool Practice III</b>	<b>4 SHC</b>
	This course covers the practical application of the Principles in Machine Tool Theory III. Prerequisite MTT 124. (0/12)	
<b>MTT 130</b>	<b>Fundamentals of Geometric Dimensions and Tolerances</b>	<b>2 SHC</b>
	This course covers the basic uses and interpretation of geometric dimensions and tolerances as specified for machine trade prints. (2/0)	
<b>MTT 141</b>	<b>Metals and Heat Treatment</b>	<b>3 SHC</b>
	This course is a study of the properties, characteristics and heat treatment procedures of metals. (3/0)	
<b>MTT 143</b>	<b>Precision Measurements</b>	<b>2 SHC</b>
	This course is a study of precision measuring instruments. (2/0)	
<b>MTT 161</b>	<b>Machine Tool Maintenance Theory</b>	<b>2 SHC</b>
	This course covers maintenance requirements necessary for the upkeep and operation of a machine shop. (2/0)	
<b>MTT 162</b>	<b>Machine Tool Maintenance Practice</b>	<b>4 SHC</b>
	This course covers a variety of maintenance tasks necessary for the upkeep and operation of a machine shop. (0/12)	
<b>MTT 175</b>	<b>Innovations in Machining Technology</b>	<b>3 SHC</b>
	This course covers changes in machining technologies, major advancements in the machine tool field or specialty training items. (3/0)	
<b>MTT 221</b>	<b>Tool and Diemaking Theory I</b>	<b>3 SHC</b>
	This course covers the theory of a blanking and piercing die. (3/0)	
<b>MTT 222</b>	<b>Tool and Diemaking Practice I</b>	<b>4 SHC</b>
	This course covers the manufacture of a simple cutting die or tools. Prerequisite: MTT 126. (0/12)	

<b>MTT 223</b>	<b>Tool and Diemaking Theory II</b>	<b>3 SHC</b>
	This course covers the theory applied to the construction of a compound and/or progressive die. (3/0)	
<b>MTT 224</b>	<b>Tool and Diemaking Practice II</b>	<b>4 SHC</b>
	This course covers the construction of a compound and/or progressive die or tools. (0/12)	
<b>MTT 243</b>	<b>Advanced Dimensional Metrology for Machinists</b>	<b>3 SHC</b>
	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)	
<b>MTT 250</b>	<b>Principles of CNC</b>	<b>3 SHC</b>
	This course is an introduction to the coding used in CNC programming. (3/0))	
<b>MTT 251</b>	<b>CNC Operations</b>	<b>3 SHC</b>
	This course is a study of CNC machine controls, setting tools, and machine limits, and capabilities. (2/3)	
<b>MTT 253</b>	<b>CNC Programming and Operations</b>	<b>3 SHC</b>
	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)	
<b>MTT 259</b>	<b>EDM Programming and Operations</b>	<b>5 SHC</b>
	This course covers basic programming and operations of the electrical discharge machine. (4/3)	
<b>MTT 270</b>	<b>Operation and Programming of Coordinate Measuring Machines</b>	<b>3 SHC</b>
	This course is a study of the operation, application and programming of coordinate measuring machines (CMM). (3/0)	

## MANAGEMENT (MGT)

<b>MGT 101</b>	<b>Principles of Management</b>	<b>3 SHC</b>
	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)	
<b>MGT 120</b>	<b>Small Business Management</b>	<b>3 SHC</b>
	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)	
<b>MGT 150</b>	<b>Fundamentals of Supervision</b>	<b>3 SHC</b>
	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)	
<b>MGT 201</b>	<b>Human Resource Management</b>	<b>3 SHC</b>
	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 and ACC 101. (3/0)

## MARKETING (MKT)

**MKT 101 Marketing 3 SHC**  
 This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution. The functions of marketing and their social and economic implications will be studied. 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)

## 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. Corequisite: MAT 012. (3/0)

**MAT 101 Beginning Algebra 3 SHC**  
 This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring. 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 MAT 101 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)

<b>MAT 140</b>	<b>Analytical Geometry and Calculus I*</b>	<b>4 SHC</b>
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)		
<b>MAT 141</b>	<b>Analytical Geometry and Calculus II*</b>	<b>4 SHC</b>
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)		
<b>MAT 152</b>	<b>Elementary Algebra</b>	<b>5 SHC</b>
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)		
<b>MAT 155</b>	<b>Contemporary Mathematics</b>	<b>3 SHC</b>
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)		
<b>MAT 170</b>	<b>Algebra, Geometry and Trigonometry I</b>	<b>3 SHC</b>
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)		
<b>MAT 171</b>	<b>Algebra, Geometry and Trigonometry II</b>	<b>3 SHC</b>
This course includes the following topics: algebra, geometry, trigonometry, and advanced applications. Prerequisite: Minimum grade of C in MAT 170. (3/0)		
<b>MAT 220</b>	<b>Advanced Statistics</b>	<b>3 SHC</b>
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)		
<b>MAT 240</b>	<b>Analytical Geometry and Calculus III*</b>	<b>4 SHC</b>
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)		
<b>MAT 242</b>	<b>Differential Equations*</b>	<b>4 SHC</b>
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)

