PIEDMONT
Technical College

established 1966

Lex Walters Campus
620 North Emerald Road
Greenwood, South Carolina 29646
(864) 941-8324
TDD (Hearing Impaired) (864) 941-8378
***1-800-868-5528**
http://www.ptc.edu

Abbeville County Center
(864) 446-8324
8 a.m. - 9:30 p.m. (M - Th) /8:30 a.m. - 2:30 p.m. (F)

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

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

McCormick County Center
(864) 465-3191
8 a.m. - 9:30 p.m. (M - Th)

Newberry County Center
(803) 276-9000
8 a.m. - 9:30 p.m. (M - Th)/ 8:30 a.m. - noon (F)

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

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

2005 - 2006 CATALOG

VOLUME XXX

This catalog is effective Fall 2005

Piedmont Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number (404) 679-4901) to award the associate's degree and holds membership in the American Association of Community and Junior Colleges and in the American Technical Education Association. The Electronic Engineering Technology and Engineering Graphics Technology programs are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (111 Market Place, Suite 1050, Baltimore, Maryland 71202 (410) 347-7700). The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology; the Respiratory Care program by the Joint Review Committee for Respiratory Therapy Education; the Associate Degree Nursing and Practical Nursing programs are approved by the State Board of Nursing for S.C. and the Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education programs. Also, the Associate Degree Nursing program is accredited by the National League for Nursing Accrediting Commission (61 Broadway - 33rd Floor, New York, New York 10006). Associate in Business, Funeral Services major, is accredited by the American Board of Funeral Service Education. The Associate in Business curriculum is accredited by the Association of Collegiate Business Schools and Programs. Automotive Technology is accredited by the National Automotive Technicians Education Foundation. Copies of accreditation documents are in the Office of the Executive Vice President, Chief Educational Officer.

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ACADEMIC CALENDAR
2005 - 2006

2005 Fall Semester

Full Term		Split Terms
Inservice	Aug. 1-4	Inservice
Administrative Day	Aug. 5	Administrative Day
Fast Forward	Aug. 8-24	
Classes Begin	Aug. 25	Classes Begin Term A/I
	Aug. 26-27	Weekend College Begins
	Aug. 29	End Add Period Term A
End Add Period	Aug. 31	
	Aug. 31	End Add/Drop Period Term I
Labor Day	*Sept. 5	Labor Day
Fall Kick-off Carnival	Sept. 20	Fall Kick-off Carnival
	Sept. 26	Classes Begin Term C
	Sept. 30	End Add/Drop Period Term C
	Oct. 14	End Term A
	Oct. 14	Last Day to Register w/o Late Fee Term B
	Oct. 17	Classes Begin Term B
	Oct. 19	End Add Period Term B
Thanksgiving Break	*Nov. 23-26	Thanksgiving Break
	Dec. 10	End Weekend College
End Full Term	Dec. 12	End Term B/Term C, Term I
Administrative Day	Dec. 13	Administrative Day
Final Grades Due	Dec. 14	Final Grades Due
Inservice	Dec. 14-15	Inservice
Administrative Day	Dec. 16	Administrative Day
College Closes	Dec. 16	College Closes
Christmas Break	*Dec. 19-Jan. 2	Christmas Break

2006 Spring Semester

Full Term		Split Terms
Administrative Day	Jan. 3	Administrative Day
Inservice	Jan. 4-6	Inservice
Classes Begin	Jan. 9	Classes Begin Term A
	Jan. 11	End Add Period Term A
	Jan. 13-14	Weekend College Begins
End Add Period	Jan. 13	End Add Period I Term
Martin Luther King, Jr. Day	*Jan. 16	Martin Luther King, Jr. Day
	Jan. 17	Classes Begin Term I
	Jan. 23	End Drop Period Term I
	Feb. 13	Classes Begin Term C
	Feb. 17	End Add/Drop Period Term C
	Mar. 1	End Term A
	Mar. 1	Last Day to Register w/o Late Fee Term B
	Mar. 2	Classes Begin Term B
	Mar. 6	End Add Period Term B
Spring Break	Apr. 10-15	Spring Break
Good Friday	*Apr. 14	Good Friday
	Apr. 14-15	Weekend College Spring Break
Spring Activities Day	Apr. 20	Spring Activities Day
	Apr. 28-29	Weekend College Ends
End Full Term	May 1	End Term B, Term C, Term I
Final Grades Due	May 3	Final Grades Due
Administrative Days	May 2-4	Administrative Days
Graduation	May 4	Graduation
Inservice	May 5	Inservice

2006 Summer Term

	May 8	Classes Begin Maymester
	May 9	End Add/Drop
Classes Begin	May 22	Classes Begin Term A
	May 23	End Add Period Term A
End Add Period	May 26	
	June 2	Classes End Maymester
	June 2	Last Day to Register w/o Late Fee Term S
	June 5	Classes Begin Term S
	June 7	End Add/Drop Term S
	June 23	End Term A
Term Break	June 26-July 3	Term Break
	July 3	Last Day to Register w/o Late Fee Term B
Independence Day	*July 4	Independence Day
	July 5	Classes Begin Term B
	July 6	End Add Period Term B
	Aug. 4-5	Weekend College Ends
Full Term Ends	Aug. 4	End Term B/End Term S
Administrative Day	Aug. 7	Administrative Day
Final Grades Due	Aug. 8	Final Grades Due
Graduation	Aug. 10	Graduation
Administrative Days	Aug. 8-11	Administrative Days

*College Closed

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

OFFICE HOURS

Administrative offices on the Lex Walters Campus-Greenwood are open from 8 a.m. to 5 p.m. Monday through Friday. Student Services and the Business Office are open from 8 a.m. to 7 p.m., Monday through Thursday and 8 a.m. to 4:30 p.m. on Friday.

NOTE

This catalog should not be considered a contract between Piedmont Technical College and any prospective student. All charges and fees are subject to change as required by varying circumstances. Curriculum offerings may also be altered to meet the needs of individual departments. Courses and programs will not normally be continued when enrollment falls below minimum requirements.

NON-DISCRIMINATION INFORMATION

Piedmont Technical College maintains a nondiscrimination policy involving equal access to education and employment opportunities, without regard to race, color, religion, sex, disability, veteran's status, age or national origin. The college complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and the Higher Education Amendments of 1986; Sections 503 and 504 of the Rehabilitation Act of 1973; Executive Order 11246 and 11375; the South Carolina Human Affairs Law of 1975; and the Americans with Disabilities Act of 1990. Inquiries regarding this statement of nondiscrimination may be addressed to Mr. James R. Smith, manager of Human Resources at:

Piedmont Technical College
Post Office Box 1467
Greenwood, South Carolina 29648-1467
(864) 941-8611

PRESIDENT'S MESSAGE

You've made a wise decision! Continuing your education at Piedmont Technical College can position you for a successful future.

When you go right to the heart of what we do best, you'll find thousands of students who make fresh starts, begin new careers and take the first steps toward becoming what they want to be right here at PTC.

We care about your career goals, your personal needs and your potential for growth, and we take great pride in the services we can provide to you to help you along your way to success.

In our enrollment center, for example, we can assist you in applying for admission, taking the placement test, discussing career goals and academic plans, selecting courses for your first semester, registering, applying for financial assistance and participating in interactive online orientation. For your convenience, you may complete these steps on the Greenwood campus or at county centers in Abbeville, Edgefield, Laurens, McCormick, Newberry and Saluda. Rolling registration makes it possible for you to enroll almost any time at any one of our seven locations.

Academic advisors will help you to target the career you wish to pursue and help you develop educational plans to realize your goals. Those advisors will stay with you until you graduate or reach your stated educational goals. The Student Success Center will work with you to pinpoint job opportunities while you're working toward your educational degree and after you graduate.

You'll discover that along with making education accessible and affordable, one of the college's major strengths is our ability to offer quality academic programs that are tied directly to the needs of area employers. The college works closely with employers across our seven-county to identify employment skills needed in the work place and to ensure career success once our graduates land the jobs they're seeking. Another plus for the hands-on, real-world education you'll receive at PTC is the fact that faculty members bring academic credentials as well as actual business/industry experience to the classroom, an unbeatable combination.

We are happy to have you join us as a part of the growing Piedmont Technical College community. Our students have a lot in common; they're ambitious, busy people who are just like you. They have to build their class schedules around the responsibilities of family and work. We're proud to offer you that flexibility; you can study days, nights, and weekends, in traditional classes or through distance learning opportunities.

I wish you every success and encourage you to take advantage of the many services the college offers to you.

Lex D. Walters

Lex D. Walters
President

General Information

HISTORY

In 1961 South Carolina launched its unique program of Technical Education. Time and economic progress have proven the value of this exciting step forward. The success of the system of Technical and Comprehensive Education in this state soon became a model for the entire nation.

In 1966 the eighth Technical Education Center, Piedmont, was established to serve Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry, Saluda and surrounding counties.

Classes met for the first time at Piedmont on September 6, 1966, with some 300 students enrolled in day and evening classes. Dedication ceremonies were observed on October 23, 1966, with Governor Robert McNair delivering the principal dedicatory address.

Since that time enrollment has increased dramatically. This phenomenal growth in enrollment necessitated the implementation of an ambitious program of physical expansion.

On October 2, 1972, five new buildings representing the first phase of a 30-year master development plan were occupied. These facilities housed classrooms, laboratories, a learning resources center and faculty offices. A general renovation of the main campus center included a student lounge and recreation complex.

On April 10, 1974, the institution's name was changed from Piedmont Technical Education Center to Piedmont Technical College to more accurately reflect our post-secondary educational mission.

During that same year, the effects of the nation's fuel shortage and widespread recession resulted in the enrollment of large numbers of working adults in career upgrading programs at the college. While funding to accommodate additional students was unavailable from traditional resources, Piedmont students took matters into their own hands and provided the manpower to increase classroom/lab space for fellow students by 8,000 square feet.

The 1981-82 year saw six new additions to the Piedmont campus: a health sciences facility, conference center, continuing education complex, student center, multi-purpose building and automotive technology facility. In 1986, a 10,000-square-foot addition to the Conference Center made it one of the finest facilities of its type in the state.

Construction began on a new Engineering Technology Building and on a 10,000-square foot addition to the Continuing Education Building in 1987. The new Engineering Technology building is adjacent to the Industrial Technology Building and houses laboratories furnished with state-of-the-art equipment as well as classrooms. The Continuing Education addition houses classrooms and offices.

An existing facility on Kateway was renovated for the use of Building Construction Technology majors by students, faculty and maintenance staff in 1987. This building provides 6,250 square feet of workshop and laboratory space.

The 1988 year brought approval for capital improvement bonds, which allowed another step toward completion of the college master plan. Developed in 1970 to project facilities needs required by the student population through the year 2000, the plan called for additional space/floors in three existing structures: General Education, Library and Health Science Buildings. Construction on the three projects, which added approximately 40,000 square feet to campus facilities, was completed in the fall of 1991. As part of this same project, a bell tower was constructed on the front campus to commemorate the institution's 25th anniversary, and renovations were made to several classroom buildings.

Another expanded opportunity for area residents served by Piedmont is the availability of college transfer programs, the Associate in Arts and Associate in Science degrees. The two degrees were added to the college curriculum in 1990.

The 1991 academic year also brought added opportunities to Laurens County residents in the form of a new center located in the county seat. Area students may choose from full-credit associate's degree courses, professional upgrade or personal interest offerings.

Further expanding active partnerships with supporting counties, Piedmont celebrated the grand opening of centers in Abbeville, Edgefield and Newberry in 1995. The historic Community House became the college's McCormick County Center in 1997, and early in the next year, the Saluda County Center made the dream of local sites in each of seven counties a reality.

Also initiated in 1995 was a bold and innovative plan to connect that 3,500-square-mile area with educational opportunities available on Piedmont's Greenwood campus, at any of the county centers, at Lander University and area high schools and via SCETV through the Piedmont Educational Network (PEN). Another vital component of this pioneer effort was the establishment of the Ernest F. Hollings International Teleconference Center, which allows business and industry to communicate with colleagues and customers worldwide. The video teleconferencing center is two-way interactive and has full-motion transmission.

In spring 1998, more than 60 student services and administrative offices, formerly located in the John S. Coleman Administration Building, were moved to the Multi-Purpose Building to await the completion of construction that brought the 1970 master plan full circle. Additions and extensive renovations to the Administration Building added centrally-located, full-service facilities to students and brought total usable space to 66,061 square feet. In the Francis B. Nicholson General Education Building, new classroom and laboratory additions added 16,099 square feet to the total of that facility. Dedication ceremonies for the newly-refurbished facility, which features a showcase for regional artists in the Solutia Gallery, were held September 29, 2000. On October 16, 2001, the Greenwood Campus was officially named for longtime president Dr. Lex D. Walters.

Through unique partnerships with county and state government, together with the generosity of businesses, industries and private citizens, Piedmont Technical College has established itself as an institution that is both responsive to immediate needs and futuristic. With an eye toward the projected needs of employers and employees in its seven-county support area, the college has as its goal continuous improvement in the provision of educational programs and services. As a recognized leader in two-year education, PTC constantly searches for effective ways to more fully serve the citizens of its support area.

1970's master plan projected a total, full-credit enrollment of 3,000 by the year 2000. That goal was surpassed in 1994. In the late 1990's, distance learning opportunities, expanded course offerings at all six county centers and growth in partnerships with area employers resulted in one enrollment record after another. In recent years, fall enrollment exceeded 5,000, and spring enrollments reamain at all-time highs.

COUNTY CENTERS

Through county centers, Piedmont Technical College brings many educational opportunities closer to residents of our seven supporting counties. The same top quality instruction and services are offered at

the centers as on the Lex Walters Campus-Greenwood, as well as a variety of credit and non-credit courses.

Courses are offered on convenient day and evening schedules. Most student support services are provided at the centers, including financial aid, placement testing, career counseling and registration. Students also can pay fees and buy books at the centers. Based on enrollment and budget, the college will offer selected associate's degree, diploma and certificate programs in their entirety at county centers. Many other college credit courses are offered each semester, and all can apply toward terminal degrees, diplomas or certificates at Piedmont, or they may apply toward university transfer credits.

The Continuing Education and Economic Development Division also offers a variety of personal interest and professional upgrading courses at the centers.

Piedmont's county centers include:

- **Abbeville County Center, 283 Highway 28 Bypass, Abbeville; (864) 446-8324**
- **Edgefield County Center, 506 Main Street, Edgefield; (803) 637-5388**
- **Laurens County Higher Education Center, 663 Medical Ridge Road, Clinton; (864) 938-1505**
- **McCormick County Center, 407 East Augusta Street, McCormick; (864) 465-3191**
- **Newberry County Center, 540 Wilson Road, Newberry; (803) 276-9000**
- **Saluda County Center, 702 Batesburg Highway, Saluda; (864) 445-3144**

LOCATION OF GREENWOOD CAMPUS

The beautiful 69-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 382,787 gross square feet. These buildings contain classrooms; laboratories for medical, technology and business programs; industrial shops; a media center; a student center; a conference center; library; and faculty and administrative offices. The very latest in instructional equipment is provided, and an atmosphere totally conducive to learning is maintained. Free parking is available.

INSTITUTIONAL VISION

Piedmont Technical College will strive for quality and excellence by:

- **Cultivating Partnerships**
  Within a global community, the college assumes a leadership role in embracing change through planning and using learning-centered practices while providing educational programs and services that address the economic and human development needs of its service region.

- **Teaching and Learning**
  The college provides a diverse population with a valuable, enriching and comprehensive educational opportunity rooted in a learner-centered environment that removes barriers and constraints to educational opportunity.

INSTITUTIONAL MISSION

Piedmont Technical College, a member of the South Carolina Technical College System, is a public comprehensive two-year post-secondary institution. Piedmont 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 has an open admissions policy and annually enrolls approximately 4,500 to 5,000 credit students. The college provides quality educational opportunities and accessibility for individuals with diverse backgrounds and ability levels to acquire the knowledge and skills for employment or maintenance of employment in engineering technology, industrial technology, business, health or public service or for transfer to senior colleges and universities. In addition to teaching technical skills, Piedmont provides graduates competencies in written and oral communication, information processing, mathematics, problem-solving, interpersonal skills and lifelong learning opportunities for residents within the service region.

The college offers the following programs utilizing state-of-the-art technologies: associate's degrees in vocational, technical and occupational areas and university transfer; vocational, technical and occupational diplomas and certificates; developmental education programs and courses preparing individuals to take the General Education Development Test; custom-designed Continuing Education training programs for business and industry and facilities for the Special Schools program to train potential employees for new and expanding manufacturing companies; and Student Development programs that provide academic, career and individual support.

Piedmont Technical College pursues its mission based on the fundamental values and beliefs that: *Learning* is a diverse and fundamental need for all residents of the seven-county area. *Excellence* is a process inherent to the college within instruction, support services, administration and resource allocation. *Accessibility and Affordability* to higher education by all who have a desire to learn is crucial for continuous growth and improvement by communities and individuals. *Quality and Innovation* are fundamental to the continuous improvement of instruction, learning opportunities, support services and management practices. *Community* partnerships with other educational entities, industries and businesses are crucial for quality of life and economic development.

GOALS

1. Prepare a highly trained and competent work force.
2. Demonstrate accountability for achieving the college mission.
3. Provide relevant, quality programs and services.
4. Expand access to educational opportunity and training through the use of technology.
5. Acquire the financial resources necessary to achieve the college mission.

EDUCATIONAL VISION

Piedmont Technical College places learning first by engaging and empowering each learner to achieve learning outcomes within an innovative learning-enriched environment.

EDUCATIONAL MISSION

Worthy institutions of higher education have educational missions that characterize excellence in their academic programs. At Piedmont Technical College, our mission is to provide the educational and instructional experiences necessary for students to attain general and technical competencies in their respective curricula. These competencies are reflected in the skills necessary for a student to enter the workplace, to participate in continuous lifelong learning and to adapt to a changing world.

The achievement of these educational competencies is a collaborative effort among the college, the students and the workplace. The competencies serve as the linkage in this effort by providing structure for the college's curricula and instructional processes, an academic "roadmap" for active student participation in educational experiences and the criteria for assessing the quality of the educational preparation received by the college's graduates.

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

1. Communicate effectively through reading, writing, speaking and listening.
2. Apply those mathematical skills appropriate to the occupations.
3. Employ effective processes for resolving problems and making decisions.
4. Apply knowledge of computers on a level compatible with job demands.
5. Deal effectively and appropriately with others.
6. Exhibit professionalism through observance of a code of ethics, a sense of responsibility, good habits and a positive attitude.
7. Demonstrate ability to function as an independent lifelong learner in appropriate career situations.
8. Apply in the workplace the specific technical skills and knowledge learned within their particular courses of study.

VISITORS

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

Visitors and guests must check with the receptionist (located in the Administration Building on the Lex Walters Campus-Greenwood) or at any county center when they arrive. Students should obtain approval from the instructor before taking visitors to a class.