<b>MED 103</b>	<b>Medical Assisting Introduction</b>	<b>3 SHC</b>
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)		
<b>MED 104</b>	<b>Medical Assisting Administrative Procedures</b>	<b>4 SHC</b>
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)		
<b>MED 107</b>	<b>Medical Office Management</b>	<b>4 SHC</b>
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)		
<b>MED 108</b>	<b>Common Diseases of the Medical Office</b>	<b>3 SHC</b>
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 104, MED 114 and MED 115. (3/0)		
<b>MED 114</b>	<b>Medical Assisting Clinical Procedures</b>	<b>4 SHC</b>
This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures. Prerequisites: MED 103, MED 107 and MED 118. Corequisites: MED 104 and MED 115. (3/3)		
<b>MED 115</b>	<b>Medical Office Lab Procedures I</b>	<b>4 SHC</b>
This course provides a study of laboratory techniques commonly used in physician's offices and other facilities. Prerequisites: MED 103, MED 107 and MED 118. Corequisites: MED 104 and MED 114. (3/3)		
<b>MED 117</b>	<b>Clinical Practice</b>	<b>5 SHC</b>
This course provides practical application of administrative and clinical skills in medical facility environments. Prerequisites: MED 104, MED 114 and MED 115. (0/15)		
<b>MED 118</b>	<b>Pharmacology for the Medical Assistant</b>	<b>4 SHC</b>
This course provides a study of medical office pharmacology and drug calculations along with medication preparation and administration. Prerequisite: Admission to the program. Corequisites: MED 103 and MED 107. (3/3)		

## MECHANICAL ENGINEERING TECHNOLOGY (MET)

<b>MET 213</b>	<b>Dynamics</b>	<b>3 SHC</b>
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, PHY 201 and PHY 202 or PHY 221 and PHY 222. (2/3)		
<b>MET 214</b>	<b>Fluid Mechanics</b>	<b>3 SHC</b>
This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles. Prerequisites: MAT 110 and MAT 111. (2/3)		

**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, PHY 201 and PHY 202 or PHY 221 and PHY 222. (3/3)

**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 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. Prerequisite: Admission to program. Corequisite: NUR 101. (2/3)

**NUR 157 Applications of Nursing Concepts 7 SHC**  
This course promotes nursing competency in the care of individuals experiencing commonly occurring health problems with predictable outcomes. Prerequisites: NUR 101 and NUR 139. Corequisite: NUR 162 (5/6)

**NUR 162 Psychiatric and Mental Health Nursing 3 SHC**  
This course covers application of critical thinking skills and nursing concepts in the care of adult clients with selected mental health problems in a variety of settings. The course includes the study of dynamics of human behavior ranging from normal to extreme. Prerequisites: Successful completion of first semester of ADN3 or Nursing Program admission to ADN5. Corequisites: NUR 157, NUR 201 and NUR 203. (2/3)

**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. Prerequisite: Acceptance to the program. Corequisites: NUR 162 and NUR 203. (3/0)

**NUR 203 Transition for Licensed Practical Nursing 1 SHC**  
This course assists licensed practical nurses in their transition to the role of the associate degree nursing student. Prerequisite: Acceptance to the program. Corequisites: NUR 162 and NUR 201. (0/3)

**NUR 211 Care of Childbearing Family 4 SHC**  
This course facilitates the application of the nursing process to assist in meeting the needs of the childbearing family. Focus is on both normal and abnormal aspects. Prerequisites: NUR 201, NUR 203 and NUR 162 or NUR 157. Corequisites: NUR 212 and NUR 232. (2.5/4.5)

**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 201, NUR 203 and NUR 162 or NUR 157. Corequisites: NUR 211 and NUR 232. (2.5/4.5)

**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 232. Corequisites: NUR 219 and NUR 227. (1/0)

**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 232. Corequisites: NUR 216 and NUR 227. (2/6)

**NUR 227 Application of Nursing Concepts II 7 SHC**  
This course promotes nursing competency in the care of individuals across the lifespan experiencing complex health problems with predictable outcomes. Prerequisites NUR 211, NUR 212 and NUR 232. Corequisites: NUR 219 and NUR 216. (5/6)

**NUR 232 Gerontology 3 SHC**  
This course facilitates the development of competence to meet the needs of older adults. Prerequisites: NUR 201, NUR 203, and NUR 162 or NUR 157. Corequisites: NUR 211 and NUR 212. (2/3)

## 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. Prerequisites: BIO 210, ENG 101, MAT 120, PSY 201, PSY203, BIO 211 and SPC 205. Corequisites: OTA 105, OTA 203 and OTA 245. (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. Prerequisites: BIO 210, ENG 101, MAT 120, PSY 201, PSY203, BIO 211 and SPC 205. Corequisites: OTA 101, OTA 203 and OTA 245. (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: OTA 101, OTA 105, OTA 203 and OTA 245. Corequisites: OTA 155, OTA 176 and OTA 162. (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 203, OTA 245, OTA 155, OTA 176, OTA 162 and OTA 142. Corequisites: OTA 213 and OTA 164. (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 203 and OTA 245. Corequisites: OTA 176, OTA 142 and OTA 162. (1/3)

### OTA 162 Psychosocial Dysfunction 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 245. Corequisites: OTA 155, OTA 176 and OTA 142. (2/3)

### OTA 164 Physical Dysfunction 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 203, OTA 245, OTA 155, OTA 176, OTA 142 and OTA 162. Corequisites: OTA 144 and OTA 213. (5/3)

### OTA 176 Pediatric Development and Dysfunction 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 245. Corequisites: OTA 155, 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. Prerequisites: BIO 210, ENG 101, MAT 120, PSY 201, PSY 203, BIO 211 and SPC 205. Corequisites: OTA 101, OTA 105 and OTA 245. (2/3)

### OTA 213 Group Process and Dynamics 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. Prerequisites: OTA 101, OTA 105, OTA 203, OTA 245, OTA 155, OTA 176, OTA 142 and OTA 162. Corequisites: OTA 144 and OTA 164. (1/3)

### OTA 245 Occupational Therapy Departmental Management 2 SHC

This course covers the operation of an occupational therapy clinic, including inventory, supervision and quality assurance. Prerequisites: BIO 210, ENG 101, MAT 120, PSY 201, PSY203, BIO 211 and SPC 205. Corequisites: OTA 101, OTA 105 and OTA 203. (2/0)

### OTA 262 Clinical Application I (Level II Fieldwork) 7 SHC

This course provides clinical experiences under the direct supervision of an experienced OTA 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 203, OTA 245, OTA 155, OTA 176, OTA 142, OTA 162, OTA 213, OTA 144 and OTA 164. (0/21)

### OTA 264 Clinical Application II (Level II Fieldwork) 7 SHC

Under the direct supervision of an experienced OTA 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. Prerequisites: OTA 101, OTA 105, OTA 203, OTA 245, OTA 155, OTA 176, OTA 142, OTA 162, OTA 213, OTA 144, OTA 262, and OTA 164. (0/21)

## PHARMACY (PHM)

<b>PHM 101</b>	<b>Introduction to Pharmacy</b>	<b>3 SHC</b>
This course provides a study of and introduction to pharmacy and the role in providing patient care services. Corequisites: PHM 110 and PHM 113. (3/0)		
<b>PHM 103</b>	<b>Pharmacy Law and Ethics</b>	<b>2 SHC</b>
This course is a study of the current laws and ethical practices appropriate to pharmacy and the role of patient services. Prerequisites: PHM 101, PHM 110 and PHM 113. Corequisites: PHM 114, PHM 152, PHM 164 and PHM 202. (2/0)		
<b>PHM 110</b>	<b>Pharmacy Practice</b>	<b>4 SHC</b>
This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing. Corequisite: PHM 101 and PHM 113. (2/6)		
<b>PHM 113</b>	<b>Pharmacy Technician Math</b>	<b>3 SHC</b>
This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations. Concurrent requisite: MAT 155. Corequisites: PHM 101 and PHM 110. (3/0)		
<b>PHM 114</b>	<b>Therapeutic Agents I</b>	<b>3 SHC</b>
This course provides an introductory study of therapeutic drug categories. Prerequisites: PHM 101, PHM 110 and PHM 113. Corequisites: PHM 103, PHM 152, PHM 164 and PHM 202. (3/0)		
<b>PHM 118</b>	<b>Community Pharmacy Seminar</b>	<b>1 SHC</b>
This course is a study of the pharmacy issues related to the community pharmacy practice. Prerequisites: PHM 103, PHM 114, PHM 152 and PHM 164. (1/0)		
<b>PHM 124</b>	<b>Therapeutic Agents II</b>	<b>3 SHC</b>
This course includes a study of therapeutic drug categories. Prerequisites: PHM 103, PHM 114, PHM 152 and PHM 164. (3/0)		
<b>PHM 152</b>	<b>Pharmacy Technician Practicum I</b>	<b>2 SHC</b>
This course provides a practical introduction to the pharmacy environment. Prerequisites: PHM 101, PHM 110 and PHM 113. Corequisites: PHM 103, PHM 114, PHM 164 and PHM 202. (0/6)		
<b>PHM 164</b>	<b>Pharmacy Technician Practicum II</b>	<b>4 SHC</b>
This course provides practical application of pharmacy skills in pharmacy environments. Prerequisites: PHM 101, PHM 110 and PHM 113. Corequisites: PHM 103, PHM 114, PHM 152 and PHM 202. (0/12)		
<b>PHM 173</b>	<b>Pharmacy Technician Practicum III</b>	<b>3 SHC</b>
This course includes practical experience in a working pharmacy environment. Prerequisites: PHM 103, PHM 114, PHM 152 and PHM 164. Corequisites: PHM 118 and PHM 124. (0/9)		
<b>PHM 202</b>	<b>Pharmacological Anatomy and Physiology</b>	<b>4 SHC</b>
This course introduces therapeutic drug categories. Basic anatomy and physiology of systems affected by drug action are emphasized. Prerequisites: PHM 101, PHM 110 and PHM 113. Corequisites: PHM 103, PHM 114, PHM 152, and PHM 164. (3/3)		

## PHILOSOPHY (PHI)

<b>PHI 101</b>	<b>Introduction to Philosophy*</b>	<b>3 SHC</b>
This course includes a topical survey of the three main branches of philosophy -- epistemology, metaphysics and ethics -- and the contemporary questions related to these fields. Prerequisites: ENG 100 and RDG 100, or RWR 100, or appropriate placement test scores. (3/0)		
<b>PHI 105</b>	<b>Introduction to Logic*</b>	<b>3 SHC</b>
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)		
<b>PHI 110</b>	<b>Ethics*</b>	<b>3 SHC</b>
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)