If a campus tour is requested, please make an appointment with the College Outreach Office by calling (864) 941-8697 or 1-800-868-5528.

DISTANCE LEARNING PROGRAMS

The college provides a variety of courses each term via distance learning. Several formats of distance learning are currently available.

The Piedmont Educational Network (PEN) provides students with fully interactive education on the Lex Walters Campus-Greenwood, at all county centers and area high schools. Students enrolling in PEN classes at the county centers may select from 75 or more interactive classes originating on the Lex Walters Campus-Greenwood or one of the county centers. Students in PEN courses can see and hear all other centers and be seen and heard by all connected centers at all times during the class period. The latest in distance technologies is available through the PEN system for high-quality video and audio transmission. Students participate in class sessions as if they were in the same room with the other students and the instructor. These courses are indicated on class schedules as (P) "PEN two-way interactive teleclass."

The college also offers many Internet courses each term for students preferring that mode of study. The college Web pages are updated each term to allow students at a distance to enroll, register for classes and purchase textbooks via the Web. These courses are indicated on class schedules as (I) Internet (WEB) courses. Classes are offered on the same schedule as traditional courses. A special short-term ten-week option for a few of these online courses is available for a late start in the fall and spring terms each year. Piedmont Technical College is a participating partner in the Southern Regional Education Board's Southern Regional Electronic College (SREC) and the S.C. Tech Online Consortium. All distance learning courses adhere to the SREC "Principles of Good Practice." An Associate in Arts at a Distance (AADL) degree program is available by Internet. Online faculty advising, a student orientation program and other student support services are available via the Web for students unable to come to the campus. The distance learning URL is **http://www.ptc.edu/dl.**

VA CERTIFICATION FOR ONLINE COURSES

In order to meet VA certification requirements for off-campus courses such as Practica, Internships/Externships and residencies, as well as courses offered via the Internet or other modes of distance learning, Piedmont Technical College acknowledges that these courses are part of the college's approved curriculum, are directly supervised by the college, are measured in the same unit as other courses, are required for graduation and are part of a program of study approved by the State Approving Agency. The college requires that the faculty teaching these courses use a grading system similar to the grading system used in resident courses and include statements in the course syllabus that indicate that appropriate assignments are needed for the completion of the course and that the student is expected to demonstrate, at least once a week, that he/she is actively involved in the class. Examples of activities that can be used to demonstrate this involvement include, but are not limited to, the following: posting/receiving e-mails, participating in online class discussions and class chat rooms and completing and submitting course assignments. Further, the college requires that these courses have schedules of time for training and instruction which demonstrate that students shall spend at least as much time in preparation, instruction and training as is normally required by the college for its resident courses.

ASSOCIATE'S DEGREES AT A DISTANCE

The Associate in Arts Degree Program at a Distance is designed for students who plan to transfer to four-year institutions and for those who wish to broaden general knowledge. The degree stresses literature, humanities and social sciences. Its design is flexible enough to allow students to construct programs that parallel the first two years of most four-year institutions in the following curricula: the arts, business, education and the technologies. Students enrolling in Piedmont's distance learning degree can reasonably expect to complete a two-year program within three years while attending on part-time schedules. Courses are available online via the Internet. Some are available as videotaped telecourses with Internet support. For details, see the Web site at: **http://www.ptc.edu/dl** or contact Dr. Dan Koenig, associate vice president for Instructional Support and Technology, by calling (864) 941-8446 or e-mail at **koenig.d@ptc.edu**.

The Associate in Industrial Technology, major in Industrial Electronics Technology at a Distance is designed to prepare graduates for employment in the manufacture, merchandising, testing, installation, maintenance, modification or repair of electrical and electronic equipment and systems. Course work and many of the laboratory exercises are available via the Internet. Students working in the field may arrange for the required hands-on laboratory exercises to be monitored by qualified technicians at their workplace while students new to the field may need to complete these modules on site at the college or at a technical college near their home locations. Please contact Kevin Boiter, department head, at (864) 941-8467 or e-mail **boiter.k@ptc.edu**.

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

HEALTH AND MEDICAL SERVICES

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

- Public Safety Office - Building F
- Physical Plant Department - Building M
- Each Industrial Laboratory - Buildings A, E, M and R
- Media Center - Building G
- Room 200, Building S
- Kitchen in Buildings V and B
- Upper and lower levels - Building A
- Building C - lower level kitchen and administrator's office

First aid assistance for minor injuries can be obtained from the faculty/staff member present or by calling the Public Safety Office at extension 8000. For emergency cases that cannot await referral to the student's family physician, please call the Public Safety Office at extension 8000, the central college switchboard at extension 0, the evening director at extension 8674 or page 388-3489 and leave your telephone number. Depending on the circumstances, EMS may be called, or, if appropriate, the student may be transported to the emergency room of the nearest hospital for treatment. Physician and hospital charges will be the responsibility of the student, although in the case of injuries resulting from school-sponsored activities, college insurance may pay a portion of these costs. Students or faculty who are injured should report to the Human Resources and Public Safety Offices as soon as possible after the accident to complete insurance claim forms and accident reports. Staff should report to their supervisors before going to the Human Resources and Public Safety Offices.

PHYSICAL PLANT DIVISION

Any students who need assistance with physical plant facilities are encouraged to call the college maintenance staff, extension 8332 or 8333. This office has the responsibility for assuring comfort and safety in all areas of the college. After 5 p.m., contact the evening director at extension 8674 or campus public safety at extension 8000.

BUSINESS OFFICE

Tuition and fees are paid at the Business Office, located in the A Building. This office also distributes refund checks, financial aid checks and all other payments as authorized. Please visit or call the Business Office (941-8322) during office hours for assistance and information regarding financial matters or visit our Web site at **http://www.ptc.edu.**

CAMPUS SHOP

For your convenience, the college maintains a Campus Shop. Any students who need assistance are encouraged to call the Campus Shop staff by dialing 941-8683. Books, academic supplies, clothing, nursing uniforms, graduation invitations, rings and miscellaneous supplies may be purchased. To assist you in making your textbook and course material purchases, you may go online to the Campus Shop Web page. Each course will list the books and/or course materials needed and the cost of each title. Ordering textbooks and course materials may be completed online and the materials will be sent to you. If you have questions, feel free to e-mail them to the Campus Shop at **campusshop@ptc.edu.** You may elect to sell some of your used textbooks during the last four exam days each term. Dates and hours of the buy-back will be posted. Please contact the Campus Shop for buy-back policy. We maintain an excellent selection of used books at reduced rates. Full textbook refunds will be given if returned within 10 days from start of classes and the books are in a new, unmarked condition. Your cash register receipt will be required. For your convenience, we accept Mastercard, Visa and Discover for Campus Shop purchases.

PUBLIC SAFETY OFFICE

The Public Safety Office ensures that the proper atmosphere for maximum learning is provided through protection of student rights, property and individual freedoms while enforcing institutional policy in the areas of traffic control and crime prevention.

The office also provides emergency medical aid, emergency transportation to medical facilities, parking control and security.

Entrances to college facilities are open from 7:30 a.m until 11 p.m. Monday through Friday and on Saturday and Sunday on an as-necessary basis, which differs each semester. Special provisions are made by Public Safety to assist each instructor in meeting the needs of their students by making lab areas available upon the instructor's request. Access after normal hours is limited to pre-approved visits only, by notifying the Public Safety personnel on duty by calling 941-8000. Faculty and students are discouraged from being on campus when it is closed. College policy emphasizes that keys be issued on a need-to-have only basis. All keys are contained in a secure key control cabinet. (PTC ID 4-2).

The college Public Safety Office is staffed with two full-time public safety officers commissioned as state constables. Contract security officers are employed to provide campus safety and security coverage 24 hours a day, seven days a week. The Greenwood County Sheriff's Office is utilized for warrant processing, transporting and housing of any criminal offenders. In the future, local law enforcement substations may be located at some of the college's county centers.

Faculty, staff and students are encouraged to report all suspicions of, or actual occurrences of, criminal activity and other emergencies. These are to be reported to the Public Safety Office located in 109-F Building or by telephone at 941-8000 and 941-8559. The public may call the Crime Prevention Hotline at 941-8563 to report criminal, safety or related information 24 hours a day. Voice mail is available on this telephone line, and the information will be considered confidential and will be utilized as facts can be established. If for any reason the Public Safety officer on duty cannot be contacted by use of 941-8000, please call the main switchboard at 941-8324, or the evening director at 941-8674 (pager 388-3489) during evening operation of the college. Faculty, staff and students may, at their discretion, report criminal activity to the Greenwood County Sheriff's Office.

It is the policy of Piedmont Technical College that the sale, consumption or possession of alcoholic beverages or illegal drugs is prohibited, except that the president may authorize consumption of alcoholic beverages by adult groups utilizing the Conference Center and community organizations or groups sponsored by the Piedmont Technical College Foundation using the Multi-Purpose Building. This authorization is subject to the provisions of Institutional Directive 6-5. The Public Safety Department is charged with exercising appropriate enforcement authority when either college policy, county ordinances or state laws are violated. Federal violations will be investigated by the proper federal authority. (PTC ID 6-5)

Excessive noise can result in a citation when the noise generated causes a complaint by the occupants of the campus and/or is found to be of a disruptive type or volume by the officer issuing the citation. The said noise would be of such nature as to be disruptive to the campus environment.

South Carolina Statutes: "It is unlawful for a person to carry onto any premises or property owned, operated or controlled by a private or public school, college, university, technical college, other post-secondary institution or any public building a firearm of any kind (guards, law enforcement, military excluded). It is unlawful for any person (law enforcement and authorized officials excluded) to carry on his person, while on any school or college property, a knife with a blade over two inches long, a blackjack, a metal pipe or pole, firearms or any other type of weapon, device or object which may be used to inflict bodily injury or death."

General Information on Motor Vehicles

The operation of motor vehicles on Piedmont Technical College property is a privilege granted by the governing board of the college. This right is extended to all faculty, staff, students and visitors who have business at the college. Those persons who qualify for and desire this privilege are expected to adhere to the laws of South Carolina governing the operation of motor vehicles and the motor vehicle regulations of Piedmont Technical College. Failure to comply will result in a penalty appropriate to the offense.

Vehicle Registration and Details

Motor vehicles operated on the Lex Walters Campus-Greenwood and county centers must be registered with the Public Safety Office. Registration stickers are available from the Business Office or at county centers at no cost to the student.

During registration week, maps designating authorized parking areas will be distributed to all students. Parking tickets will be issued for all parking violations, including parking in unauthorized areas. Fines will be paid at the Business Office. Disputed citations may be appealed to the Traffic Citation Appeals Committee. Appeal forms can be obtained from the Public Safety Office. The committee will meet once a month or as required by volume of appeals.

Parking and Traffic Violations

Citations will be issued for the following violations of college traffic and parking regulations. Directive and ticket books per approval of the president:

a.	No Parking Permit	$15
b.	Parking in "Yellow Zone"	$10
c.	Parking in "No Parking Space"	$10
d.	Parking in Faculty Area	$10
e.	Parking in Visitor's Space	$15
f.	Blocking Other Cars	$25 and/or Tow Away
g.	Speeding on Campus	$15
h.	Reckless Driving on Campus	$25
i.	Parking on Landscape	$25 and/or Tow Away
j.	One-Way Traffic	$10
k.	Improper Parking	$10
l.	Handicap Area Violation	$50
m.	Other	$11

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

Noise Violations	$20
Litter Violations	$10
Emergency Communication Violations	$20
Disruptive Behavior (Profane Language)	$20
Graffiti on Campus Property	$20

Student Right To Know

Under Title II of Public Law 101-542, the college is required to provide information regarding campus public safety policies and report the number of on-campus criminal offenses during the most recent calendar year and during the two preceding calendar years. Reportable criminal offenses are:

Criminal Offense	Reported Jan. 1, 2003 through Dec. 31, 2003
Murder	None
Rape	None
Robbery	None
Aggravated Assault	None
*Burglary	None
Motor Vehicle Theft	None

Additional statistics concerning the number of arrests for the following crimes are:

Crime	Number of Arrests Jan. 1, 2003 - Dec. 31, 2003
Liquor Law Violations	None
Drug Abuse Violations	None
Weapons Possession	None

**Burglary implies breaking in/forcible entry.*

Traditionally, Piedmont Technical College provides students and visitors with a safe, secure environment. A crime-free environment requires the awareness and vigilance of faculty, staff, students and visitors.

Periodically, the Public Safety Office schedules safety/awareness meetings to report on-campus security procedures and practices and to encourage students and employees to take responsibility for their own security and the security of others. Handouts reflecting security practices and reports of crime statistics are available.

ID Checks

College policy requires that persons on campus be enrolled as students, employed by the institution or have other legitimate business on the premises. To ensure enforcement of this policy, public safety staff members are empowered by the administration to make periodic identity checks.

Admissions Information

ADMISSIONS AND ENROLLMENT POLICIES AND PROCEDURES

Admissions Policy

Piedmont Technical College is essentially an "open door" institution serving the educational needs of all who apply for admission. This does not mean, however, that there are no entrance requirements. Certain programs of study make various prerequisites a necessity.

Still, these requirements are enforced not to keep students out, but to help ensure success in their chosen fields. Even though applicants for admission may not meet the requirements for entering a particular program, Piedmont has the ability, through transitional studies, to help them attain their goals.

Admissions Requirements

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

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

Residency

Regulations regarding the establishment of legal residency in South Carolina for tuition and fees purposes at South Carolina institutions of higher education are governed by the South Carolina Code of Laws, Sections 59-112 to 59-112-100. Residency classification is an essential part of fee determination, admission regulations, and other relevant policies of Piedmont Technical College. The initial determination of residency is made at the time an admissions application is submitted.

That determination, and any determination made at a later time, prevails for each subsequent semester until a request for certification of South Carolina residency is found to be valid.

GENERAL ENROLLMENT PROCEDURES FOR NEW STUDENTS

All new prospective students must first complete the steps listed below. Additional specific requirements may exist for some specific student types. See below for details:

1. **Apply for Admission**
   Available application methods include:
   - Submitting a secure online application
   - Downloading a printable application to mail to Piedmont Technical College
   - Visiting the Enrollment Center on the Lex Walters Campus
   - Visiting any county center
2. **Apply for Financial Aid**
   You must complete the Free Application for Federal Student Aid (FAFSA) immediately to receive South Carolina Lottery Tuition Assistance or federal financial aid. Do not wait until classes start!
3. **Complete the Placement Test**
   Unless waived by college personnel, you will need to take Piedmont Technical College's placement test. Schedule an appointment to take the test by calling the Enrollment Center at the Lex Walters Campus-Greenwood or by calling any county center. Details about placement testing and policies for exemption follow.
4. **Submit Transcript(s)**
   Submit an official copy of your high school transcript or GED and any college transcripts.
5. **Meet with an Advisor**
   Contact a location near you to meet with an enrollment advisor to discuss your career goals and academic plan.
6. **Schedule Your Classes**
   With an enrollment advisor, plan your schedule of classes for the coming term, register and receive a printed schedule and a statement of tuition and fees.
7. **View Orientation**
   View "Planet Piedmont," the college's online orientation program, or visit the Enrollment Center at the Lex Walters Campus-Greenwood to meet with a Student Orientation Leader for a personalized orientation of campus programs and services.
8. **Access Campus Online Services**
   The "Campus Pipeline" Student Intranet allows you to go online to access your academic records, financial statements and certain student services. Your PASSWORD will be assigned at your point of enrollment.
9. **Purchase Textbooks**
   Purchase your books and supplies in person or online at the PTC Campus Shop. Books are also available for purchase at the six county centers on selected dates.

STUDENT TYPES AND ADDITIONAL ENROLLMENT REQUIREMENTS

In addition to the general enrollment procedures outlined above, students may be required to complete additional steps to enroll. Additional information about such enrollment requirements may be obtained from the Enrollment Center at the Lex Walters Campus-Greenwood, any county center or the college Web site.

First-Time College Students do not have any special requirements, but should complete all of the nine steps listed on left in the General Enrollment Procedures for New Students.

Returning Students who have not been enrolled at Piedmont Technical College for more than one year must complete a new application either online, at the Enrollment Center at the Lex Walters Campus-Greenwood or at any county center. All Piedmont Technical College graduates who wish to re-enroll must follow the procedures outlined at left to complete new applications. If you have attended another college and completed college-level course work since attending Piedmont Technical College, please submit an official transcript. To register for classes, you must contact a location near you or refer to the Advisor Referral Guide on the college Web site to determine the name of your new academic advisor.

Nursing and Health Science Students must attend a **Nursing and Health Science Information Session.** These sessions are offered twice every week on the Greenwood campus:

- Mondays at 6 p.m.
- Tuesdays at 10 a.m.

Meet in the Enrollment Center 15 minutes prior to the meeting time. These sessions are also available at the county centers and provide all the information necessary to apply for admission to a nursing or health science program.

All applicants for Nursing and Health Science programs are automatically enrolled in the General Health Science Certificate program. Once admission requirements are met, the student's name is placed on the appropriate waiting list. Students are encouraged to complete all courses in the General Health Science Certificate while waiting for entry into a clinical program. Students must complete all courses in this certificate with a grade of C or better.

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

- SAT 960 (R=480; M=480) within 4 years; ***OR***
- ACT 20 (V=20; M=23) within 4 years; ***OR***
- An earned Baccalaureate degree from a regionally-accredited college with a cumulative GPA of 2.5 or higher; ***OR***
- Completion of college-level **CORE courses** with a grade of C or better.

The **CORE courses** are:

Associate's Degree Programs
(Associate Degree Nursing, Respiratory, Radiology)
Anatomy & Physiology I (BIO 210)
English Composition I (ENG 101)
Intermediate Algebra (MAT 102)
or Probability & Statistics (MAT 120)
General Psychology (PSY 201)

Diploma Programs
(Practical Nursing, Surgical Technology, Medical Assisting)
Anatomy & Physiology I (BIO 210)
English Composition I (ENG 101)
Medical Terminology (AHS 102)
General Psychology (PSY 201)

Pharmacy Technician Diploma Program
Basic Pharmacological Physiology (BIO 235)
English Composition I (ENG 101)
Intermediate Algebra (MAT 102)
or Probability & Statistics (MAT 120)
Medical Terminology (AHS 102)

In addition, each applicant must:

- Complete high school or college Biology with a grade of C or better within the past five years.
- Demonstrate Algebra competency by placement test scores, college level Math/Algebra course work or SAT/ACT scores.
- Maintain a 2.0 GPA to enroll in any Health Science program and a 2.5 GPA to enroll in the Associate's Degree or Practical Nursing program.

Once a student has met the above criteria and has been accepted into a Nursing or Health Science program, his or her name is placed on the appropriate waiting list. Some programs have very short waiting lists, while others are longer. Nursing and Health Science Information Sessions provide additional information.

Students may repeat **Core courses** only one time to achieve a grade of "C" or better. THIS REQUIREMENT APPLIES TO TRANSFER STUDENTS ALSO. College transcripts of all transfer students will be carefully reviewed for prior attempts at completing Core courses.