<b>PHY 201</b>	<b>Physics I*</b>	<b>4 SHC</b>
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)		
<b>PHY 202</b>	<b>Physics II*</b>	<b>4 SHC</b>
This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics. Prerequisite: PHY 201 (3/3)		
<b>PHY 221</b>	<b>University Physics I*</b>	<b>4 SHC</b>
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)		
<b>PHY 222</b>	<b>University Physics II*</b>	<b>4 SHC</b>
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)		
<b>PHY 223</b>	<b>University Physics III*</b>	<b>4 SHC</b>
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)

<b>PHS 101</b>	<b>Physical Science I</b>	<b>4 SHC</b>
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 appropriate 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, or 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, or 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 occurring 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)

<b>RAD 101</b>	<b>Introduction to Radiography</b>	<b>2 SHC</b>
	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)	
<b>RAD 102</b>	<b>Radiology Patient Care Procedures</b>	<b>2 SHC</b>
	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)	
<b>RAD 110</b>	<b>Radiographic Imaging I</b>	<b>3 SHC</b>
	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)	
<b>RAD 115</b>	<b>Radiographic Imaging II</b>	<b>3 SHC</b>
	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 282. Corequisites: RAD 121, RAD 230 and RAD 256. (3/0)	
<b>RAD 121</b>	<b>Radiographic Physics</b>	<b>4 SHC</b>
	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 282. Corequisites: RAD 115, RAD 230 and RAD 256. (4/0)	
<b>RAD 130</b>	<b>Radiographic Procedures I</b>	<b>3 SHC</b>
	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)	
<b>RAD 136</b>	<b>Radiographic Procedures II</b>	<b>3 SHC</b>
	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)	
<b>RAD 152</b>	<b>Applied Radiography I</b>	<b>2 SHC</b>
	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)	
<b>RAD 165</b>	<b>Applied Radiography II</b>	<b>5 SHC</b>
	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)	
<b>RAD 175</b>	<b>Applied Radiography III</b>	<b>5 SHC</b>
	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 282. (0/15)	

<b>RAD 201</b>	<b>Radiation Biology</b>	<b>2 SHC</b>
	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 282 and RAD 175 (2/0)	
<b>RAD 205</b>	<b>Radiographic Pathology</b>	<b>2 SHC</b>
	This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment. Prerequisites: RAD 115, RAD 121, RAD 230 and RAD 256. Corequisites: RAD 225, RAD 235 and RAD 268. (2/0)	
<b>RAD 225</b>	<b>Selected Radiographic Topics</b>	<b>2 SHC</b>
	This course is a study of selected areas related to radiography. Prerequisites: RAD 115, RAD 121, RAD 230 and RAD 256. Corequisites: RAD 205, RAD 235 and RAD 268. (2/0)	
<b>RAD 230</b>	<b>Radiographic Procedures III</b>	<b>3 SHC</b>
	This course is a study of special radiographic procedures. Prerequisites: RAD 175, RAD 201 and RAD 282. Corequisites: RAD 115, RAD 121 and RAD 256. (2/3)	
<b>RAD 235</b>	<b>Radiography Seminar I</b>	<b>1 SHC</b>
	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 205, RAD 225 and RAD 268. (1/0)	
<b>RAD 236</b>	<b>Radiography Seminar II</b>	<b>2 SHC</b>
	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)	
<b>RAD 256</b>	<b>Advanced Radiography I</b>	<b>6 SHC</b>
	This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures. Prerequisites: RAD 175, RAD 201 and RAD 282. Corequisites: RAD 115, RAD 121 and RAD 230. (0/18)	
<b>RAD 268</b>	<b>Advanced Radiography II</b>	<b>8 SHC</b>
	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 205, RAD 225 and RAD 235. (0/24)	
<b>RAD 276</b>	<b>Advanced Radiography III</b>	<b>6 SHC</b>
	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)	
<b>RAD 282</b>	<b>Imaging Practicum</b>	<b>2 SHC</b>
	This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities. Prerequisites: RAD 110, RAD 136 and RAD 165. Corequisites: RAD 201 and RAD 175. (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 successfully 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 successfully 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 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)

## 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. Corequisite: RES 121. (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. Prerequisite: Admission to the program. Corequisite: RES 123. (3/3)
- RES 123 Cardiopulmonary Physiology 3 SHC**  
This course covers cardiopulmonary physiology and related systems. Prerequisites: Admission to the program and BIO 211. Corequisite: RES 160. (3/0)
- RES 131 Respiratory Skills II 4 SHC**  
This course is a study of selected respiratory care procedures and applications. Prerequisite: RES 121. Corequisite: RES 151. (3/3)
- RES 141 Respiratory Skills III 3 SHC**  
This course covers mechanical ventilation systems, pediatrics and associated monitors. Prerequisite: RES 131. Corequisite: RES 152. (2/3)
- RES 151 Clinical Applications I 5 SHC**  
This course covers the fundamental respiratory care procedures in the hospital setting. Prerequisite: RES 160. Corequisite: RES 131. (0/15)
- RES 152 Clinical Applications II 3 SHC**  
This course includes practice of respiratory care procedures in the hospital setting. Prerequisite: RES 151. Corequisite: RES 141. (0/9)

<b>RES 160</b>	<b>Clinical I</b> This course provides an introduction to the hospital setting and basic oxygen therapy. Prerequisite: Admission to the program. Corequisite: RES 101. (0/3)	<b>1 SHC</b>
<b>RES 204</b>	<b>Neonatal/Pediatric Care</b> This course focuses on cardiopulmonary physiology, pathology and management of the newborn and pediatric patient. Prerequisites: RES 111 and RES 131. Corequisite: RES 152. (3/0)	<b>3 SHC</b>
<b>RES 206</b>	<b>Respiratory Care for the Gerontological Patient</b> This course is a study of respiratory care as it relates to the psychological, physiological, and social aspects of a gerontological client. Prerequisite: RES 111. Corequisite: RES 141. (2/0)	<b>2 SHC</b>
<b>RES 207</b>	<b>Management in Respiratory Care</b> 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 251. (2/0)	<b>2 SHC</b>
<b>RES 232</b>	<b>Respiratory Therapeutics</b> This course is a study of specialty areas in respiratory care, including rehabilitation. Prerequisites: RES 111 and RES 123. Corequisite: RES 255. (2/0)	<b>2 SHC</b>
<b>RES 244</b>	<b>Advanced Respiratory Skills I</b> 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 152. Corequisite: RES 255. (3/3)	<b>4 SHC</b>
<b>RES 245</b>	<b>Advanced Respiratory Skills II</b> This course includes an in-depth study of pulmonary function and other considerations for pulmonary patients. Prerequisite: RES 111. Corequisite: RES 255. (2/0)	<b>2 SHC</b>
<b>RES 246</b>	<b>Respiratory Pharmacology</b> This course includes a study of pharmacologic agents used in cardiopulmonary care. Prerequisites: RES 101, RES 123 and BIO 211. Corequisite: RES 151. (2/0)	<b>2 SHC</b>
<b>RES 249</b>	<b>Comprehensive Applications</b> This course includes the integration of didactic and clinical training in respiratory care technology. Prerequisites: RES 244 and RES 255. Corequisite: RES 251. (1/3)	<b>2 SHC</b>
<b>RES 251</b>	<b>Clinical Applications III</b> This includes rotations in all areas of patient care with a primary emphasis on intensive care. Prerequisite: RES 255. Corequisite: RES 249. (0/24)	<b>8 SHC</b>
<b>RES 255</b>	<b>Clinical Practice</b> This course includes clinical training with emphasis on intensive care. Prerequisite: RES 152. Corequisite: RES 244. (0/15)	<b>5 SHC</b>
<b>RES 274</b>	<b>Advanced Clinical Practice</b> This course includes clinical practice in advanced patient care procedures. Prerequisite: RES 255. Corequisite: RES 244. (0/12)	<b>4 SHC</b>
<b>RES 275</b>	<b>Advanced Clinical Practice</b> This course includes clinical practice in advanced patient care procedures. Prerequisite: RES 274. Corequisite: RES 249. (0/15)	<b>5 SHC</b>

## SOCIOLOGY (SOC)

<b>SOC 101</b>	<b>Introduction to Sociology*</b> 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)	<b>3 SHC</b>
<b>SOC 205</b>	<b>Social Problems*</b> 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)	<b>3 SHC</b>
<b>SOC 210</b>	<b>Juvenile Delinquency*</b> 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)	<b>3 SHC</b>
<b>SOC 220</b>	<b>Sociology of the Family*</b> 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)	<b>3 SHC</b>

## SPANISH (SPA)

<b>SPA 101</b>	<b>Elementary Spanish I*</b> 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)	<b>4 SHC</b>
<b>SPA 102</b>	<b>Elementary Spanish II*</b> This course continues the development of basic Spanish language skills and the study of the Hispanic cultures. Prerequisite: SPA 101. (4/0)	<b>4 SHC</b>
<b>SPA 105</b>	<b>Conversational Spanish</b> 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)	<b>3 SHC</b>
<b>SPA 107</b>	<b>Hispanic Culture and Communication</b> 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)	<b>3 SHC</b>
<b>SPA 201</b>	<b>Intermediate Spanish I*</b> This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. Prerequisite: SPA 102. (3/0)	<b>3 SHC</b>

## SPEECH COMMUNICATIONS (SPC)

<b>SPC 205</b>	<b>Public Speaking*</b> This course is an introduction to principles of public speaking with application of speaking skills. Prerequisites: ENG 101 or ENG 165. (3/0)	<b>3 SHC</b>
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## SURGICAL TECHNOLOGY (SUR)

<b>SUR 101</b>	<b>Introduction to Surgical Technology</b> <b>5 SHC</b> 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 the program and BIO 112. Corequisites: SUR 102 and SUR 116. (4/3)
<b>SUR 102</b>	<b>Applied Surgical Technology</b> <b>5 SHC</b> 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)
<b>SUR 103</b>	<b>Surgical Procedures I</b> <b>4 SHC</b> 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)
<b>SUR 104</b>	<b>Surgical Procedures II</b> <b>4 SHC</b> 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)
<b>SUR 110</b>	<b>Introduction to Surgical Practicum</b> <b>5 SHC</b> 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 and SUR 116. Corequisites: SUR 103 and SUR 104. (0/15)
<b>SUR 114</b>	<b>Surgical Specialty Practicum</b> <b>7 SHC</b> 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)
<b>SUR 116</b>	<b>Basic Surgical Procedures</b> <b>3 SHC</b> 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)
<b>SUR 120</b>	<b>Surgical Seminar</b> <b>2 SHC</b> 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)