Appeals to the appropriate Dean or Director will be considered for extenuating circumstances. PLEASE NOTE: Financial Aid will pay for a class only two times.

A ***Merit Program*** is available for Nursing and Health Science students with exceptionally strong academic preparation. This program allows students who are already on a waiting list to complete a *Merit Application* and attempt early placement in a Nursing or Health Science program. Applications are accepted twice a year: February 1 and October 1. Nursing and Health Science Information Sessions provide additional information.

Nursing and Health Science Certificate Program Students must meet a different set of criteria to be accepted, depending on the program.

The **Phlebotomy Certificate** requires the completion of the following prerequisite courses for program acceptance:

Critical Reading (RDG 100)
Introduction to Composition (ENG 100)
Developmental Math (MAT 032)

Phlebotomy students are not limited to one repeat of their prerequisite courses to achieve a grade of "C" or better.

The **Certified Nursing Assistant Program (CNA)** requires students to meet the course prerequisites for each individual course included in the curriculum. For AHS 117 The Care of Patients, the prerequisite is the same as eligibility for enrollment in MAT 100, ENG 100 and RDG 100.

Criminal Record Checks for Nursing, Allied Health, Early Care and Education, Human Services and Criminal Justice Students

Students must submit completed information form and fee (currently $18) for a Criminal Records Check (CRC) by the State Law Enforcement Division (SLED) as applicable. Pending criminal charges or conviction of any of the following crimes will make the student ineligible for enrollment or participation in clinical/laboratory courses:

- Crimes of violence (murder, manslaughter, criminal sexual assault, crimes involving the use of deadly force, simple assault, assault and battery of a high and aggravated nature, assault and battery with intent to kill, criminal domestic violence).
- Crimes occurring within 5 years of the application date involving the distribution or use of illegal drugs.
- Crimes occurring within 5 years of the application date that involve moral turpitude, including but not limited to, breach of trust, fraud, identity theft (excluding fraudulent checks, shoplifting, petit larceny and other crimes not deemed to raise a substantial question as to the qualification and fitness of the applicant).
- All clinical sites used by the college have their own particular Human Resource policies and have the right to determine if a student with any conviction on the CRC will be allowed to come to their facilities for clinical study.
- If a student has been out/not attended for a semester, the CRC must be repeated. A new completed information form and fee are required.

Distance Learning Students PTC provides many courses in non-traditional formats to serve students who cannot visit campus for traditional courses. In addition to the general enrollment steps, all prospective distance learning students must review the Distance Learning Home section of the college Web site to obtain specific information regarding special software requirements and access to course materials.

Transient Students are currently pursuing a degree at their home institution but choose to take some approved classes at Piedmont Technical College. Transient students are not seeking degrees at Piedmont and cannot receive financial aid. In addition to some of the general enrollment steps, all transient students are required to obtain a Transient Approval Forms from advisors **at their home institutions**. This approval is valid only for one semester. The form must be submitted to the Enrollment Center at the Lex Walters Campus-Greenwood or any county center before registering for classes.

Transfer Students If you have attended a college or university since high school, you are considered a transfer student. To ensure that the enrollment process progresses in a timely manner the college strongly recommends that transfer students follow the appropriate steps to submit any transcripts as soon as possible to avoid delays in transcript evaluation.

Non-Degree Seeking Students Applicants who do not wish to seek degrees, diplomas or certificates may enroll as Career Development students. The placement test will not be required except when the student enrolls in college-level English and/or mathematics courses. If a non-degree seeking student later decides to enter a specific program, the placement test may be required, as well as an enrollment fee.

Senior Citizens who are residents of South Carolina and have reached the age of 60 may attend classes for credit or non-credit purposes on a space-available basis without the required payment of tuition; however such persons must meet regular admissions requirements. The availability of space cannot be confirmed until the start of the term. Also, they must not receive compensation as full-time employees.

Early Admission Program – High School Students This program allows students to get a jump start on college courses while still in high school. All admission requirements apply, including completion of the college placement test, which is described in detail in the following section. In addition, the student must have completed the tenth grade and be enrolled as a junior or senior in high school and must have the signed permission of his or her high school counselor or home school administrator.

Provisional college credit is awarded for all course work completed satisfactorily and credit toward a degree program will be granted following high school graduation. Tuition for Early Admission students is the same as for regular students. Students who enroll for at least six credits per semester are eligible for lottery tuition assistance.

Dual Enrollment Program – High School Students This program allows students to earn college credit and high school credit simultaneously. In addition to meeting Early Admission requirements, dual enrolled students must have the approval of their high school counselors or school administrators for the specific courses that will be awarded both high school and college credit.

Participating high schools offer dual enrollment programs on site, either through a traditional class format or through distance education, both for general education courses and technical career courses. Students can also earn dual credit for courses taught at the college with the proper approval forms. Students should speak to their high school guidance counselors regarding dual credit. General education courses that are listed in the statewide articulation agreement, found on the Piedmont Technical College Web site, are transferable to all public four-year senior colleges and universities in the state. Dual enrollment students should check with the colleges of their choice to ensure transfer of their college courses.

Provisional credit will be awarded for all course work completed satisfactorily, and credit toward a degree program will be granted after graduation. Tuition for dual credit courses taken at the college is the same as regular tuition. Tuition for dual enrollment courses taken at the high school will depend upon the contract with the high school and the method of delivery of the course. Students who enroll for at least six credits each semester are eligible for lottery tuition assistance.

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

- Submit certified translations of your high school transcripts
- Provide acceptable TOEFL (Test of English as a Foreign Language) examination scores: computerized version, score "173" or higher; written version, score "500" or higher.
- Provide copies of acceptable SAT or ACT scores.
- Complete a Piedmont Technical College Affidavit of Support form.
- Deposit $4,000 (in U.S. dollars) in an escrow account at Piedmont Technical College

The estimated cost for international students for one year is $20,350. No financial assistance is available for international students attending Piedmont Technical College.

GED Students Individuals who would like to pursue the GED or General Equivalency Diploma can complete the screening test by calling the continuing education office on the Greenwood campus or any county center. Following the completion of the screening test the scores will be interpreted and information will be provided as to the availability, cost and location of GED Adult Education classes.

PLACEMENT TESTS

Piedmont Technical College's assessment program helps new students entering the college succeed in meeting educational goals. The results will help with your placement into appropriate courses so that you will be successful in the course work you choose to take at Piedmont. You will learn about your skills and how they compare with the skills you will need as you pursue your chosen major courses.

Placement instruments are not used for admission to the college, although they may be used to determine prerequisites required for certain programs.

Students in the following categories may not need to take the placement test:

- Some non-degree and non-diploma seeking applicants.
- Applicants who have completed college level English composition and math with a grade of "C" or higher. Portions of the test may be waived according to courses taken.
- Applicants who hold an associate's or bachelor's degrees or higher.
- Applicants who have completed the college placement test within the past five years.
- Applicants who have earned a composite SAT score of 960 with a minimum or 480 critical reading and 480 math or a composite ACT score of 20.
- Some applicants for Career Development status (non-degree seekers who take individual courses for personal or career enrichment).
- Applicants for transient status (students at other colleges who have approval from home institutions to take a course at Piedmont Technical College for credit toward degrees at the home institution).

ORIENTATION

Planet Piedmont

All new students are encouraged to participate in an Orientation to College, "Planet Piedmont," which can be viewed on the college's Web site. This program gives students important information on the services and programs available to help them succeed. Opportunities to become familiar with the campus, faculty and fellow students will be offered throughout the year. Students are also encouraged to enroll in COL 103 "College Skills," a freshman orientation course designed for students who have either been out of school for some time or would like a review of college success skills.

ACADEMIC ADVISEMENT

Piedmont Technical College recognizes academic advisement as a process that helps students clarify life and career goals and develop educational plans to realize these goals. Its basic purpose is to aid students in becoming effective partners in their lifelong learning and personal development. It is a process based on a close advisor/student relationship.

Students enrolling at the Lex Walters Campus-Greenwood begin the advisement process when they meet with enrollment advisors to register for classes for their first term at the college. After that, they meet with assigned academic advisors who guide them to graduation or until they reach stated educational goals. Students enrolling at the county centers have access to advisors at the center where they are enrolled.

STUDENT LIFE

The mission of the Student Development Division is to foster the growth and development of students as they work toward their educational goals and to provide systems, services and programs that support the educational purpose of the college.

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

- Academic Advantage
- Career Planning
- Counseling Services
- Student Activities
- Student Disability Services
- Student Employment Services
- Student Organizations
- Student Success Center
- TRIO Programs
- Women's Grants Programs

STUDENT BEHAVIOR

It is the common goal of the faculty, staff and administration to foster a campus environment that is conducive to teaching, learning and personal development. Students attending Piedmont Technical College have rights and responsibilities within this academic community, and along with all faculty and staff, are expected to exhibit attitudes and behaviors that reflect the core values of the college: respect, responsibility, honesty and self-discipline.

The College Code of Conduct, Student Responsibilities, The Student Code for the South Carolina Technical College System and the Student Grievance Procedure for the South Carolina Technical College System are all included in the **Student Handbook/Calendar.**

Financial Information

TUITION AND FEES

To assist you in your financial planning, the following is provided to give estimated tuition for the 2005-2006 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 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 and Saluda.

TUITION

	Minimum	Maximum
In-County Rate		
Per Credit Hour	$110	$123
Full-Time	$1,320	$1,476
Out-of-County		
Per Credit Hour	$128	
Full-Time	$1,536	
Out-of-State/International		
Per Credit Hour	$178	
Full-Time	$2,136	

SPECIAL FEES

Enrollment Fee: Non-refundable.....$25
Technology Fee: Non-refundable.....$5 - Max. Fee $50
Graduation Fee:.....$25
Late Fee: Non-refundable.....$50
Audit Courses.....$55 Per Credit Hr.
Credit By Examination.....$60
Additional special fees will be charged for health science and human services programs. Special fees may be charged to cover instructional expenses for various courses. Please contact the Business Office for more information.

Fees will be posted on the college Web site at **www.ptc.edu**, at all student services offices and county centers as soon as fees are established. When registering for each semester, please inquire about the college fee schedule.

PAYMENT OF FEES

Full payment of fees is expected before the term begins. For your convenience, the college accepts cash, personal checks, Mastercard, Visa and Discover for payment of tuition and fees. A late fee of $50 will be charged to all students who pay once the term begins. Registration on accounts not paid in full by the payment deadline will be deleted. Future registrations will be blocked, and all grades will be held for any debt to the college. If a student fails to meet financial obligations to the college and the account is turned over to a collection agency or the S.C. Tax Commission, the student will be responsible for paying all collection fees involved.

RETURNED CHECKS

There will be a $25 service charge on all returned checks of $100 or less received by the college. Returned checks of more than $100 will be assessed a $30 service charge. Registration will be cancelled for any returned checks. The college will allow no more than two returned checks per student. After two returned checks, the college will accept only cash or credit card. **Maximum penalty by state statute will be imposed at all times.**

REFUNDS

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

7th calendar day of the term	100%
14th calendar day of the term	60%
21st calendar day of the term	40%

Mini-session refunding is prorated. Special refunding may apply to TeleWeb courses. Please see the Business Office for refund schedules. Refunds for official withdrawals will be processed as they occur and mailed on Thursday of the following week.

Change of Class Schedule forms can be picked up from the Student Records Office or your advisor's office on the Lex Walters Campus-Greenwood or from the county centers. Forms do not require instructor signatures.

This refund policy applies to all students. Students receiving financial assistance should consult the Financial Aid Office before withdrawing to determine the impact of withdrawals on receiving assistance in future terms.

If you have any questions concerning this policy, please contact the Business Office at (864) 941-8322 or (864) 941-8321.

Veteran's Refunds

For certificate and diploma programs, the Veteran's Administration requires a refund of advance payments of tuition, fees and other charges paid under Title 38 when an eligible veteran fails to attend class, withdraws or drops before the completion of a course, subject to limitations set in VA Regulation 14254 (c) (13). This policy applies only to certificate and diploma programs.

RESIDENCY REQUIREMENTS

Regulations regarding the establishment of legal residency in South Carolina for tuition and fee purposes at Piedmont Technical College are governed by the South Carolina Code of Laws, Sections 59-112 to 59-112-100.

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

In County (in seven-county service area)
Out of County (outside seven-county service area)
Out of State
International

A resident student for tuition and fee purposes is an independent person who has abandoned all prior domiciles and has been living in South Carolina continuously for at least 12 months immediately preceding the first day of classes of the term for which residency classification is being sought. This 12-month residency period does not start until the independent person begins to take steps to establish a permanent home in the state. Specific documentation will be required to support a change of residency. For dependent students and their families, the domicile of the provider (spouse, parent, guardian) for the same time period is considered in determining residency status.

Residency status is determined at the time of admission to the college. Further detailed information can be obtained from the Residency Classification for Tuition and Fee Purposes brochure. In this brochure, information is given regarding exclusions for tuition and fee purposes and certification of permanent residency status.

FINANCIAL AID

The Financial Aid staff at Piedmont Technical College is here to help you in obtaining financial aid. Applying for financial aid can be as easy as completing the Free Application for Federal Student Aid (known as the FAFSA) online and submitting it via the Internet at **www.fafsa.ed.gov.** The college has computers available for this service. Please contact the Financial Aid Office for more information on this service, application deadlines and for further information on the available programs. Additional information can be found on the college's Web site at **www.ptc.edu.**

All students are encouraged to complete the FAFSA. When completing the FAFSA, make sure to include Piedmont's Title IV School Code (003992).

Eligibility requirements for the federal and state programs are:

- have financial need as determined through the completion of the FAFSA
- have a high school diploma or a GED certificate on file with the college or meet ability to benefit standards
- be enrolled in an approved program of study
- be a US Citizen or an eligible non-citizen
- have a valid social security number and if male, register with Selective Service
- sign a statement on the FAFSA certifying that federal student aid will be used for educational purposes only
- certify no default on a federal student loan and that you have no debt on a federal student grant
- answer all required questions on the FAFSA
- meet all standards of the Financial Aid Satisfactory Academic Progress (SAP) policy.

Lottery Tuition Assistance (LTA) may be available to S.C. residents who meet the required eligibility criteria. The first step to participate in this program is to complete the FAFSA. In addition, a Piedmont Technical College State/Federal Affidavit will be required. The LTA award amounts may vary and are dependent upon funding sources. Students who receive LTA are required to maintain academic standards required by law.

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. The Piedmont Technical College State/Federal Affidavit will be used to determine LIFE Scholarship recipients. The LIFE program criteria and funding is dependent upon pending legislation.

Federal Pell Grant – Grants can range from $400 to $4,050 per year for undergraduate students.

Federal Supplemental Educational Opportunity Grant (SEOG) – Awarded to students with exceptional financial need as determined by the FAFSA. Grants can range from $100 to $1,000 per year to students who maintain 2.0 GPAs.

Federal Work-Study Program – Students work for $6.00 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. Need-Based Grant – This is a state grant provided to assist South Carolina resident students in meeting college costs. This grant ranges from $200 to $2,000 per year (fall and spring semesters only). In addition to the FAFSA, the Piedmont Technical College State/Federal Affidavit 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 list of all scholarships and the procedures for applying are listed in the **Student Handbook/ Calendar.**

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's seven-county region.

Federal Stafford Student Loan Program – Loans for educational expenses must be repaid with interest. Repayment begins six months after the student ceases to be enrolled on at least a half-time basis. This is a long-term, variable interest loan. Loan request forms are available at the Financial Aid Office and at the county centers.

Veteran's Educational Benefits – Piedmont is approved for all college-related veteran's educational programs for veterans, disabled veterans, dependents of deceased or totally disabled veterans, as well as active duty, active reservists and national guardsmen. Contact the Financial Aid Office for further information on these programs.

Other Funding Sources – The Workforce Investment Act (WIA) is a Federal workforce development program. The cornerstone of WIA is the One-Stop Workforce Center. The Workforce Center is a self-help computer lab where job seekers can research careers, search Internet job listings, type a resume and fax job applications. The center is open to all people of the community seeking employment.

Through the Workforce Investment Act, job seekers who need additional help to get jobs may also receive individualized career planning and employment search assistance at the Workforce Center. A limited number of job seekers may qualify for scholarships or on-the-job training through the Workforce Investment Act.

Educational Tax Credits – The Taxpayer Relief Act of 1997 included the Hope Scholarship and Lifetime Learning tax credits that may be used to reduce federal taxes. The Hope Scholarship Tax Credit is available to degree seeking students in the first two years of postsecondary education. If you are not eligible for the Hope Scholarship Tax Credit, you may be eligible for the Lifetime Learning Tax Credit. This tax credit is available to those who take at least one course to acquire or improve job skills. The actual amount of the tax credit depends upon family income and the amount of qualified tuition and fees paid. More information regarding these tax credits can be found at **www.irs.ustreas.gov.** In addition to these federal tax credits, a South Carolina tax credit is available. More information on the state tax credit can be found at **www.dor.state.sc.us.**

SATISFACTORY ACADEMIC PROGRESS

Introduction

All students receiving federal and state student financial aid must adhere to the college's policy on satisfactory progress. The intent of this policy is to ensure that students who are receiving federal and state financial aid are making measurable progress toward completion of degree, diploma or certificate programs in a reasonable period of time. Federal and state regulations restrict the awarding of financial assistance beyond 150 percent of the published program length. The student's total academic record will be evaluated to make this determination.

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

Financial Aid Programs under the Satisfactory Academic Progress Policy:

PELL Grant
Supplemental Educational Opportunity Grant (SEOG)
Stafford Student Loan
Federal Work-Study Program (FWS)
South Carolina Need-Based Grant (SCNB)

To Maintain Satisfactory Academic Progress, a student must:

- complete at least 67 percent of all hours attempted
- meet the required GPA outlined under the **Cumulative Grade Point Average** section of this policy and
- complete a program of study within the 150 percent of the allotted time frame. (i.e., a 32-hour program must be completed within 48 hours).

ACADEMIC ISSUES THAT WILL AFFECT SATISFACTORY ACADEMIC PROGRESS (SAP)

Course Repetitions, Withdrawals, Incomplete Courses, Carry-forwards and grades of NC and F

Students who receive federal or state financial aid must be aware that repeated courses and courses with grades of W, WF, I, CF, NC and F **will** be considered in assessing progress toward completion. Courses with these grades are considered not completed. When a 'CF' or 'I' is changed to a grade, the student will need to notify the Financial Aid Office for reevaluation of status if the student is on probation or suspension. Students who do not satisfactorily complete at least 67 percent of attempted hours will no longer be eligible for federal or state assistance.

Developmental Studies

Financial Aid recipients may take a maximum of 30 credit hours in Developmental Studies course work, which consists of English, math and reading courses of 100 level or lower. These courses count toward hours attempted and will be considered in determining SAP.