<b>THE 101</b>	<b>Introduction to Theatre*</b> <b>3 SHC</b> This course includes the appreciation and analysis of theatrical literature, history, and production. Prerequisite: ENG 102. (3/0)
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## TURF MANAGEMENT (TUF)

<b>TUF 172</b>	<b>Turf Management I</b> <b>3 SHC</b> This course covers the principles and practices involved in turfgrass management. Topics include establishment, maintenance, and management of turfgrass areas. (2/3)
<b>TUF 252</b>	<b>Turf Management II</b> <b>3 SHC</b> This course is an in-depth analysis of common management practices on turf with emphasis on scientific resources. (2/3)

## VETERINARY TECHNICIAN (VET)

<b>VET 101</b>	<b>Animal Breeds and Husbandry</b> <b>3 SHC</b> 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)
<b>VET 103</b>	<b>Veterinary Medical Terminology</b> <b>2 SHC</b> 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)
<b>VET 104</b>	<b>Veterinary Anatomy and Physiology</b> <b>3 SHC</b> 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)
<b>VET 105</b>	<b>Orientation to Veterinary Technology</b> <b>1 SHC</b> 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)
<b>VET 109</b>	<b>Veterinary Parasitology</b> <b>2 SHC</b> 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)
<b>VET 117</b>	<b>Animal Nutrition</b> <b>2 SHC</b> 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)
<b>VET 140</b>	<b>Veterinary Pharmacology</b> <b>2 SHC</b> 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)
<b>VET 150</b>	<b>Clinical Techniques I</b> <b>3 SHC</b> 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)
<b>VET 152</b>	<b>Clinical Pathology</b> <b>4 SHC</b> 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)

<b>VET 160</b>	<b>Clinical Techniques II</b> 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)	<b>3 SHC</b>
<b>VET 170</b>	<b>Veterinary Technician Externship</b> 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)	<b>6 SHC</b>
<b>VET 180</b>	<b>Preceptorship</b> 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)	<b>2 SHC</b>
<b>VET 181</b>	<b>Preceptorship II</b> 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)	<b>3 SHC</b>
<b>VET 201</b>	<b>Diseases and Zoonosis</b> 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)	<b>4 SHC</b>
<b>VET 207</b>	<b>Large Animal Clinical Practice</b> 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)	<b>3 SHC</b>
<b>VET 215</b>	<b>Laboratory Animal Medicine</b> 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)	<b>2 SHC</b>
<b>VET 240</b>	<b>Office Management and Client Education</b> 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)	<b>3 SHC</b>
<b>VET 250</b>	<b>Clinical Techniques III</b> 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)	<b>3 SHC</b>

<b>VET 260</b>	<b>Clinical Techniques IV</b> 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)	<b>3 SHC</b>
<b>VET 270</b>	<b>Advanced Medical Care</b> 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)	<b>3 SHC</b>
<b>VET 280</b>	<b>Senior Seminar</b> 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)	<b>1 SHC</b>

## WELDING (WLD)

<b>WLD 102</b>	<b>Introduction to Welding</b> This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment. (1/3)	<b>2 SHC</b>
<b>WLD 103</b>	<b>Print Reading I</b> 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)	<b>1 SHC</b>
<b>WLD 105</b>	<b>Print Reading II</b> 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)	<b>1 SHC</b>
<b>WLD 106</b>	<b>Gas and Arc Welding</b> 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)	<b>4 SHC</b>
<b>WLD 108</b>	<b>Gas Metal Arc Welding I</b> This course covers equipment setup and the fundamental techniques for welding ferrous and non-ferrous metals. (2/6)	<b>4 SHC</b>
<b>WLD 109</b>	<b>Gas Metal Arc Welding II</b> This course covers all position welding and advanced techniques for welding ferrous and non-ferrous metals. Corequisite: WLD 108. (0/9)	<b>3 SHC</b>
<b>WLD 111</b>	<b>Arc Welding I</b> This course covers the safety, equipment, and skills used in the shielded metal arc welding process. Fillet weld are made to visual criteria in several positions. (1/9)	<b>4 SHC</b>

<b>WLD 113</b>	<b>Arc Welding II</b> 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)	<b>4 SHC</b>
<b>WLD 115</b>	<b>Arc Welding III</b> 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)	<b>4 SHC</b>
<b>WLD 117</b>	<b>Specialized Arc Welding</b> 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)	<b>4 SHC</b>
<b>WLD 132</b>	<b>Inert Gas Welding Ferrous</b> 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)	<b>4 SHC</b>
<b>WLD 136</b>	<b>Advanced Inert Gas Welding</b> 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)	<b>2 SHC</b>
<b>WLD 142</b>	<b>Maintenance Welding</b> This course covers gas and arc welding processes used in maintenance shops. (2/3)	<b>3 SHC</b>
<b>WLD 154</b>	<b>Pipefitting and Welding</b> 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)	<b>4 SHC</b>
<b>WLD 208</b>	<b>Advanced Pipe Welding</b> 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)	<b>3 SHC</b>
<b>WLD 212</b>	<b>Destructive Testing</b> 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)	<b>2 SHC</b>

# 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](http://www.ptc.edu/ConEd) and click on "Online Courses" to view the variety of courses and complete the online registration form.

## PROGRAM AREAS

### Health Care

The 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: CNA, Phlebotomy, Emergency Medical Technician, Electronic Medical Records, CPR/First Aid, Medical Coding, Blood-borne Pathogens, and American Heart Association Training.