Change of Major(s)

A student who changes majors is still responsible for maintaining satisfactory academic progress. A student changing from one program

into a another program with fewer total required credit hours may lose federal and state eligibility immediately upon making this change. While considering a change in major, a student should consult the Financial Aid Office to discuss the effect of a change on satisfactory academic progress. Federal and state regulations restrict the awarding of financial assistance beyond 150 percent of the published program length.

Returning Students' Academic Records

The federal government requires the Financial Aid Office to track students' academic progress from the **first** date of enrollment, whether or not financial aid was received. Students returning to the college after a break in enrollment should consult the Financial Aid Office on how their college histories will affect their eligibility for financial aid. Any student not meeting a standard will be subject to suspension of all financial aid.

Fresh Start Program

Students approved for the Fresh Start Program (see page 19) should be aware that financial aid requirements regarding prior attendance and cumulative eligibility must be considered from the **first** date of enrollment. Federal regulations restrict the awarding of financial assistance beyond 150 percent of the published program length.

Standards of Satisfactory Academic Progress

The Financial Aid Office monitors the satisfactory academic progress of all financial aid recipients by reviewing a student's total academic record after grades are posted at the end of each semester. To meet eligibility requirements, students enrolled in regular curriculum classes pursuing degrees, diplomas or certificates are monitored in each of the three standards. Failure to meet any one of these standards may result in the loss of aid for subsequent semester.

I. Cumulative Completion Rate

Financial aid recipients are required to earn at least 67 percent of credit hours attempted. The completion rate is derived by dividing the cumulative hours earned by the cumulative hours attempted. Courses with grades of F, W, WF, NC, CF and I are counted in the hours attempted. Hours earned are hours that are completed for which a student receives a passing grade. Hours attempted are hours for which a student registers at the beginning of the semester, withdraws from or does not receive a passing grade.

II. Cumulative Grade Point Average

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

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

All other federal and state programs require a 2.0 GPA.

Probation

Following a review of the student's academic record, if a student does not meet the Standards of Satisfactory Academic Progress, the student will be placed on probation during the next term in which he/she enrolls at the college. Students will be notified by mail that their financial aid eligibility is in a probationary status. Students who are placed on probation will be reviewed at the end of the probationary term enrolled. Students who fail to meet the Standards of Satisfactory Academic Progress at the end of the probationary term enrolled will be placed on suspension and will lose federal and state aid eligibility.

Suspension - Declaration of Ineligibility

Following a review of students on probation. Students who still are not meeting the Standards for Satisfactory Academic Progress will be placed on suspension. A letter will be sent notifying the student of ineligibility for federal or state funds, along with an appeal form. Awards will be canceled upon being placed on suspension.

Returning students who did not meet the Standards of Satisfactory Academic Progress in their previous enrollment with Piedmont may be placed on suspension upon their return to the college.

To request consideration for receiving federal or state assistance during the next term of enrollment, a student must submit an appeal form to the Financial Aid Office by the deadline. Only non-campus-based aid may be considered for reinstatement should an appeal be approved. Non-campus-based aid includes the PELL Grant and the Stafford Student Loan. SEOG, Federal Work-Study and the SCNB grant will be canceled for all students placed on suspension. Because of limited funding in these programs, once aid is canceled, the Financial Aid Office cannot guarantee that funds will be available in the following semester if students are removed from suspension.

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

Appeal of Financial Aid Ineligibility

1. A student on financial aid suspension may appeal by completion of the appeal form indicating reasons why he/she did not achieve minimum academic standards. Each appeal will be considered on its merit and will not set precedent for future appeals. Acceptable reasons are: personal illness, death or serious illness of an immediate family member, employment changes, divorce or separation in the student's immediate family, poor judgment or immaturity (limited to one appeal). Previous medical history cannot be used for more than one semester. The student must provide documentation supporting the appeal.
2. All appeals received for an upcoming semester must be received no later than 5 p.m. on the last day to register for that semester. Appeals received after that date will be held until the end of the semester. Approvals will apply toward the upcoming semester.
3. The student will be advised in writing of the decision. Appeals must be complete and all supporting documentation attached. Incomplete appeals will be placed in the student's file and will not be reviewed. It is the student's responsibility to submit **all** documentation by the published deadline.
4. Any student who is reinstated with "stipulations" is required to meet all criteria in order to have continued eligibility for federal or state financial aid. Should the student fail to meet these stipulations, he or she will remain on suspension, and aid may not be reinstated. The student may request to meet with the director of Financial Aid to request review of the stipulations set.

III. Length of Eligibility

Pell Grant recipients may be eligible for assistance until they have attempted up to 150 percent of the semester hours required for the programs of study in which they are enrolled. At the beginning of the first term of enrollment for the current award year, financial aid recipients' program length of eligibility is reviewed. If the student has reached or is approaching the 150 percent maximum, a program assessment form must be completed by the recipients' program advisors. The form is maintained in the student's file and reviewed prior to the beginning of subsequent terms of enrollment. Financial Aid may not be awarded for an additional program of study until the requirements for the current program of study are complete.

Students will not be eligible for the Pell Grant once they have attempted a total of 180 credit hours. (150 percent of what is required to earn a bachelor's degree at most four-year institutions).

Reestablishing Eligibility for Financial Aid

A student will remain on suspension until all three Standards of Satisfactory Academic Progress are met. Once on suspension, a student must appeal each semester in order to reestablish eligibility for federal student aid. Students will not receive reminders that they are on suspension. It is the student's responsibility to appeal each semester by the published deadline. At the time the student meets all Standards of Satisfactory Academic Progress, he or she should contact the Financial Aid Office for reinstatement of aid.

FINANCIAL EARNED AID POLICY

Based on the Reauthorization Act of 1998, if a recipient of Title IV aid completely withdraws during a payment period (or a period of enrollment), the institution must calculate the amount of Title IV aid that was not earned. Aid considered to be unearned must be returned to the Title IV programs. This return of aid may result in the student's debt to the college and the Department of Education. A student must be enrolled in at least 60 percent of the term to be considered to have earned the aid awarded. Please see the Financial Aid Office for details.

Academic Information

GRADING POLICY

Mid-term Grading

At the mid-point of each term, a mid-term grade for each student will be assigned by the instructor. The following grade designations will be used:

S = Satisfactory
M = Marginal
U = Unsatisfactory
W = Withdrawal

*Students can access their mid-term grades through Campus Pipeline after grades are posted. Academic advisors and counselors monitor mid-term grades to provide assistance in improving students' grade performance.

Final Grading

At the end of each term, letter grades are given in all courses to indicate the quality of work done by the student.

A = 94-100	Excellent—4 grade points per term hour.
B = 85- 93	Above average—3 grade points per term hour.
C = 75- 84	Average—2 grade points per term hour.
D = 70- 74	Passing—1 grade point per term hour.
F = 69- 0	Failure—no grade points.
AU	Audit—assigned when a student has enrolled in a course for audit purposes. (No credit awarded).
CF	Carry Forward–awarded only for a course that is scheduled across terms such as self-paced, distance learning, or, where applicable, independent study. No credit or grade points are earned at the time of grading. The "CF" grade must be replaced by a permanent grade when the course is completed. After a period of 20 weeks, the "CF" will convert to an "F" grade if not completed.
E	Exempt—indicates a course was exempted by the student. Specific codes for the appropriate types of exemption are: •EA = Exemption—Technical Advanced Placement (TAP) High School Articulation •EC = Exemption—College credit over 10 years old •EE = Exemption—Examination •EL = Exemption—Life Experience •EM = Exemption—Military •EP = Exemption—Advanced Credit (AP exams, CLEP)
I	A small part of the term's work remains undone. The student is allowed 30 school days to remove the incomplete grade; otherwise, the "I" is changed to an "F."
NC	No credit—student has made satisfactory progress in a developmental course but needs to re-enroll to complete the course.
TR	Transfer—awarded for allowable equivalent credits earned at other colleges or universities.
S	Satisfactory—indicates an acceptable level of performance in a Continuing Education course.
U	Unsatisfactory—denotes failure to attain an acceptable level of achievement in a Continuing Education course.
W	Withdrew—awarded under following circumstances: • Student-initiated withdrawal prior to mid-term if student follows official procedure (use Change of Class Schedule form to withdraw from a class). • Faculty-initiated withdrawal after mid-term if student is in good standing.
WF	Withdrew Failing—awarded under the following circumstance: • Withdrawal after mid-term if student is not in good standing.

At the end of the term, grade point averages (GPAs) are computed for the academic work completed for that term and for the cumulative academic work completed while at Piedmont. Unless a course is repeated, the grade point average is determined by dividing the total number of grade points earned by the number of term hours attempted as shown in the example following. When a course is repeated, the highest grade earned will be used in computing the cumulative grade point average. The student's record, however, will continue to carry the original grade awarded, but it will not be calculated into the GPA.

EXAMPLE:

		Hrs. Att.	Grade	Grade Value	Total Quality Points
MAT 110	College Algebra	3.0	A	4	12.0
ENG 101	English Composition I	3.0	B	3	9.0

BIO 101	Biological Science I	4.0	D	1	4.0
PSY 103	Human Relations	3.0	C	2	6.0
		13.0			31.0

31.0 total quality points ÷ 13.0 hours
GPA = 2.38

Grade Appeals

If a student feels that he/she has grounds for challenging a grade, the appeal must take place within one calendar year of grade issuance. A grade cannot be contested after a year has passed.

ACCEPTANCE OF CREDIT AND AWARDING OF ADVANCED STANDING

Piedmont endorses the concept that college-level learning may occur in a variety of settings. As a result, the college welcomes the opportunity to accept credits transferred from other regionally-accredited institutions and actively seeks ways to validate learning gained by nontraditional or extra-institutional methods. Validation of the currency of instructional content represented by transfer credit is a right which the college reserves. The following sources of credit and advanced standing represent not an exclusive listing, but rather an identification of some approaches to which the college is open.

Transfer Students

Piedmont Technical College will accept and give credit for work completed in other colleges and universities. Applicants seeking such credit should complete the regular application form and submit it with a transcript of all work from the schools previously attended. All rules regulating the transfer of credit must be met, and acceptance of such credit will be at the discretion of the registrar and the appropriate department head. The following criteria are observed:

1. Subjects being transferred must closely parallel subjects being offered by Piedmont.
2. In order to transfer credit, a grade of "C" or better must have been made on the subject.
3. At least one-fourth of credits toward graduation must be earned at Piedmont.
4. Transfer credit will not be included in the computation of the student's grade point average at Piedmont.
5. Credit for a subject must show on official transcript from the granting institution, and a copy of this transcript must be on file at Piedmont Technical College.
6. Credit given in transfer will be approved in writing and filed in the student's folder.
7. Transfer students are not required to take the placement test if valid transfer credits are awarded in English and math.
8. Acceptance of transfer credit is awarded by the registrar and is based on a combination of length of time and course content, as established by academic department heads.

Technical Advanced Placement (TAP)

Area high school students may receive appropriate advanced credit at Piedmont Technical College for courses completed while in high school. Courses taken must closely correspond to courses offered at the college. The process of exemption is accomplished through an articulation agreement among the high schools and Piedmont Technical College.

The procedure to receive TAP credit is as follows: While still enrolled in high school, the student should request a TAP credit form from his or her teacher. The teacher assesses whether the student has developed competencies required for the course. If the student qualifies for exemption, the teacher completes a recommendation form and sends it to the registrar at Piedmont. The registrar sends the student a credit voucher indicating that the credit has been awarded and will be held for up to 15 months. When the student enrolls at Piedmont, the TAP credit voucher should be presented to the registrar during the registration process. Exemption credit is then posted to the student's academic transcript. This process allows students to earn college credit for classes already completed at the high school level without duplication of course content.

CLEP

Piedmont will consider awarding credit for successful completion of any of the CLEP (College Level Examination Program) subject area examinations. Score recommendations of the Council on College Level Services will be used in determining credit to be awarded. CLEP is a program of the College Entrance Examination Board.

PEP

The college also considers awarding credit to applicants who successfully complete one or more examinations under the PEP (Proficiency Examination Program) offered by the American College Testing service (ACT).

Advanced Placement Examinations

The Advanced Placement Examination Program of the College Entrance Examination Board is accepted by Piedmont. Students who take college-level courses in high school and perform well on Advanced Placement Examinations may be granted credit in the following courses:

- American History
- Art History
- Biology
- Chemistry
- Computer Science
- Economics
- English Language and Composition
- French
- German
- Macroeconomics
- Math: Calculus AB and BC
- Microeconomics
- Music Listening and Literature
- Physics B
- Physics C: Electricity and Magnetism
- Physics C: Mechanics
- Political Science (American & Comprehensive)
- Psychology
- Spanish

Armed Forces Training

It is the policy of Piedmont to award credit for training experiences in the Armed Services. Such experiences must be certified by the American Council on Education (identified in the Council's publication, **Guide to the Evaluation of Educational Experiences in the Armed Services)**. Credit will be given on the basis of individual evaluation by the curriculum department head. Creditable military experience must closely correspond to courses in the Piedmont curriculum for which the student is applying.

Exemption Credit and Nontraditional Learning

Students may try to exempt many Piedmont 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 $55. The credits awarded will not count in the term enrolled hours, but will count toward cumulative hours. Applicants with appropriate life experience, corporate courses or other relevant background may also request consideration for credit at no charge by contacting the registrar.

ACADEMIC FRESH START

This program is offered to allow a student who may have done poorly in a previous attempt at college to gain a "fresh start." Students who were not enrolled in any post-secondary institution for a period of five years or more may petition for Academic Fresh Start. Under this program, **all** Piedmont Technical College credits earned prior to the granting of Academic Fresh Start will be eliminated from the computation of the student's grade point average and may never be used toward graduation at Piedmont Technical College. Students should see the registrar for more details about this program. For financial assistance, the federal government requires a student's academic progress to be tracked from the first date of enrollment, whether or not financial aid was received. Please refer to the Academic Standards of Progress for Financial Aid Eligibility Policy for further information.

AUDITING OF COURSES

A student who desires to attend classes regularly but does not wish to take examinations or receive credit may register as an auditor. A record of classes attended will be maintained. No credit is awarded for such courses and cannot be granted at a later date. A student enrolled in a course for credit cannot change to audit after the add/drop period. The participation of auditors in class discussions or examinations is optional with the instructor. Students are expected to pay $50 per credit hour to enroll and attend classes regularly.

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

ACADEMIC HONORS

President's List

The President's List will be published each term to recognize full-time students who have earned term GPA of 4.0. These students will receive a certificate of achievement signed by the college president.

Dean's List

The Dean's List will be published each term naming students who are attending full-time and have earned term GPAs of 3.75 or better.

Merit List

The Merit List will be published each term to recognize students who are attending part-time and have earned term GPAs of 3.75 or better.

HONOR SOCIETIES

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

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

The national honor society for psychology in two-year colleges, **Psi Beta** is designed for students enrolled in two or more psychology courses with "B" averages (3.0 GPAs) or higher.

Lambda Chi Nu was created for Associate Degree Nursing students or graduates, students who have earned grade point averages of at least 3.5. This honor society was formed to honor outstanding academic achievement, professionalism and clinical nursing excellence.

Tau Alpha Pi is open to engineering technology students and graduates who achieve high academic standards. Members are involved in campus and community activities and are working to build a network with local business professionals.

Alpha Delta Omega is a national honor society for Human Services students with a 3.0 grade point average.

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

ACADEMIC PROBATION

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

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

Academic Warning

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

Academic Probation

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

Academic Suspension

A student on academic probation who does not meet the terms of the AP contract at the end of the next term of enrollment will be placed on academic suspension and the student will be suspended from attending classes for a minimum of one term. When the student re-enters the College, the student remains on academic probation; therefore a new AP Contract will be required for the incoming term. Failure to achieve an acceptable GPA after re-admission makes the student subject to dismissal again.

When a student is suspended from the college, all financial aid and veteran's benefits are automatically terminated. If there are extenuating circumstances, a special committee comprised of the division dean, AP counselor, and faculty advisor will be called to decide on whether to uphold the suspension, allow continuance with a reduced load, or allow full continuance.

CHANGE OF SCHEDULE/STUDENT INFORMATION

Adding/Dropping/Withdrawing from Class

A change of schedule after enrollment can be accomplished by completing the Change of Class Schedule form. (It is recommended that

students consult their academic advisors before changing their schedules or withdrawing from a course).

Change of status will affect Title IV eligibility. Contact the Financial Aid Office to determine earned aid and future eligibility. Questions concerning refunding should be directed to the Business Office.

Adding and dropping courses must be completed on the Change of Class Schedule form prior to the end of the add/drop period. (See academic calendar on page 3). Dropped courses during this period do not appear on the student's transcript.

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

Student Information Changes

Any student who wishes to change his or her name, address, telephone number, curriculum or correct his or her social security number should complete the appropriate forms in the Student Records Office or in any county center. Forms may also be obtained from the assigned advisor. The Student Information Change form can also be found on the college Web site, **http://www.ptc.edu/registration/Forms.htm**.

Student Loading

No student may carry more than 18 credit hours unless required by curriculum configuration. Any exception to this policy requires approval of the appropriate department head/program coordinator and division dean. The maximum that any student may take is 21 credit hours. Any exception to this maximum must be approved by the Executive Vice President, Chief Educational Officer.

GRADUATION

Requirements for Graduation

All candidates for associate's degrees, diplomas or certificates must meet the following requirements:

1. Petition for an associate's degree, diploma or certificate filed with the registrar. This application for graduation must be completed at the beginning of the student's last term of attendance.
2. Satisfactory completion of all subjects specified by the curriculum outline in effect as of the student's enrollment. If the student drops out for more than one year, he or she must satisfy the catalog requirements in effect as of his or her re-enrollment date. (Substitutions for specified courses may be made by the department head.)
3. At least one-fourth of total accumulated credits must have been earned at Piedmont.
4. The student must have an overall grade point average of 2.0 or higher.

A Special Note to Students:

Students must earn between 60 and 89 credit hours to graduate with an associate's degree, between 42 and 54 credit hours for diploma programs and between 9 and 39 credit hours for certificate programs. To graduate in two (2) years, a full-time student needs to complete four (4) to six (6) courses per term and three (3) to four (4) courses during the summer term. Students who complete fewer courses per term may not graduate at the scheduled time. Only students completing 30-hours or more in certificate, diploma or degree programs are eligible to march in graduation. These students are required to pay the $25 graduation fee. Students completing a certificate with less than 30 hours are not required to pay a graduation fee.

Course Substitution

Curriculum department heads have the right to authorize course substitutions for those prescribed in the standard course outlines. Such substitutions may be necessary because:

- term to term conversion required course numbers to change.
- content of another course is deemed equivalent.
- curriculum department head determines that it will meet the student's educational objective.

Transfer Back/Degree Completion Option

The Transfer Back/Degree Completion Option is available to students who will transfer to another college before completing degrees, diplomas or certificates at Piedmont Technical College. Participants can transfer appropriate credits back to PTC to complete their programs of study and graduate. See the registrar or your academic advisor for program details.

Graduation Honors

Students who graduate from 30 hour or more certificate, diploma or degree programs with cumulative technology GPAs within the scale listed will be honored during commencement exercises. All honor graduates will wear the gold tassel, will have an honor seal affixed to their diplomas and will have their honor designation printed in the graduation bulletin. The student earning the highest GPA from each of the seven counties of Piedmont's service area will also be presented a County Award plaque to honor his or her accomplishment. Only students receiving diplomas and associate's degrees are eligible for the county awards.

The honor designations for graduation are:

Cumulative Technology GPA	
3.50 - 3.74	Honors (Cum Laude)
3.75 - 3.99	High Honors (Magna Cum Laude)
4.00	Highest Honors (Summa Cum Laude)

STUDENT RECORDS

Transcripts

Transcripts will be furnished to other colleges, agencies or to the student only upon receipt of a written request from the student. Request forms can be obtained in the Student Records Office, county center offices or on the college Web site. The student may also mail or fax the request for transcript. (The Student Records Fax number is (864) 941-8566). Transcripts will not be issued if student has any debt to the college.

The transcript fees: $3 - issued directly to student; $5 - mailed; $10 - FAXED.

Security of Student Records

The privacy and confidentiality of all current and former student records shall be preserved at Piedmont. Student records are maintained and safeguarded by the Student Development Division. Each student has the right to inspect and challenge the accuracy of his/her records.

Only the student may view his or her record or request in writing any issuance of the record. If other individuals wish to review or receive

copies of a student's record, they must have the student's written permission to view or receive a copy. Parents or guardians may, upon validating that student is a dependent, view or receive a copy of the student's record.

I. Methods of Furnishing Student Records Information

The following are exempted from the requirement of written student permission:

1. Other school officials who have legitimate educational interest.
2. Authorized representatives of the Comptroller General, administrative head of an educational agency or state education auditors.
3. Judicial representatives in compliance to a subpoena or law enforcement order. (A copy of this order would be placed in the student's record with date of issuance posted.)
4. Agency representatives in connection with a student application for a receipt of financial aid.

Separate files are maintained for records in the following categories: (1) academic, (2) disciplinary, (3) counseling, (4) financial aid and (5) placement. When justified by legitimate law enforcement needs, the campus public safety office may maintain confidential records relating primarily to its investigative function.

II. Furnishing Student Records Information

Piedmont Technical College is mandated by the 1974 Buckley Amendment, Family Education and Rights to Privacy Act, Public Law 93-380, to guarantee each student's academic privacy. The following procedures are in place to assure compliance with the Rights to Privacy Act.

1. Transcripts and enrollment verifications will be issued **only** by Student Records personnel.
2. Information that **may** be issued to an inquirer either in person or over the telephone:
   a. enrollment status
   b. attendance dates
   c. curriculum
   d. graduation status
   e. location of classes (if legitimate reasons are demonstrated)
3. Information that **cannot** be issued to anyone over the telephone (including the student):
   a. Social Security number
   b. grades
   c. GPA
   d. AP status
   e. telephone number*
   f. address

   *Issued only with approval of the Vice President for Student Development.

The information listed in number three cannot be issued to parents, friends, brothers/sisters, etc., either in person or over the telephone. (Parents who can provide documentation that the student is claimed as a dependent may have access to this information.) A signed Request Authorization must be obtained to authorize release of this information to anyone. The release of restricted information will be the responsibility of Student Records staff so that proper documentation can be maintained.

ATTENDANCE POLICY

It is the philosophy of Piedmont Technical College that student-instructor and student-student interactions are critical to bringing about student learning. Such interactions allow students to develop competencies in the skills and knowledge of the particular course subject, work ethic and interpersonal skills. It is important, therefore, that students regularly participate in class sessions. Unless there are circumstances beyond the control of an individual student that prevent him or her from attending a class session, each student should attend all class sessions of a course.

Recognizing that situations may arise to prevent such attendance, however, students may be absent for no more than ten percent of class meetings for unavoidable absences and no more than an additional five percent of class meetings for avoidable absences. In extreme circumstances, students may be absent for a length of time mutually agreed upon between the instructor and the student that exceeds this percentage of class meetings. Attendance for less than a full class period may be counted as one-third of an absence.

The college's attendance policy and specific procedures may be found on Piedmont Technical College's Web page. In addition, the syllabus of every course states the attendance requirements, make-up policy and procedures.

Special Note on Attendance Policy for Veterans

Veterans and other students eligible for assistance under the G.I. Bill are subject to the attendance policy described above. Veterans should be aware of specific attendance policies.

TIME COMMITMENT

The full-time schedule requires 18 to 30 hours per week of classroom and laboratory work. An average of 18 to 20 hours per week must be devoted to outside study; thus, students should anticipate a time commitment of an average of 45 hours per week in their studies. Students should not attempt to maintain full-time employment while carrying a full academic load. No student may carry more than 18 credits per term without permission from the appropriate department head and division dean.

LATE INSTRUCTOR POLICY

We do not expect faculty to be late. In the event of an emergency, however, if an instructor is late in arriving for class, students should wait at least 15 minutes from the assigned start time before signing a roll and leaving. After the first five minutes, one student from the class should inform the department head, division secretary, Student Success Center or evening administrator. It may be possible to provide alternative instruction if the authorities are informed in time, and we would like to be able to provide instruction for every scheduled session.

TRANSFER OPPORTUNITIES

The Commission on Higher Education for the State of South Carolina coordinates post-secondary 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's transfer information follow. For more information regarding transfer, students may access on the Internet the

Commission's home page at **http://www.che.sc.gov/web/academic/transfer/regs.htm** or Piedmont Technical College's home page at **www.ptc.edu.**

General Information

Piedmont Technical College's transfer opportunities can be the first step toward a four-year degree. The college strives to make transfer to a four-year university or college an attractive and barrier-free option for graduates.

The college offers two-year associate's degrees in arts and science that allow students to smoothly transfer to all public universities in the state as well as many private colleges. The section on Arts and Science Curricula contains more information on these transfer opportunities. Special transfer opportunities are also available for students entering the business, engineering technology, criminal justice, commercial art, nursing and human services programs. Information on these opportunities is briefly summarized in this section, as well as in each program's narrative section in the catalog. Piedmont has established joint admission programs with Lander University, Newberry College and USC-Aiken. Information on these programs is also contained in this section. Students wishing to transfer to senior institutions after completing their degrees at Piedmont should indicate this desire to their academic advisors in order to receive appropriate advisement. It is the student's responsibility to obtain a catalog from the four-year college or university that he or she plans to attend and to review the transfer policies of that institution. Students should also review the degree requirements carefully for the major they intend to complete at the senior institution. All four-year public senior institutions in South Carolina have transfer course equivalence guides for transfer students to use when scheduling courses from a technical college. These guides may be obtained directly from the senior institution, from the senior institution's Web site, or from Piedmont's transfer coordinator.

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

Coordinated Transfer Program and other Educational Partnership

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

A. Joint Admissions and Parallel Advisement Programs

The Joint Admissions Programs allow students to be jointly enrolled at Piedmont Technical College and Lander University or Newberry College. The Parallel Advisement Program with USC-Aiken allows students to receive parallel advisement from advisors at USC-Aiken while completing their associate's degrees at Piedmont Technical College. Students in these programs must meet Piedmont's admission requirements and the transfer requirements of the senior institutions. These programs allow students to complete two-year associate's degrees at Piedmont and transfer smoothly to Lander University, Newberry College or USC-Aiken to obtain baccalaureate degrees. The main benefits of these programs include one admission fee (Piedmont's), free transcripts from Piedmont to the senior institution, coordinated advisement between Piedmont and the senior institutions, opportunities to take courses at the senior institutions while enrolled at Piedmont and other institutionally-coordinated opportunities. Students wishing to enroll in one of these Joint Admissions Programs should inform their academic advisors upon admission to Piedmont or contact Piedmont's Transfer Coordinator. Financial aid recipients should contact the Financial Aid Office to determine eligibility while enrolled in a joint program.

B. Specific Program Transfer Opportunities

Piedmont offers program transfer opportunities with many institutions in the state. These opportunities are briefly described on the following pages. For more information, contact the department head or program coordinator listed in the catalog directory for the specific program at Piedmont. Students who are considering transferring to a senior baccalaureate-granting university or college in South Carolina from an applied associate's degree program at PTC should alert their academic advisors and inquire about course substitutions that are approved for transfer in their programs. ENG 101: English Composition I, ENG 102: English Composition II, and PSY 201: Introduction to Psychology are usually valid substitutions for English and psychology requirements in most applied programs and these courses will transfer to all senior public universities or colleges in South Carolina. A complete list of all technical college courses transferable to public senior institutions in South Carolina appears on page 26 in the catalog.

Electronic/Mechanical Engineering Technology

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

Engineering Technology/Industrial Technology/General Technology

Piedmont graduates of Electronic Engineering Technology, Industrial Technology or General Technology may transfer directly into Lander University's Interdisciplinary Studies program (IDS) and earn bachelor's degrees.

Commercial Art

Graduates of Commercial Art and General Studies may transfer directly into Lander University's Visual Arts program to earn bachelor's degrees.

Business/Computer Technology

Students earning degrees in Business or Computer Technology can transfer to Lander University, Limestone College or Southern Wesleyan University.

Criminal Justice/Human Services

Students earning public service degrees with majors either in Criminal Justice or Human Services may transfer smoothly into Limestone's B.A. in Social Work or B.A. in Counseling and Human Services or S.C. State's Bachelor of Social Work.

Nursing (ADN)

Students earning associate's degrees in health science with majors in Nursing (ADN) can transfer into bachelor's degree nursing or other health-related degree programs at Lander University, University of South Carolina at Aiken, University of South Carolina at Spartanburg's Mary Black School of Nursing and Medical University of South Carolina (MUSC).

Additional Transfer Opportunities

Clemson University

Associate's degree graduates in Business and Information Technology, Computer Technology, Engineering Technology, Health Science, Industrial Technology or Public Service who complete their degrees with GPAs of 2.5 or higher may apply for transfer admission to Clemson University in Technology and Human Resource Development as majors in the Customized Training and Development option of the Bachelor of Science in Technology and Human Resource Development degree program.

Franklin University

Piedmont Technical College has become a member of a Community College Alliance program with Franklin University. The Alliance offers seven bachelor of science degree completion programs online in Business Administration, Computer Science, Digital Communication, Health Care Management, Management Information Sciences, Public Safety Management, Management Information Sciences, Public Safety Management and Applied Management. This program accepts Piedmont Technical College's entire associate's degree and then allows students to take core courses at Piedmont, leaving final classes to be taken online through Franklin University.

Students are encouraged to consult the catalog or contact the admissions office of the senior institution where they wish to transfer for specific information and to learn of transfer opportunities that may exist with two-year colleges.

C. Articulated Programs with Greenville Technical College

One Plus One (1+1) sequential programs with Greenville Technical College are available in the Medical Laboratory Technology, Physical Therapy Assistant, Dental Hygiene, Health Information Management and Occupational Therapy Assistant programs during fall and spring terms. Course work for these programs is divided into two portions. The first year includes all general education and related course requirements. These courses can be taken at Piedmont Technical College. Upon successful completion of the first year, attending career talk at Greenville Technical College and meeting observational requirements, students are eligible to apply for Phase II of the program, which includes all major courses. Phase II is taught at Greenville Technical College.

D. TECH PREP

The Piedmont Area Consortium for Tech Prep, a business-education partnership, includes the 10 school districts in Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda counties, area business and industry leaders and Piedmont Technical College. The consortium is a collaborative effort to implement preparation for technology programs of study in area schools, providing linkages to area employers and to post-secondary programs of study. New developments in technology are rapidly changing the work place. Tech Prep combines a strong secondary and post-secondary education to prepare students for mid- and high-level technology careers in the 21st century. Students completing a strong academic and technical program will be well prepared to enter full-time employment or pursue postsecondary education options.

CHE State Policies and Procedures

Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, shall develop better articulation of associate's and baccalaureate degree programs. To comply with this requirement, the commission, upon the advice of the Council of Presidents, established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the Associate Director for Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, shall have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures follow. Unless otherwise stated, these procedures shall become effective immediately upon approval by the Commission and shall be fully implemented, unless otherwise stated, by September 1, 1997.

Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses already approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions (see list of 86 transferrable courses on page 25) shall be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it shall identify comparable courses or course categories for acceptance of general education courses on the statewide list.

Admissions Criteria, Course Grades, GPA's, Validations

2. All four-year public institutions shall issue annually in August a transfer guide covering at least the following items:
   a. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
   b. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT)

taken more than a given time ago, for academic course work taken elsewhere, for course work repeated because of failure, for course work taken at another institution while the student is academically suspended at his or her home institution, and so forth.

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

d. Institutional procedures used to calculate student applicants' GPA's for transfer admission. Such procedures shall describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they shall also describe whether all course work taken prior to transfer or just course work deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.

e. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.

f. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.

g. Lists of the institution's Transfer Office(s) personnel together with telephone and FAX numbers and office addresses.

h. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.

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

3. Course work (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable if the student has completed the course work with a grade of "C" (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.

   a. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale shall apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

   b. Any multi-campus institution or system shall certify by letter to the Commission that all course work at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any of its other campuses.

4. Any course work (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument" or any other structure, notwithstanding any institutional or system policy, procedure or regulation to the contrary.

Transfer Blocks, Statewide Agreements, Completion of the AA/AS Degree

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
   - Arts, Humanities and Social Sciences: Established curriculum block of 46-48 semester hours.
   - Business Administration: Established curriculum block of 46-51 semester hours.
   - Engineering Technology: Established curriculum block of 33 semester hours.
   - Science and Mathematics: Established curriculum block of 51-53 semester hours.
   - Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of course work.
   - Nursing: By statewide agreement, at least 60 semester hours shall be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate's degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse. Refer inquiries to the dean of nursing at each four-year university and program chair at each two-year institution. (NOTE: For complete information about these statewide transfer blocks, see the Transfer Opportunities link located at **www.ptc.edu**.)

6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #5above shall either create its own transfer block of 35 or more credit hours with the approval of CHE staff or shall adopt either the Arts/Social Science/Humanities or the Science/Mathematics block by September 1996. The institution at which such program is located shall inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision. Clemson University maintains transfer blocks for the following baccalaureate majors that are unique in South Carolina: Landscape Architecture, Construction Science and Management, Fine Arts, Design (B.S. and B.A.), Graphics Communications, Textile Chemistry, Textile Science and Textile Management. Contact the Director of Admissions at Clemson for complete information on each of these blocks.

7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total course work found in either the Arts, Humanities and Social Sciences Transfer Block or the Science and Mathematics Transfer Block shall automatically be entitled to junior level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.)

Related Reports and Statewide Documents

8. All applicable recommendations found in the Commission's report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of course work among two- and four-year institutions. For copies of this document, contact the Division of Academic Affairs and Student Services at the Commission on Higher Education at (803) 737-2245.
9. The policy paper entitled *State Policy on Transfer and Articulation*, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred. For copies of this document, contact the Division of Academic Affairs and Student Services at the Commission on Higher Education at (803) 737-2245.

Assurance of Quality

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institutions course work for transfer purposes shall be evaluated and appropriate measures shall be taken to reassure that the quality of the course work has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review shall occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education shall print and distribute copies of these procedures upon their acceptance by the Commission. The staff shall also place this document and the appendices on the Commission's home page on the Internet under the title "Transfer Policies."
12. By September 1 of each year, all public four-year institutions will place the following materials on their Internet Web sites:
    a. A copy of this entire document .
    b. A copy of the institution's transfer guide.
13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on it's Internet Web site:
    a. A copy of this document.
    b. Provide to the Commission staff in format suitable for placing on the Commission's Web site a list of all articulation agreements that each of the 16 technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.
14. Each two-year and four-year public institutional catalog shall contain a section entitled "TRANSFER: STATE POLICIES AND PROCEDURES." Such section at a minimum shall:
    a. Publish these procedures in their entirety (except appendices).
    b. Designate a chief transfer officer at the institution who shall:
        -- provide information and other appropriate support for students considering transfer and recent transfers.
        -- serve as a clearinghouse for information on issues of transfer in the State of South Carolina.
        -- provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
        -- work closely with feeder institutions to assure ease in transfer for their students.
    c. Designate other programmatic transfer officer(s) as the size of the institution and the variety of its programs might warrant.
    d. Refer interested parties to the institutional Transfer Guide.
    e. Refer interested parties to the institution's and the Commission on Higher Education's home pages on the Internet for further information regarding transfer.
15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.
16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

(As an electronic counseling guide, this computerized, online instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)

Development of Common Course System

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina and the senior institutions.
18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina and the senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.

(A common course numbering system and common course titles and descriptions for lower-division course work at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year course work with lower-division course work at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit and purpose among the lower-division courses at all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division course work, thus clearing a path for easier movement between the technical colleges and senior institutions.)

TECHNICAL COLLEGE COURSES TRANSFERABLE TO PUBLIC SENIOR INSTITUTIONS (CHE'S LIST OF 86)

ACC	101	Accounting Principles I
ACC	102	Accounting Principles II
ANT	101	General Anthropology
ART	101	History and Appreciation of Art
ART	105	Film as Art
AST	101	Solar System Astronomy
AST	102	Stellar Astronomy
BIO	101	Biological Science I
BIO	102	Biological Science II
BIO	210	Anatomy and Physiology I
BIO	211	Anatomy and Physiology II
BIO	225	Microbiology

CHM	110	College Chemistry I
CHM	111	College Chemistry II
CHM	112	College Chemistry II
CHM	211	Organic Chemistry I
CHM	212	Organic Chemistry II
ECO	210	Macroeconomics
ECO	211	Microeconomics
ENG	101	English Composition I
ENG	102	English Composition II
ENG	201	American Literature I
ENG	202	American Literature II
ENG	203	American Literature Survey
ENG	205	English Literature I
ENG	206	English Literature II
ENG	208	World Literature I
ENG	209	World Literature II
ENG	214	Fiction
ENG	218	Drama
ENG	222	Poetry
ENG	230	Women in Literature
ENG	236	African American Literature
ENG	260	Advanced Technical Communications
FRE	101	Elementary French I
FRE	102	Elementary French II
FRE	201	Intermediate French I
FRE	202	Intermediate French II
GEO	101	Introduction to Geography
GEO	102	World Geography
GER	101	Elementary German I
GER	102	Elementary German II
HIS	101	Western Civilization to 1689
HIS	102	Western Civilization Post 1689
HIS	201	American History: Discovery to 1877
HIS	202	American History: 1877 to Present
MAT	110	College Algebra
MAT	111	College Trigonometry
MAT	120	Probability and Statistics
MAT	122	Finite College Mathematics
MAT	130	Elementary Calculus
MAT	140	Analytical Geometry and Calculus I
MAT	141	Analytical Geometry and Calculus II
MAT	240	Analytical Geometry and Calculus III
MAT	242	Differential Equations
MUS	105	Music Appreciation
PHI	101	Introduction to Philosophy
PHI	105	Introduction to Logic
PHI	106	Logic II Introductive Reasoning
PHI	110	Ethics
PHI	115	Contemporary Moral Issues
PHY	201	Physics I
PHY	202	Physics II
PHY	221	University Physics I
PHY	222	University Physics II
PHY	223	University Physics III
PSC	201	American Government
PSC	215	State and Local Government
PSY	201	Introduction to Psychology
PSY	203	Human Growth and Development
PSY	208	Human Sexuality
PSY	212	Abnormal Psychology
SOC	101	Introduction to Sociology
SOC	102	Marriage and the Family
SOC	205	Social Problems
SOC	206	Social Psychology
SOC	210	Juvenile Delinquency
SOC	220	Sociology and the Family
SOC	235	Thanatology
SPA	101	Elementary Spanish I
SPA	102	Elementary Spanish II
SPA	201	Intermediate Spanish I
SPA	202	Intermediate Spanish II
SPC	205	Public Speaking
SPC	210	Oral Interpretation of Literature
THE	101	Introduction to Theatre

The S.C. Commission on Higher Education's Transfer Policy states that these courses are approved to transfer to any senior public institution in the state. Many private colleges in the state also accept them.