Steven McDade, Program Manager  
(864) 941-8426  
[mcdade.s@ptc.edu](mailto:mcdade.s@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.

Dan Blakely, Director, Center for Advanced Manufacturing  
(864) 682-3702 ext. 2001  
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Trish Buis, Training Coordinator  
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Michael White, Training Coordinator  
(864) 941-8310  
[white.m@ptc.edu](mailto:white.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, Seminars, Administrative Professionals, Real Estate, Social Media, Floral Design and Occupational Spanish.

Kassie Burton, Program Manager  
(864) 941-8575  
[burton.k@ptc.edu](mailto:burton.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](mailto:baldwin.v@ptc.edu)

## Quality Improvement and LEAN

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.

Carroll Sams, Program Manager  
(864) 941-8409  
[sams.c@ptc.edu](mailto:sams.c@ptc.edu)

## CONFERENCE CENTER

Full conference facilities and support for business and industry meetings, as well as for special occasions and private events are available in the James C. Self Conference Center. Our fully equipped and attractive facilities provide a comfortable setting and a full range of services to meet your specific needs, including customized workshops and seminars. Call our Conference Center staff at (864) 941-8408 for complete details.

## CONTINUING EDUCATION UNITS (CEUs)

Continuing Education Units are recorded for non-credit courses. One CEU is defined as "ten contact hours of participation in an organized continuing education, adult or extension experience under responsible sponsorship, capable direction and qualified instruction." A transcript of CEU's earned can be obtained upon request from the Registrar. In addition, certificates of course completion are available on request from the Economic Development and Continuing Education office.

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## Academic Affairs Division

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**Statistical Research Analyst**

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M.B.A., Franklin University

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B.S., Walden University

M.A., Southern New Hampshire University

M.F.A., Lindenwood University

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**Instructor, English**

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M.S., Augusta State University

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M.A., Winthrop University

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M.M., University of South Carolina

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**Instructor, Art History/Appreciation**

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M.A., Lander University

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**Trades Specialist V**  
**Facilities Management**  
A.S., Piedmont Technical College

**Curtis Killian**  
**Campus Police Officer**  
A.A.S., Piedmont Technical College  
B.A., Columbia College

**Reginald King**  
**Distribution Clerk**  
A.S., Piedmont Technical College

**Lisa Lanford**  
**Help Desk Support**  
A.A., 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  
A.S., Piedmont Technical College

**Kristi Martin**  
**Business Analyst**  
B.S., Lander University

**Craig Mayo**  
**Supervisor/Maintenance**  
**Trades Specialist V**  
**Facilities Management**

**Brian McKenna**  
**Procurement Officer**  
B.A., University of South Carolina  
M.S., Southern Wesleyan University

**Beth Moore**  
**Accounting Technician/**  
**Accounts Receivable**  
A.S., Piedmont Technical College

**Deshawn Morgan**  
**Counselor, Financial Aid**  
A.S., Piedmont Technical College  
B.A., Franklin University

**David Morton**  
**Grounds/Maintenance**  
**Building/Grounds Specialist III**  
**Facilities Management**  
A.S., Piedmont Technical College

**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

**Jeff Phelps**  
**Plumber/Maintenance Trades Specialist**  
**IV Facilities Management**

**Crystal G. Pittman**  
**Senior Accountant**  
A.S., Mayland College  
B.S., Milligan College

**Greg Potts**  
**Systems Programmer**  
B.A., Hiram College

**Mike Rhinehart**  
**HVAC Technician/Maintenance**  
**Trades Specialist IV**  
**Facilities Management**  
A.A.S., Piedmont Technical College

**Kendra Rodgers**  
**Computer Programmer**  
A.S., Piedmont Technical College  
B.S., Limestone College  
M.A., North Central University

**Hope Simpson**  
**Administrative Coordinator**  
B.S., Lander University

**Gregg Smith**  
**Information Technology Support**  
**Technician**

**Jennifer Stroud**  
**Administrative Coordinator**  
**Information Technology**  
B.S., Lander University

**Chad Teague**  
**Director, Facilities Management**  
A.A., Piedmont Technical College  
B.S., Lander University

**Hunter Thompson**  
**Inventory Manager**  
**Facilities Management**  
B.S., Lander University

**Will Vancil**  
**Database Administrator**  
B.B.A., National University  
M.S., National University

**Bryan Vaughn**  
**Move Coordinator/Maintenance**  
**Trades Specialist IV**  
**Facilities Management**

**Grace Warner**  
**Counselor, Financial Aid**  
B.S., Lander College

**Wanda Wilkie**  
**Administrative Specialist, Financial Aid**  
Certificate, Piedmont Technical College  
A.A.S., Piedmont Technical College

**Phillip Wheeler**  
**Maintenance Director**  
**Facilities Management**  
A.S., Piedmont Technical College  
A.S., Piedmont Technical College  
B.S., South Carolina State University

## Student Affairs and Communications Division

**Jalissa Adger**  
**Assistant Director of Admissions**  
B.S., Lander University  
M.S., Kaplan University

**Tanasha Amaker**  
**Administrative Specialist, New Student**  
**Advising**  
A.S., Piedmont Technical College  
B.S., Franklin University