NOTE: Individual college transfer guidelines list other courses that are approved for transfer besides those that are listed on CHE's transfer list.

DEGREES AND DIPLOMAS

Associate's degrees are awarded to students for the successful completion of all requirements in the following curricula: Associate in Business with a major in General Business, with electives in one of the following: Accounting, E-Commerce, General Business, Business Management, Office Management; Associate in Business with a major in Office Systems Technology, with electives in one of the following: Accounting, Legal, Medical, Spanish, Medical Coding; Associate in Computer Technology with a major in Computer Technology, with electives in Programming, E-Commerce, Network Administration; Associate in Public Service with a major in Human Services, with electives in Instructional Assistant; Associate in Public Service with a major in Criminal Justice; Associate in Health Sciences with a major in Radiologic Technology, Nursing or Respiratory Care; Associate in Engineering Technology with a major in Electronic Engineering Technology, Engineering Graphics Technology or Mechanical Engineering Technology; Associate in Industrial Technology with a major in Automotive Technology, Building Construction Technology, General Technology, Heating, Ventilation and Air Conditioning Technology, Industrial Electronics Technology or Machine Tool Technology.

Diplomas are awarded to students for successful completion of all requirements in the following curricula: Automated Office, Machine Tool, Medical Assisting, Pharmacy Technician, Practical Nursing, Surgical Technology and Welding.

Piedmont Technical College offers numerous certificates designed to meet specific needs of students and employers in the seven-county service area. A certificate is designed as an independent award. Many certificates may be used as components of diplomas or associate's degrees that are currently approved for the college. Certificates are offered in the areas of General Studies, Business, Commercial Art, Computer Technology, Health Science, Public Service, Building Construction Technology and Industrial Technology.

GENERAL EDUCATION

General Education at Piedmont Technical College provides supportive instruction for all technology degree, diploma and certificate programs. General Education courses are also available to students who are upgrading skills or pursuing interest areas or personal enjoyment.

Courses in General Education are designed not only to give students the necessary foundation, knowledge and skills for completing courses

in a technical specialty, but also to better prepare them to be active, interested and useful members of the community. Developmental courses are available in math, composition, science and reading for students who want to strengthen skills in these areas.

Skills learned in General Education courses help students to:

- •solve problems
- •understand human relationships
- •think effectively and logically
- •appreciate today's technologies
- •communicate ideas
- •evaluate information

LENGTH OF PROGRAMS

Most associate's degree programs are normally completed in a period of two academic years—an academic year for degree programs (two 16-week semesters and a 10-week summer term).

Since Piedmont recognizes transfer of credit from other institutions of higher learning and gives advanced standing to certain graduates, students may complete some educational programs in less time than the normal schedule requires.

Because of the reduced time frame for scheduling evening courses, completion of degrees and diplomas requires additional time for the full-time evening student. Diplomas may be earned in three to five terms. An associate's degree program is normally completed in six to nine terms.

Students are encouraged to enroll during any academic term, but it is recommended that they check with advisors on specific course schedules. The scheduling of all courses is contingent upon reaching minimum enrollment levels.

ENGLISH FLUENCY IN HIGHER EDUCATION ACT

All instructional faculty members (full-time and adjunct) whose second language is English are required to write and speak fluently in the English language according to the English Fluency in Higher Education Act. Piedmont Technical College reports annually to the State Carolina Technical College System a summary of any grievances filed by students under the provisions of this act. An English Fluency Evaluation Committee has been established at Piedmont to hear grievances filed by students for faculty members who do not meet the requirements of this act. Once a grievance has been filed, the instructor will be referred to the committee within 30 days for proficiency evaluation, using the procedures and methods described in Institutional Directive 8-31, Section B.

STUDENT RIGHT TO KNOW (Student Persistence Rate)

To see the completion/persistence rate of Piedmont Technical College students, check **http://www.che400.state.sc.us/finance/CHEMIS/PFData/Fall%202002/pf7a_2yr_02.xls** As required by the provisions of the Campus Security Act, crime statistics and campus security procedures are available in the General Information section of the Piedmont Technical College catalog.

Learning Support Services

The Teaching and Learning Center, located on the first floor of the Marion P. Carnell Library/Learning Resources Center, provides a variety of services and opportunities to enhance student learning and success at the college and in the pursuit of life goals. A primary goal of the center is to assist both students and faculty in the development and acquisition of the general competencies recommended for all graduates. The center provides continuous learning support for students from their first to their last term.

Assessment Center

Student assessment is part of the college's educational program. All applicants to associate's degree and diploma programs complete the ASSET or COMPASS placement testing, which is a complete educational planning program that includes skills assessment in the areas of language usage, reading and mathematics. Using the results, counselors and advisors are able to place students in courses in which they will be able to achieve their personal and professional educational goals.

College instructors frequently require their students to take their course tests in the assessment center, either at scheduled times or on a drop-in basis.

Developmental and Pre-college Courses

A broad range of developmental and pre-college courses provides students the opportunity to improve academic skills in writing, reading, math and study skills to facilitate success in their chosen curricula or to upgrade for any purpose. Students may enroll in a combination of pre-college and curriculum courses based on advisors' recommendations. Emphasis is on advisement, progress monitoring, development of organizational and thinking skills and career selection, as well as adjustment to the college environment.

Computer-Assisted Instruction Lab

In addition to structured pre-college courses and tutoring, a computer-assisted instruction (CAI) lab is open to all students who wish to drop in for reinforcement of a specific skill area. The center has a network system providing instruction in vocabulary, reading comprehension, grammar, writing, spelling and mathematics at all levels.

Instructors who teach outside the center frequently provide software support programs for their courses and encourage students to use them for reinforcement.

Computers may be used for composing, editing and printing essays and reports. Both CAI support and videotapes for basic algebra are available.

Tutoring

Free tutoring services are offered to students for most academic courses. Tutoring is provided by community members and peer tutors to fit both day and evening class schedules. Students desiring tutoring may schedule sessions with the tutor coordinator in the G-Building.

Limited tutoring is available at the county centers. Interested students should contact the county center coordinator for more information.

LIBRARY

The Piedmont Technical College Library extends resources and services far beyond its physical walls. Whether working in the main library (Lex Walters Campus-Greenwood), at a library resource center (County Centers) or online, users will discover quality information and easy access to services and support. The library's vision is to assist each student in achieving his greatest potential within the programs of the college and in developing a lifelong desire for knowledge, information literacy and learning.

Resources

The library and its learning resource centers house over 33,000 books and audiovisual items. Information about these items may be accessed by the online library catalog. The library also subscribes to 300+ magazine, journal and newspaper titles.

Via the Internet, library users also enjoy full-time access to over 16,000 electronic books and to databases of articles pulled from thousands of respected sources. The databases are made possible by Piedmont's participation in both the State Library's DISCUS Project and the Partnership Among South Carolina Academic Libraries (PASCAL), statewide projects providing quality online, subscription-based resources.

Services

Many services are offered to help library users find and apply information that they need. For instance, the library provides various forms of library instruction, assists users in finding materials and using equipment, places reserves on checked-out items, submits Interlibrary Loan requests to other libraries for materials, and sends materials to other PTC library locations. For the added benefit of both traditional and distance learning students, many of these services are also offered on the library's Web site – **http://www.ptc.edu/library.**

The library has also formed agreements with other area libraries so that Piedmont students may enjoy borrowing privileges throughout the seven-county area.

Environment

The library's bright and spacious interior offers a comfortable setting for productive research, study or reading, while study rooms and audiovisual rooms are available for group learning activities. Several pieces of equipment such as research computers, laser printer, flatbed scanner, coin-operated photocopier, microfilm reader and fax machine are on site to help visitors access and use information.

The library is open to all students and employees as well as to residents of the college's seven-county service area. Obtaining a Student Library Card is as simple as presenting an official class schedule to the library staff. Community Borrower Cards are available to the public for a small fee and the presentation of proper identification. Every student is invited to visit to the library and take advantage of its offerings.

HUMANITIES/FINE ARTS REQUIREMENTS

The following courses satisfy the humanities requirements for general education in all programs at Piedmont Technical College.

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

NOTE *courses are not intended for college transfer.

ARTS and SCIENCE CURRICULA

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

Piedmont's AA and AS programs are flexible enough for students to tailor their course work to the requirements of the four-year college or university they have chosen. Entrance requirements for transfer students vary widely among senior colleges and universities. Only the institution to which the student is transferring can determine which credits will be accepted.

Students are encouraged to obtain catalogs from their prospective four-year colleges to assist in course selection. While it is the responsibility of each student to plan a program of study to meet the requirements of the institution to which the student plans to transfer, informed academic advisors are available to assist students in their course selections.

Students must complete their courses at Piedmont with grades acceptable to the college to which they request admission and transfer of credit. Generally, most courses with a final grade of less than C will not transfer to four-year institutions, and some institutions require an overall GPA of 3.0 or higher for admission.

Associate in Arts

The Associate in Arts degree is designed for the student planning to transfer to a four-year program and for the student who wishes to broaden general knowledge. The AA program is designed to prepare students for four-year baccalaureate majors in fields such as business, accounting, management, English, journalism, social work, education, music, psychology, history, pre-law and other humanities, fine arts and social sciences.

The Associate in Arts program is also available in a distance learning format (AADL). Students may complete the program at a distance by combining Internet courses, telecourses, and satellite broadcast courses to meet the requirements of the curriculum. A faculty advisor is available to help students select appropriate courses for degree requirements and transfer opportunities. Information on AADL is available on the college Web site at: **http://www.ptc.edu/dl.**

Day Program – 4 Semesters
Evening Program – 7 Semesters

	Minimum Credits
Communication and/or Literature	9.0
Mathematics/Analytical Reasoning	6.0
Social/Behavioral Science	6.0
Humanities/Fine Arts	6.0
Lab Science	8.0
Concentration/Required Core Electives	15.0
Unrestricted Electives	10.0
Total Credit Hours	**60.0**

Communication/Literature**			**Credits**
ENG	101	English Composition I - required	3.0
ENG	102	English Composition II - required	3.0
ENG	201	American Literature I	3.0
ENG	202	American Literature II	3.0
ENG	205	English Literature I	3.0
ENG	206	English Literature II	3.0
ENG	208	World Literature I	3.0
ENG	209	World Literature II	3.0
SPC	205	Public Speaking	3.0
Mathematics/Analytical Reasoning**			
MAT	110	College Algebra	3.0
MAT	111	College Trigonometry	3.0
MAT	120	Probability and Statistics	3.0
MAT	122	Finite College Mathematics	3.0
MAT	123	Contemporary College Mathematics	3.0
MAT	130	Elementary Calculus	3.0
MAT	140	Analytical Geometry and Calculus I	4.0
MAT	141	Analytical Geometry and Calculus II	4.0
PHI	105	Introduction to Logic	3.0
Social/Behavioral Science**			
ECO	210	Macroeconomics	3.0
ECO	211	Microeconomics	3.0
HIS	101	Western Civilization to 1689	3.0
HIS	102	Western Civilization Post 1689	3.0
HIS	115	African-American History	3.0
HIS	201	American History-Discovery to 1877	3.0

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

			Credits
HIS	202	American History-1877 to Present	3.0
PSC	201	American Government	3.0
PSC	215	State and Local Government	3.0
PSY	201	General Psychology	3.0
PSY	203	Human Growth & Development	3.0
SOC	101	Introduction to Sociology	3.0

Humanities/Fine Arts**

ART	101	Art History & Appreciation	3.0
ENG	201	American Literature I	3.0
ENG	202	American Literature II	3.0
ENG	205	English Literature I	3.0
ENG	206	English Literature II	3.0
ENG	208	World Literature I	3.0
ENG	209	World Literature II	3.0
FRE	101	Elementary French I	4.0
FRE	102	Elementary French II	4.0
HSS	205	Technology and Society	3.0
MUS	105	Music Appreciation	3.0
PHI	101	Introduction to Philosophy	3.0
PHI	105	Introduction to Logic	3.0
PHI	110	Ethics	3.0
SPA	101	Elementary Spanish I	4.0
SPA	102	Elementary Spanish II	4.0
THE	101	Introduction to Theatre	3.0

Lab Science**

AST	101	Solar System Astronomy	4.0
AST	102	Stellar Astronomy	4.0
BIO	101	Biological Science I	4.0
BIO	102	Biological Science II	4.0
BIO	210	Anatomy and Physiology I	4.0
BIO	211	Anatomy and Physiology II	4.0
BIO	225	Microbiology	4.0
CHM	110	College Chemistry I	4.0
CHM	111	College Chemistry II	4.0
PHS	101	Physical Science I	4.0
PHS	102	Physical Science II	4.0
PHY	201	Physics I	4.0
PHY	202	Physics II	4.0
PHY	221	University Physics I	4.0
PHY	222	University Physics II	4.0

Concentration/Required Core Electives**

ART	101	Art History & Appreciation	3.0
ECO	210	Macroeconomics	3.0
ECO	211	Microeconomics	3.0
ENG	201	American Literature I	3.0
ENG	202	American Literature II	3.0
ENG	205	English Literature I	3.0
ENG	206	English Literature II	3.0
ENG	208	World Literature I	3.0
ENG	209	World Literature II	3.0
FRE	101	Elementary French I	4.0
FRE	102	Elementary French II	4.0
HIS	101	Western Civilization to 1689	3.0
HIS	102	Western Civilization Post 1689	3.0
HIS	115	African-American History	3.0
HIS	201	American History-Discovery to 1877	3.0
HIS	202	American History-1877 to Present	3.0
MUS	105	Music Appreciation	3.0
PHI	101	Introduction to Philosophy	3.0
PHI	105	Introduction to Logic	3.0
PHI	110	Ethics	3.0
PSC	201	American Government	3.0
PSC	215	State and Local Government	3.0
PSY	201	General Psychology	3.0
PSY	203	Human Growth & Development	3.0
PSY	208	Human Sexuality	3.0
PSY	212	Abnormal Psychology	3.0
SOC	101	Introduction to Sociology	3.0
SOC	102	Marriage and the Family	3.0
SOC	205	Social Problems	3.0
SOC	206	Social Psychology	3.0
SOC	210	Juvenile Delinquency	3.0
SOC	220	Sociology of the Family	3.0
SOC	235	Thanatology	3.0
SPA	101	Elementary Spanish I	4.0
SPA	102	Elementary Spanish II	4.0
THE	101	Introduction to Theatre	3.0

Recommended Electives

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

Electives depend on students' educational goals and may show wide variety. Students should consult their advisors for appropriate elective courses. Electives may also be selected from any college transfer course marked with asterisks (**) in the course section of the catalog. Selected courses from the above listing are offered each term. Students should consult with their advisors before making selections and check the requirements of the college to which they plan to transfer.

Day Program – 4 Semesters

First Semester			**Credits**
ENG	101	English Composition I - required	3.0
Elective Mathematics/Analytical Reasoning			3.0
Elective Humanities/Fine Arts			3.0
Elective Social/Behavioral Science			3.0
Elective			3.0

Second Semester			
ENG	102	English Composition II - required	3.0
Elective Mathematics/Analytical Reasoning			3.0
Elective Social/Behavioral Science			3.0
Elective Humanities/Fine Arts			3.0
Elective Lab Science			4.0

Summer Term	**Credits**
Elective Communication/Literature	3.0
Elective Lab Science	4.0
Elective (Required Core)	3.0
Elective (Required Core)	3.0
Elective	3.0

Third Semester	
Elective	4.0
Elective (Required Core)	3.0
Elective (Required Core)	3.0
Elective (Required Core)	3.0

Total Credit Hours	**60.0**

Evening Program – 7 Semesters

First Semester			Credits
ENG	101	English Composition I - Required	3.0
Elective Social/Behavioral Science			3.0
Elective			3.0
Second Semester			
ENG	102	English Composition II - Required	3.0
Elective Humanities/Fine Arts			3.0
Elective Mathematics/Analytical Reasoning			3.0
Summer Term			
Elective Social/Behavioral Science			3.0
Elective Humanities/Fine Arts			3.0
Third Semester			
Elective Communications/Literature			3.0
Elective Lab Science			4.0
Elective (Required Core)			3.0
Fourth Semester			
Elective Lab Science			4.0
Elective Mathematics/Analytical Reasoning			3.0
Summer Term			
Elective (Required Core)			3.0
Elective (Required Core)			3.0
Elective			3.0
Sixth Semester			
Elective (Required Core)			3.0
Elective (Required Core)			3.0
Elective			4.0
Total Credit Hours			**60.0**

Associate in Science

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

Day Program – 4 Semesters
Evening Program – 6 Semesters

	Minimum Credits
Communication/Literature	9.0
Mathematics/Analytical Reasoning	6.0
Social/Behavioral Science	6.0
Humanities/Fine Arts	6.0
Lab Science	8.0
Concentration/Required Core Electives	15.0
Unrestricted Electives	10.0
Total Credit Hours	**60.0**

Communication/Literature**

Credits			
ENG	101	English Composition I - Required	3.0
ENG	102	English Composition II - Required	3.0
ENG	201	American Literature I	3.0
ENG	202	American Literature II	3.0
ENG	205	English Literature I	3.0
ENG	206	English Literature II	3.0
ENG	208	World Literature I	3.0
ENG	209	World Literature II	3.0
SPC	205	Public Speaking	3.0

Mathematics/Analytical Reasoning**

MAT	110	College Algebra	3.0
MAT	111	College Trigonometry	3.0
MAT	120	Probability & Statistics	3.0
MAT	122	Finite College Math	3.0
MAT	130	Elementary Calculus	3.0
MAT	140	Analytical Geometry & Calculus I	4.0
MAT	141	Analytical Geometry & Calculus II	4.0
PHI	105	Introduction to Logic	3.0

Social/Behavioral Science**

ECO	210	Macroeconomics	3.0
ECO	211	Microeconomics	3.0
HIS	101	Western Civilization to 1689	3.0
HIS	102	Western Civilization Post 1689	3.0
HIS	115	African-American History	3.0
HIS	201	American History-Discovery to 1877	3.0
HIS	202	American History-1877 to Present	3.0
PSC	201	American Government	3.0
PSC	215	State and Local Government	3.0
PSY	201	General Psychology	3.0
PSY	203	Human Growth & Development	3.0
SOC	101	Introduction to Sociology	3.0

Humanities/Fine Arts**

ART	101	Art History & Appreciation	3.0
ENG	201	American Literature I	3.0
ENG	202	American Literature II	3.0
ENG	205	English Literature I	3.0
ENG	206	English Literature II	3.0
ENG	208	World Literature I	3.0
ENG	209	World Literature II	3.0
FRE	101	Elementary French I	4.0
FRE	102	Elementary French II	4.0
HSS	205	Technology and Society	3.0
MUS	105	Music Appreciation	3.0
PHI	101	Introduction to Philosophy	3.0
PHI	105	Introduction to Logic	3.0
PHI	110	Ethics	3.0
SPA	101	Elementary Spanish I	4.0
SPA	102	Elementary Spanish II	4.0
THE	101	Introduction to Theatre	3.0

Lab Science**			Credits
AST	101	Solar System Astronomy	4.0
AST	102	Stellar Astronomy	4.0
BIO	101	Biological Science I	4.0
BIO	102	Biological Science II	4.0
BIO	210	Anatomy and Physiology I	4.0
BIO	211	Anatomy and Physiology II	4.0
BIO	225	Microbiology	4.0
CHM	110	College Chemistry I	4.0
CHM	111	College Chemistry II	4.0
PHS	101	Physical Science I	4.0
PHS	102	Physical Science II	4.0
PHY	201	Physics I	4.0
PHY	202	Physics II	4.0
PHY	221	University Physics I	4.0
PHY	222	University Physics II	4.0
PHY	223	University Physics III	4.0

Concentration/Required Core Electives**			
AST	101	Solar System Astronomy	4.0
AST	102	Stellar Astronomy	4.0
BIO	101	Biological Science I	4.0
BIO	102	Biological Science II	4.0
BIO	210	Anatomy and Physiology I	4.0
BIO	211	Anatomy and Physiology II	4.0
CHM	110	College Chemistry I	4.0
CHM	111	College Chemistry II	4.0
MAT	110	College Algebra	3.0
MAT	111	College Trigonometry	3.0
MAT	120	Probability & Statistics	3.0
MAT	122	Finite College Math	3.0
MAT	130	Elementary Calculus	3.0
MAT	140	Analytical Geometry & Calculus I	4.0
MAT	141	Analytical Geometry & Calculus II	4.0
MAT	220	Advanced Statistics	3.0
MAT	240	Analytical Geometry & Calculus III	4.0
MAT	242	Differential Equations	4.0
PHI	105	Introduction to Logic	3.0
PHS	101	Physical Science I	4.0
PHS	102	Physical Science II	4.0
PHY	201	Physics I	4.0
PHY	202	Physics II	4.0
PHY	221	University Physics I	4.0
PHY	222	University Physics II	4.0
PHY	223	University Physics III	4.0

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

Electives depend on students' educational goals and may show wide variety. Students should consult their advisors for appropriate elective courses. Electives may also be selected from any college transfer course marked with asterisks (**) in the course section of the catalog. Selected courses from the above listing are offered each term. Students should consult with their advisors before making selections and check the requirements of the college to which they plan to transfer.

Day Program – 4 Semesters

First Semester			Credits
ENG	101	English Composition I - Required	3.0
Humanities/Fine Arts Elective			3.0
MAT	110	College Algebra	3.0
Elective Social/Behavioral Science			3.0
Elective			3.0

Second Semester			
ENG	102	English Composition II - required	3.0
Elective Mathematics/Analytical Reasoning			3.0
Elective Humanities/Fine Arts			3.0
Elective Social/Behavioral Science			3.0
Elective Lab Science			4.0

Summer Term	
Elective Communications/Literature	3.0
Elective Lab Science	4.0
Elective Humanities/Fine Arts	3.0
Elective (Required Core)	3.0

Third Semester	
Elective Required Core	4.0
Elective Required Core	4.0
Elective Required Core	4.0
Elective	4.0

Total Credit Hours	**60.0**

Evening Program – 6 Semesters

First Semester			Credits
ENG	101	English Composition I - Required	3.0
Elective Social/Behavioral Science			3.0
Elective			3.0

Second Semester			
ENG	102	English Composition II - Required	3.0
MAT	110	College Algebra	3.0
Elective Humanities/Fine Arts			3.0

Summer Term	
Elective Communications/Literature	3.0
Elective Lab Science	4.0
Elective Social/Behavioral Science	3.0

Third Semester	
Elective Mathematics/Analytical Reasoning	3.0
Elective Lab Science	4.0
Elective Humanities/Fine Arts	3.0

Fourth Semester	
Elective (Required Core)	4.0
Elective (Required Core)	3.0
Elective	3.0

Summer Term	
Elective (Required Core)	4.0
Elective (Required Core)	4.0
Elective	4.0

Total Credit Hours	**60.0**

General Studies Certificate

This certificate program provides an integrated option for students seeking an introduction to various academic disciplines. This program is designed for students who are uncertain of their academic goals but wish to take general education courses to prepare for future course work.

Day Program – 2 Semesters

First Semester			**Credits**
ENG	101	English Composition I*	3.0
ART	101	Art History and Appreciation **or** MUS 105 Music Appreciation	3.0
HIS	201	American History-Discovery to 1877	3.0
PSY	201	General Psychology	3.0
		Transfer Math/Science Requirement	3.0

Second Semester

ENG	102	English Composition II*	3.0
PHI	101	Introduction to Philosophy	3.0
PSC	201	American Government	3.0
SPC	205	Public Speaking	3.0
		Transfer Math/Science Requirement	3.0
		Total Credit Hours	**30.0**

*Required course

BUSINESS AND INFORMATION TECHNOLOGY CURRICULA

Exciting opportunities are offered in a wide range of occupational areas through associate's degree and diploma curricula in Computer Technology and General Business with specialties in Office Systems Technology and Management. Become a part of the information age.

Associate in Computer Technology
Major in Computer Technology

Students majoring in Computer Technology will be prepared for a career in the Information Technology world. The course study includes local and wide area network administration, as well as popular programming languages.

Programming course work includes elective courses in Visual Basic, C++, JAVA and SQL platforms. Students also will gain knowledge in the use of computer operating systems, applications and network utilization.

Network Administration course work includes elective courses in administration of both Microsoft and UNIX based operating systems. PC repair, CISCO and wide area network courses are also examined. Students gain experience in Visual Basic and Internet programming as well as today's popular desktop applications.

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

Programming Course Work

Day Program – 6 Semesters

First Semester			**Credits**
CPT	111	BASIC Programming I	3.0
CPT	114	Computers and Programming	3.0
ENG	101	English Composition I **or** ENG 165 Professional Communications	3.0
IST	220	Data Communications	3.0
MAT	155	Contemporary Mathematics **or** MAT 120 Probability and Statistics	3.0

Second Semester

CPT	101	Introduction to Computers	3.0
CPT	186	Visual BASIC.net I	3.0
CPT	236	Introduction to Java Programming	3.0
ENG	101	English Composition I **or** ENG 102 English Composition II	3.0
MAT	122	Finite College Mathematics	3.0

Summer Term

ACC	101	Accounting Principles I	3.0
CPT	232	C++ Programming I	3.0
CPT	286	Visual BASIC.net II	3.0

Third Semester

ACC	102	Accounting Principles II	3.0
CPT	233	C++ Programming II	3.0
CPT	272	Advanced Java Programming	3.0
IST	272	Relational Database	3.0

Fourth Semester

CPT	242	Advanced Database	3.0
CPT	264	Systems and Procedures	3.0
IST	227	Internet Operations and Management	3.0
Elective		Behavioral Science	3.0

Summer Term

CPT	209	Computer Systems Management	3.0
CPT	276	CPT Internship	3.0
IST	278	Database Programming	3.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**75.0**

Evening Program – 9 Semesters

First Semester

CPT	111	BASIC Programming I	3.0
CPT	114	Computers and Programming	3.0
IST	220	Data Communications	3.0
MAT	155	Contemporary Mathematics **or** MAT 120 Probability and Statistics	3.0

Second Semester

CPT	186	Visual BASIC.net I	3.0
CPT	236	Introduction to Java Programming	3.0
MAT	122	Finite College Mathematics	3.0

Summer Term

CPT	101	Introduction to Computers	3.0
CPT	232	C++ Programming I	3.0

Third Semester

CPT	209	Computer Systems Management	3.0
CPT	286	Visual BASIC.net II	3.0

ENG	101	English Composition I **or**	
		ENG 165 Professional Communications	3.0

Fourth Semester

ACC	101	Accounting Principles I	3.0
ENG	101	English Composition I **or**	
		ENG 102 English Composition II	3.0
IST	272	Relational Database	3.0

Summer Term

ACC	102	Accounting Principles II	3.0
CPT	233	C++ Programming II	3.0
CPT	237	Advanced Java Programming	3.0

Fifth Semester

CPT	242	Advanced Database	3.0
IST	227	Internet Operations and Management	3.0

Sixth Semester

CPT	264	Systems and Procedures	3.0
Elective Humanities/Fine Arts			3.0
Elective Behavioral Science			3.0

Summer Term

CPT	276	CPT Internship	3.0
IST	278	Database Programming	3.0

Total Credit Hours **75.0**

Network Administration Course Work

Day Program – 6 Semesters

First Semester **Credits**

CPT	114	Computers and Programming	3.0
CPT	209	Computer Systems Management	3.0
ENG	101	English Composition I **or**	
		ENG 165 Professional Communications	3.0
IST	220	Data Communications	3.0
MAT	155	Contemporary Mathematics **or**	
		MAT 120 Probability and Statistics	3.0

Second Semester

CPT	101	Introduction to Computers	3.0
CPT	186	Visual BASIC.net I	3.0
CPT	257	Operating Systems	3.0
IST	256	LAN Desktop Technologies	3.0
IST	257	LAN Network Server Technology	3.0

Summer Term

ENG	101	English Composition I **or**	
		ENG 102 English Composition II	3.0
IST	241	Network Architecture I	3.0
IST	260	Network Design	3.0

Third Semester

Elective Behavioral Science			3.0
IST	201	Cisco Internetworking Concepts	3.0
IST	202	Cisco Router Configurations	3.0
IST	272	Relational Database	3.0

Fourth Semester

CPT	264	Systems and Procedures	3.0
IST	203	Advanced Cisco Router Configuations	3.0
IST	204	Cisco Troubleshooting	3.0
IST	227	Internet Operations and Management	3.0

Summer Term

ACC	101	Accounting Principles I	3.0
CPT	247	UNIX Operating System	3.0
CPT	276	CPT Internship	3.0
Elective Humanities/Fine Arts			3.0

Total Credit Hours **75.0**

Evening Program – 9 Semesters

First Semester

CPT	114	Computers and Programming	3.0
CPT	209	Computer Systems Management	3.0
IST	220	Data Communications	3.0
MAT	155	Contemporary Mathematics **or**	
		MAT 120 Probability and Statistics	3.0

Second Semester

CPT	186	Visual BASIC.net I	3.0
CPT	257	Operating Systems	3.0
IST	256	LAN Desktop Technologies	3.0

Summer Term

CPT	101	Introduction to Computers	3.0
IST	257	LAN Network Server Technology	3.0

Third Semester

ENG	101	English Composition I **or**	
		ENG 165 Professional Communications	3.0
IST	241	Network Architecture I	3.0
Electives Behavioral Science			3.0

Fourth Semester

ENG	101	English Composition I **or**	
		ENG 102 English Composition II	3.0
IST	260	Network Design	3.0
IST	272	Relational Database	3.0

Summer Term

IST	201	Cisco Internetworking Concepts	3.0
IST	202	Cisco Router Configuration	3.0

Fifth Semester

IST	203	Advanced Cisco Router Configuration	3.0
IST	204	Cisco Troubleshooting	3.0
IST	227	Internet Operations and Management	3.0

Sixth Semester

CPT	264	Systems and Procedures	3.0
CPT	247	UNIX Operating System	3.0
Elective Humanities/Fine Arts			3.0

Summer Term

ACC	101	Accounting Principles I	3.0
CPT	276	CPT Internship	3.0

Total Credit Hours **75.0**

E-Commerce Course Work

Day Program – 6 Semesters

First Semester			**Credits**
ARV	110	Computer Graphics	3.0
CPT	101	Introduction to Computers	3.0
CPT	114	Computers and Programming	3.0
IST	220	Data Communications	3.0
Second Semester			
CPT	186	Visual Basic.net I **or** CPT 236 Introduction to JAVA Programming	3.0
ENG	165	Professional Communications	3.0
IST	227	Internet Operations and Management	3.0
MAT	155	Contemporary Mathematics	3.0
Summer Term			
Elective Humanities/Fine Arts			3.0
CPT	286	Visual Basic.net II **or** CPT 237 Advanced JAVA Programming	3.0
ECO	211	Microeconomics	3.0
Third Semester			
BUS	210	Introduction to E-Commerce in Business	3.0
ENG	101	English Composition I	3.0
IST	238	Advanced Tools for Web site Design	3.0
IST	272	Relational Database	3.0
Fourth Semester			
CGC	110	Electronic Publishing	3.0
CPT	240	Internet Programming with Database	3.0
CPT	242	Database **or** MGT 120 Small Business Management	3.0
CPT	264	Systems and Procedures	3.0
Fifth Semester			
CGC	210	Advanced Electronic Publishing **or** CPT 247 UNIX Operating System	3.0
CPT	276	CPT Senior Project	3.0
ECO	210	Macroeconomics	3.0
		Total Credit Hours	**66.0**

Evening Program – 9 Semesters

First Semester			**Credits**
ARV	110	Computer Graphics	3.0
CPT	101	Introduction to Computers	3.0
CPT	114	Computers and Programming	3.0
IST	220	Data Communications	3.0
Second Semester			
CPT	186	Visual Basic.net I **or** CPT 236 Introduction to JAVA Programming	3.0
IST	227	Internet Operations and Management	3.0
MAT	155	Contemporary Mathematics	3.0
Summer Term			
CPT	286	Visual Basic.net II **or** CPT 237 Advanced JAVA Programming	3.0
ENG	165	Professional Communications	3.0
Third Semester			
BUS	210	Introduction to E-Commerce in Business	3.0
ENG	101	English Composition I	3.0
IST	238	Advanced Tools for Web site Design	3.0
Fourth Semester			
CGC	110	Electronic Publishing	3.0
CPT	240	Internet Programming with Database	3.0
CPT	242	Database **or** MGT 120 Small Business Management	3.0
Summer Semester			
Elective Humanities/Fine Arts			3.0
Fifth Semester			
CPT	242	Database **or** MGT 120 Small Business Management	3.0
ECO	211	Microeconomics	3.0
Sixth Semester			
CPT	264	Systems and Procedures	3.0
ECO	210	Macroeconomics	3.0
Summer Semester			
CGC	210	Advanced Electronic Publishing **or** CPT 247 UNIX Operating System	3.0
CPT	276	CPT Senior Project	3.0
		Total Credit Hours	**66.0**

E-Commerce Certificate

The E-Commerce certificate provides students with a broad overview of Internet applications within a small business environment. Students acquire hands-on experience in Web site design and learn core networking concepts. In this balanced program, students also study the challenges of online business operations and the underlying issues that determine how e-commerce opportunities can be successfully implemented.

Day or Evening Program – 3 Semesters

First Semester			**Credits**
ARV	110	Computer Graphics I	3.0
BUS	210	Introduction to E-Commerce in Business	3.0
IST	220	Data Communications	3.0
Second Semester			
CGC	110	Electronic Publishing	3.0
ENG	165	Professional Communications	3.0
IST	227	Internet Operations and Management	3.0
Summer Term			
ECO	210	Macroeconomics	3.0
IST	238	Advanced Tools for Web site Design	3.0
MGT	120	Small Business Management	3.0
		Total Credit Hours	**27.0**

Microcomputer Service Technician Certificate

The Microcomputer Service Technician certificate will prepare the student who has a high degree of computer aptitude for an entry-level job in computer maintenance and network support. The program uses a hands-on approach to teach students to maintain and troubleshoot microcomputers and to install and maintain microcomputer networks. Students will take PCs apart, put them together and learn to diagnose hardware and software problems on stand-alone and networked PCs. Additionally, they will set up and maintain computer networks and diagnose network problems.

Day Program – 3 Semesters

First Semester			**Credits**
CPT	114	Computers and Programming	3.0
CPT	101	Introduction to Computers	3.0
CPT	209	Computer Systems Management	3.0
ENG	165	Professional Communications **or** ENG 101 English Composition I	3.0
IST	220	Data Communications	3.0
Second Semester			
CPT	186	Visual Basic.net I	3.0
CPT	257	Operating Systems	3.0
IST	256	LAN Desktop Technologies	3.0
IST	257	LAN Server Technologies	3.0
Summer Term			
IST	227	Internet Operations and Management	3.0
IST	241	Network Architecture	3.0
IST	260	Net Design	3.0
IST	272	Relational Database	3.0
		Total Credit Hours	**39.0**

Microcomputer Software Specialist Certificate

The Microcomputer Software Specialist certificate concentrates on the various Microsoft Office software products. Microsoft Word, Excel, Access and PowerPoint are studied. These skills facilitate the student's entry into the job market and job advancement.

Day Program – 2 Semesters

First Semester			**Credits**
ARV	110	Computer Graphics I	3.0
CPT	101	Introduction to Computers	3.0
CPT	114	Computers and Programming	3.0
CPT	176	Microcomputer Operating Systems	3.0
OST	105	Keyboarding	3.0
Second Semester			
CPT	270	Advanced Microcomputer Applications	3.0
CPT	272	Advanced Microcomputer Data Base	3.0
CPT	274	Advanced Microcomputer Spreadsheets	3.0
IST	281	Presentation Graphics	3.0
OST	165	Information Processing Software	3.0
		Total Credit Hours	**30.0**

Cisco Computer Networking Certificate

In a world economy that runs on information, employers face a shortage of information workers. Through the Cisco Computer Networking Academy Program, high school and college students learn the information they need to prepare them for the information technology (IT) job market. In this program, students learn computer network theory and practice, as well as teamwork, and develop problem-solving and critical thinking skills that are in demand in today's work place. At the end of the program, students have an opportunity to take either or both of two national certification examinations: the Cisco Certified Network Associate (CCNA) or the CompTia Network+ Associate. Employers instantly recognize these certifications as credentials with real meaning.