**Debra Ashley**  
**Counselor, Student Support Services**  
B.S., Lander University  
M.Ed., Clemson University

**Kris Burris**  
**Director of Dual Enrollment**  
B.S., Wofford College  
Ed.S., Converse College

**Sandra Burton**  
**Counselor, Student Support Services**  
B.A., Benedict College  
M.Ed., Troy State University

**Tonya Callaham**  
**Data Coordinator**  
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 Dailey**  
**Counselor, Student Disability Services**  
B.S., Lander University  
M.Ed., Clemson University

**Brenda Edwards, Ph.D.**  
**Associate Director of Dual Enrollment**  
A.S., Piedmont Technical College  
B.A., Erskine College  
M.Ed., University of South Carolina  
Ph.D., North Central University

**Jessie Estep**  
**Scheduler/Banner Projects**  
A.A.S., Piedmont Technical College  
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**  
**Vice President for Student Affairs**  
**and Communications**  
B.A., Lander University

**Marilyn Floyd**  
**Admissions Specialist**  
A.S., Greenville Technical College  
B.A., Colorado Technical University

**Renae Frazier**  
**Dean, Enrollment Services**  
A.S., Tri-County Technical College  
B.S., Southern Wesleyan University  
M.S., Southern Wesleyan University

**Kristine Hartvigsen**  
**Public Information Coordinator**  
**Marketing**  
B.S., University of South Carolina

**Susan Hendricks**  
**Career Counselor**  
B.S.W., Winthrop University  
M.S.W., University of South Carolina

**Katie Henthorn**  
**Videographer**  
Diploma, Augusta Technical College

**Tymeshia Hill**  
**Academic Support Coordinator,**  
**Student Support Services**  
B.S., Winthrop University  
M.B.A., South University

**Cindy Klauck**  
**Dean, Career Planning and**  
**Counseling Services**  
B.A., University of South Carolina  
M.Ed., Clemson University

**Kaylynn Knight**  
**Student Records Specialist**  
A.A., Piedmont Technical College

**Jessie Long**  
**Director, Student Support**  
**Services Program**  
B.A., University of South Carolina Aiken  
M.Ed., University of South Carolina

**Kathryn Luke**  
**New Student Advisor (part time)**  
B.A., Clemson University

**Sheryl Maffett**  
**New Student Advisor**  
B.A., University of South Carolina  
M.Ed., University of South Carolina

**Hope Martin**  
**Admissions Counselor**  
B.S., University of South Carolina  
M.S., Capella University

**Russell Martin**  
**Director, Marketing and Public Relations**  
B.A., Lander University

**Jacqueline Mathis**  
**Marketing Coordinator**  
A.S., Piedmont Technical College  
A.A., Piedmont Technical College

**Belinda Moton**  
**Administrative Specialist**  
**Student Support Services**  
A.A.S., Piedmont Technical College  
B.S., Limestone College

**Carol Paguntalan**  
**Director, Advising**  
B.A., State University of New York  
at Potsdam  
M.Ed., Clemson University

**Ronnie Perry**  
**Admissions Specialist**

**Karen Powell**  
**Student Records Specialist**  
A.A., Midlands Technical College

**David Rosenbaum**  
**Associate Dean of Students**  
B.S., Radford University  
M.Ed., University of South Carolina

**Susan Russo**  
**Counselor, Student Support**  
**Services Veterans**  
B.A., University of Central Florida

**Sharon Saxon**  
**Advisor**  
B.S., Lander University

**Carla Scott**  
**College Receptionist**  
A.A., Piedmont Technical College

**Darlene Saxon**  
**Admissions Counselor**  
A.A.S., Piedmont Technical College  
B.A., Liberty University  
M.A., Liberty University

**Tamatha L. Sells**  
**Dean, Student Services**  
B.A., Clemson University  
M.A., University of Alabama at Birmingham

**Ryan Shelton-Benson**  
**Coordinator, Veterans Services**  
B.A., University of South Carolina

**Amelia Shill Jackson**  
**Student Life Coordinator**  
B.A., St. Andrews University  
M.S., Indiana University of Pennsylvania

**Cat Stokes**  
**Admissions Counselor**  
B.S., Tulane University

**Susan Taylor**  
**Administrative Specialist,**  
**Care Planning Center**  
A.A., Central Piedmont Community College  
B.A., University of North Carolina, Charlotte

**Tameika Wideman**  
**Registrar**  
B.S., College of Charleston  
M.S., Charleston Southern University

**Vernessia Wideman**  
**Admissions Specialist**  
A.A.S., Piedmont Technical College

**Miriam Willis**  
**New Student Advisor**  
B.S., Limestone College

# 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 101-B, Paul M. DeLoache Enrollment Center

**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

**Care Planning Center:** (864) 941-8651  
Room 149-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 160-B, Paul M. DeLoache Enrollment Center

**Engineering/Industrial Technology Programs:** (864) 941-8486  
Room 104-E, John W. Drummond Engineering  
and Industrial Technologies Center

**Financial Aid Office:** (864) 941-8365  
Room 101-B, Paul M. DeLoache Enrollment Center

**Health Care Programs:** (864) 941-8504  
Room 149-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 101-B, Paul M. DeLoache Enrollment Center

**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  
Room 148-B, Paul M. DeLoache Enrollment Center

**Tutoring Center:** (864) 941-8435  
Lower-Level-K, Marion P. Carnell Library/Learning Resources Center

**Veterans Services:** (864) 941-8764  
Room 101-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 Enrollment Center
- 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) 938-1508  
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

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**MAKE IT**  
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