Day or Evening Program – 2 Semesters

			Credits
CPT	101	Introduction to Computers	3.0
IST	104	Introduction to the Internet	1.0
IST	201	Cisco Internetworking Concepts	3.0
IST	202	Cisco Router Configuration	3.0
IST	203	Advanced Cisco Router Configuration	3.0
IST	204	Cisco Troubleshooting	3.0
		Total Credit Hours	**16.0**

Associate in Business
Major in General Business

Mission: 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 career opportunities. Probably no other occupational area encompasses a more diverse range of activities than those found in business. Accounting and management are typical examples of the potential career possibilities for business graduates.

By carefully selecting appropriate electives, Piedmont Technical College's business students can prepare for the specific aspect of business that they wish to pursue. (Contingent on sufficient student interest and enrollment, elective courses are available that lead to a degree in General Business with electives in Accounting, Business Management, Office Management or General Business.) Students can pursue their studies in day or night classes, if sufficient enrollment is maintained.

The Associate in Business curriculum (including Accounting, Management, Office Management, General Business and Transfer Track electives) is accredited by the Association of Collegiate Business Schools and Programs.

Transfer opportunities exist for business students upon completion of the two-year degree. The number of business courses accepted varies from institution to institution, and the student should contact his or her advisor as early as possible to explore transfer options. Written transfer agreements have been reached with Lander University and Newberry College in an attempt to provide maximum transferability of course work.

Day Program – 5 Semesters

First Semester			Credits
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
Elective			3.0

Second Semester

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

Summer Term

ACC	102	Accounting Principles II	3.0
Elective			3.0

Third Semester

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

Fourth Semester

ACC	124	Individual Tax Procedures	3.0
BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0
Elective		Humanities/Fine Arts	3.0
Business Elective			3.0

Total Credit Hours 66.0

Evening Program – 6 Semesters

First Semester			Credits
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0

Second Semester

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

Summer Term

ACC	102	Accounting Principles II	3.0
Elective			3.0
Elective			3.0

Third Semester

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

Fourth Semester

ACC	124	Individual Tax Procedures	3.0
BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0
Business Elective			3.0

Summer Term

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

Total Credit Hours 66.0

Accounting Course Work

Day Program – 5 Semesters

First Semester			Credits
ACC	101	Accounting Principles I	3.0
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0

Second Semester

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

Summer Term

ACC	124	Individual Tax Procedures	3.0
Elective			3.0

Third Semester

ACC	150	Payroll Accounting	3.0
ACC	201	Intermediate Accounting I	3.0
BAF	260	Financial Management	3.0
ECO	210	Macroeconomics	3.0
MGT	101	Principles of Management	3.0

Fourth Semester

ACC	202	Intermediate Accounting II	3.0
ACC	230	Cost Accounting I	3.0
ACC	240	Computerized Accounting	3.0
BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0

Total Credit Hours 66.0

Evening Program – 6 Semesters

First Semester			Credits
ACC	101	Accounting Principles I	3.0
BUS	101	Introduction to Business	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
Second Semester			
Elective		Humanities/Fine Arts	3.0
ACC	102	Accounting Principles II	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
Summer Term			
CPT	101	Introduction to Computers	3.0
MKT	101	Marketing	3.0
Elective			3.0
Third Semester			
ACC	150	Payroll Accounting	3.0
ACC	201	Intermediate Accounting I	3.0
ECO	210	Macroeconomics	3.0
MGT	101	Principles of Management	3.0
Fourth Semester			
ACC	124	Individual Tax Procedures	3.0
ACC	202	Intermediate Accounting II	3.0
BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0
Summer Term			
ACC	230	Cost Accounting I	3.0
ACC	240	Computerized Accounting	3.0
BAF	260	Financial Management	3.0
		Total Credit Hours	**66.0**

Management Course Work

Day Program – 5 Semesters

First Semester			Credits
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
ECO	210	Macroeconomics	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
Second Semester			
ACC	101	Accounting Principles I	3.0
ECO	211	Microeconomics	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
MKT	101	Marketing	3.0
Summer Term			
ACC	102	Accounting Principles II	3.0
MGT	230	Managing Information Resources	3.0
Third Semester			
BAF	260	Financial Management	3.0
BUS	210	Introduction to E-Commerce in Business	3.0
MGT	101	Principles of Management	3.0
MGT	150	Fundamentals of Supervision	3.0
Elective			3.0
Fourth Semester			
Elective		Humanities/Fine Arts	3.0
BAF	250	Investments	3.0
BUS	121	Business Law I	3.0
MGT	120	Small Business Management	3.0
MGT	201	Human Resource Management	3.0
		Total Credit Hours	**66.0**

Evening Program – 6 Semesters

First Semester			Credits
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
Second Semester			
Elective		Humanities/Fine Arts	3.0
ACC	101	Accounting Principles I	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
Summer Term			
ACC	102	Accounting Principles II	3.0
BAF	250	Investments	3.0
MGT	230	Managing Information Resources	3.0
Third Semester			
BUS	210	Introduction to E-Commerce in Business	3.0
ECO	210	Macroeconomics	3.0
MGT	101	Principles of Management	3.0
MGT	150	Fundamentals of Supervision	3.0
Fourth Semester			
BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0
MGT	201	Human Resource Management	3.0
Elective			3.0
Summer Term			
BAF	260	Financial Management	3.0
MGT	120	Small Business Management	3.0
MKT	101	Marketing	3.0
		Total Credit Hours	**66.0**

Office Management Course Work

Day Program – 5 Semesters

First Semester			**Credits**
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
MGT	150	Fundamentals of Supervision	3.0
OST	105	Keyboarding	3.0
PSY	201	General Psychology	3.0
Second Semester			
ACC	101	Accounting Principles I	3.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
MKT	101	Marketing	3.0
IST	281	Presentation Graphics	3.0
Summer Term			
ACC	102	Accounting Principles II	3.0
OST	165	Information Processing Software	3.0
Third Semester			
ACC	150	Payroll Accounting	3.0
CPT	272	Advanced Microcomputer Database	3.0
ECO	210	Macroeconomics	3.0
Elective			3.0
Fourth Semester			
BUS	121	Business Law I	3.0
CPT	274	Advanced Microcomputer Applications	3.0
MAT	120	Probability and Statistics	3.0
MGT	120	Small Business Management	3.0
MGT	201	Human Resources Management	3.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**66.0**

Evening Program – 6 Semesters

First Semester			**Credits**
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
MGT	150	Fundamentals of Supervision	3.0
OST	105	Keyboarding	3.0
Second Semester			
ACC	101	Accounting Principles I	3.0
ENG	101	English Composition I	3.0
IST	281	Presentation Graphics	3.0
Summer Term			
ACC	102	Accounting Principles II	3.0
CPT	101	Introduction to Computers	3.0
MGT	120	Small Business Management	3.0
Third Semester			
ACC	150	Payroll Accounting	3.0
ECO	210	Macroeconomics	3.0
OST	165	Information Processing Software	3.0
Fourth Semester			
BUS	121	Business Law I	3.0
CPT	272	Advanced Microcomputer Database	3.0
MAT	120	Probability and Statistics	3.0
MGT	201	Human Resource Management	3.0
Elective		Humanities/Fine Arts	3.0
Summer Term			
CPT	274	Advanced Microcomputer Applications	3.0
MKT	101	Marketing	3.0
PSY	201	General Psychology	3.0
Elective			3.0
		Total Credit Hours	**66.0**

Lander Transfer

Day Program – 5 Semesters

First Semester			**Credits**
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
ECO	210	Macroeconomics	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
Second Semester			
ACC	101	Accounting Principles I	3.0
ECO	211	Microeconomics	3.0
ENG	102	English Composition II	3.0
MAT	122	Finite College Mathematics	3.0
SOC	101	Introduction to Sociology	3.0
Summer Term			
Elective		Humanities/Fine Arts	3.0
ACC	102	Accounting Principles II	3.0
HIS	201	American History: Discovery to 1877	3.0
Third Semester			
BAF	260	Financial Management	3.0
MGT	101	Principles of Management	3.0
PHI	101	Introduction to Philosophy	3.0
SPC	205	Public Speaking	3.0
Fourth Semester			
ACC	230	Cost Accounting	3.0
MKT	101	Marketing	3.0
BUS	121	Business Law I	3.0
MGT	120	Small Business Management	3.0
Elective*			3.0
		Total Credit Hours	**66.0**

*Recommended that MAT 130 be taken for one elective

Evening Program – 6 Semesters

First Semester			**Credits**
BUS	101	Introduction to Business	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics	3.0
MGT	101	Principles of Management	3.0

Second Semester

ACC	101	Accounting Principles I	3.0
CPT	101	Introduction to Computers	3.0
ENG	102	English Composition II	3.0
MAT	122	Finite College Mathematics	3.0

Summer Term

ACC	102	Accounting Principles II	3.0
MGT	120	Small Business Management	3.0
SOC	101	Introduction to Sociology	3.0

Third Semester

Elective		Humanities/Fine Arts	3.0
ECO	210	Macroeconomics	3.0
PHI	101	Introduction to Philosophy	3.0
SPC	205	Public Speaking	3.0

Fourth Semester

MKT	101	Marketing	3.0
BUS	121	Business Law I	3.0
ECO	211	Microeconomics	3.0
Elective*			3.0

Summer Term

ACC	230	Cost Accounting I	3.0
BAF	260	Financial Management	3.0
HIS	201	American History: Discovery to 1877	3.0

Total Credit Hours **66.0**

*Recommended that MAT 130 be taken for one elective

Accounting Certificate

Day Program – 4 Semesters

First Semester **Credits**

ACC	101	Accounting Principles I	3.0
CPT	101	Introduction to Computers	3.0
MAT	155	Contemporary Mathematics	3.0
MGT	101	Principles of Management	3.0

Second Semester

ACC	102	Accounting Principles II	3.0
ACC	124	Individual Tax Procedures	3.0

Summer Term

ACC	201	Intermediate Accounting I	3.0
BAF	260	Financial Management	3.0

Third Semester

ACC	202	Intermediate Accounting II	3.0
ACC	230	Cost Accounting I	3.0
ACC	240	Computerized Accounting	3.0

Total Credit Hours **33.0**

Evening Program – 5 Semesters

First Semester **Credits**

ACC	101	Accounting Principles I	3.0
MAT	155	Contemporary Mathematics	3.0
MGT	101	Principles of Management	3.0

Second Semester

ACC	102	Accounting Principles II	3.0
ACC	124	Individual Tax Procedures	3.0

Summer Term

ACC	201	Intermediate Accounting I	3.0
ACC	230	Cost Accounting I	3.0
BAF	260	Financial Management	3.0

Third Semester

ACC	202	Intermediate Accounting II	3.0
CPT	101	Introduction to Computers	3.0

Fourth Semester

ACC	240	Computerized Accounting	3.0

Total Credit Hours **33.0**

Associate In Business
Major In Funeral Services

The Funeral Services program provides the educational foundation needed to seek South Carolina licensure both as an embalmer and as a funeral director. The program is accredited by the American Board of Funeral Service Education (ABFSE).

Either of these licenses requires that the individual must be at least 18 years old; have completed a 60-credit program of study accredited by the State Board of Funeral Sevices (with a full associate's degree required for an embalmer); have completed two years of approved apprenticeship; not have been convicted of a violent crime, felony or crime of moral turpitude; and have successfully passed the South Carolina and National Examining Board licensing examinations for embalming and/or funeral director.

The college has specific on-site facilities for training.

Employment is available in cities and towns of all sizes, primarily in funeral homes and crematoriums. Employment opportunities are strong for embalmers and more competitive for funeral directors.

General Aims of Funeral Services

The Funeral Services program at Piedmont Technical College has as its central aim recognition of the importance of funeral services 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 services profession;
- professionals knowledgeable of and compliant with federal, state and local regulatory guidelines; and
- professionals sensitive to the responsibility for public health, safety and welfare in caring for human remains.

The training and course work of the program are targeted to accomplish each of the following primary objectives:

1. to enlarge the background and knowledge of students about the funeral services profession.
2. to educate students in every phase of funeral services and help enable them to develop the proficiency and skills necessary for the profession.

Course work enables students to:

a. meet the educational requirements of their profession;
b. meet the expectations of society regarding the performance of the funeral services profession;

c. comply with governmental standards;
d. serve as effective administrators;
e. plan, implement and provide the logistical support for funeral services activities;
f. provide safeguards to health as required; and
g. apply appropriate sanitation methods in compliance with the requirements of the funeral services profession.

3. to educate students concerning the responsibilities of the funeral services profession to the community at large.
4. to emphasize high standards of ethical conduct.
5. to provide a curriculum at the postsecondary level of instruction.
6. to encourage research in the field of funeral services.

Evening Program – 6 Semesters

First Semester			**Credits**
BIO	112	Basic Anatomy & Physiology	4.0
FSE	101	Introduction to Funeral Services	1.0
FSE	115	Funeral Services Directing	3.0
MAT	160	Math for Business and Finance	3.0
Second Semester			
BIO	115	Basic Microbiology	3.0
BIO	230	General Pathology	4.0
FSE	120	Funeral Counseling	3.0
FSE	170	Embalming Chemistry	4.0
Summer Term			
ACC	101	Accounting Principles I	3.0
FSE	165	Sociology of Funeral Services	1.0
PSY	110	Applied Psychology	3.0
Third Semester			
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
FSE	110	Funeral Services Management and Merchandising	3.0
FSE	150	Embalming I	4.0
Fourth Semester			
FSE	130	Business and Mortuary Law	3.0
FSE	131	Funeral Service Ethics, Regulations and Statutes	3.0
FSE	155	Embalming Practicum I	3.0
Elective		Humanities/Fine Arts	3.0
Summer Term			
FSE	140	Restorative Arts	4.0
FSE	250	Funeral Services Projects	3.0
MGT	120	Small Business Management	3.0
		Total Credit Hours	**67.0**

Funeral Services Education Certificate

This certificate is designed for persons who possess bachelor's degrees and are otherwise qualified to take the South Carolina licensure exam for Funeral Director. The courses will provide the student with the required information to become knowledgeable in basic funeral services skills.

Evening Program – 4 Semesters

First Semester			**Credits**
BIO	112	Basic Anatomy & Physiology	4.0
FSE	101	Introduction to Funeral Services	1.0
FSE	115	Funeral Services Directing	3.0
Second Semester			
FSE	120	Funeral Counseling	3.0
FSE	130	Business and Mortuary Law	3.0
FSE	131	Funeral Service Ethics, Regulations and Statutes	3.0
Summer Term			
ACC	101	Accounting Principles I **or** MGT 120 Small Business Management	3.0
FSE	165	Sociology of Funeral Services	1.0
PSY	110	Applied Psychology	3.0
Third Semester			
ENG	101	English Composition I	3.0
FSE	110	Funeral Services Management and Merchandising	3.0
MGT	120	Small Business Management	3.0
		Total Credit Hours	**33.0**

Associate in Business
Major in Office Systems Technology

By developing skills in typing, word processing, spreadsheet applications, dictation and transcription, the Office Systems Technology graduate can provide a service necessary to the efficient operation of every business, industry and agency. Acutal 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 legal, accounting, medical or Spanish electives.

Accounting Course Work

Day Program – 5 Semesters

First Semester			**Credits**
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
OST	105	Keyboarding	3.0
OST	134	Office Communications	3.0
PSY	103	Human Relations	3.0
Second Semester			
ACC	101	Accounting Principles I	3.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
OST	161	Information Management	3.0
Summer Term			
ACC	102	Accounting Principles II	3.0
OST	165	Information Processing Software	3.0
IST	281	Presentation Graphics	3.0
Third Semester			
Elective		Humanities/Fine Arts	3.0
CPT	274	Advanced Microcomputer Spreadsheets	3.0
OST	120	Introduction to Machine Transcription	3.0
OST	251	Administrative Systems & Procedures	3.0
SPC	205	Public Speaking	3.0
Fourth Semester			
ACC	240	Computerized Accounting	3.0
CPT	272	Advanced Microcomputer Data Base	3.0
ECO	101	Basic Economics	3.0
OST	270	SCWE in Office Systems	3.0
		Total Credit Hours	**63.0**

Legal Course Work

Day Program – 5 Semesters

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

Medical Course Work

Day Program – 5 Semesters

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

Spanish Course Work

Day Program – 5 Semesters

First Semester			**Credits**
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
OST	105	Keyboarding	3.0
OST	134	Office Communications	3.0
SPA	101	Elementary Spanish I	4.0

Second Semester

CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
OST	161	Information Management	3.0
OST	165	Information Processing Software	3.0
SPA	102	Elementary Spanish II	4.0

Summer Term

Elective		Humanities/Fine Arts	3.0
CPT	274	Advanced Microcomputer Spreadsheets	3.0
IST	281	Presentation Graphics	3.0

Third Semester

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

Fourth Semester

ECO	101	Basic Economics	3.0
CPT	272	Advanced Microcomputer Data Base	3.0
OST	270	SCWE in Office Systems	3.0
PSY	103	Human Relations	3.0

Total Credit Hours **65.0**

Medical Coding Course Work

Day Program – 5 Semesters

First Semester			**Credits**
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
OST	105	Keyboarding	3.0
OST	134	Office Communications	3.0
PSY	103	Human Relations	3.0

Second Semester

ACC	101	Accounting Principles I	3.0
AHS	102	Medical Terminology	3.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
OST	161	Information Management	3.0

Summer Term

OST	165	Information Processing Software	3.0
IST	281	Presentation Graphics	3.0
Elective		Humanities/Fine Arts	3.0

Third Semester

CPT	274	Advanced Microcomputer Spreadsheets	3.0
OST	120	Introduction to Machine Transcription	3.0
OST	251	Administrative Systems & Procedures	3.0
SPC	205	Public Speaking	3.0

Fourth Semester

AHS	118	Medical Coding	5.0
CPT	272	Advanced Microcomputer Data Base	3.0
ECO	101	Basic Economics	3.0
OST	270	SCWE in Office Systems	3.0

Total Credit Hours **65.0**

Automated Office Technology Diploma

Day Program – 4 Semesters

First Semester			**Credits**
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Mathematics	3.0
OST	105	Keyboarding	3.0
OST	134	Office Communications	3.0
PSY	103	Human Relations	3.0

Second Semester

ENG	101	English Composition I	3.0
CPT	101	Introduction to Computers	3.0
OST	161	Information Management	3.0
Core Elective			3.0

Summer Term

ACC	101	Accounting Principles I	3.0
CPT	274	Advanced Microcomputer Spreadsheets	3.0
IST	281	Presentation Graphics	3.0
OST	165	Information Processing Software	3.0

Third Semester

CPT	272	Advanced Microcomputer Data Base	3.0
OST	120	Introduction to Machine Transcription	3.0
OST	251	Administrative Systems and Procedures	3.0
Core Elective			3.0

Total Credit Hours **51.0**

OST Associate's Degree Candidates (Last Semester)
(AOT students can obtain an associate's degree in OST by completing a fifth semester.)

ECO	101	Basic Economics	3.0
OST	270	SCWE in Office Systems	3.0
SPC	205	Public Speaking	3.0
Elective		Humanities/Fine Arts Elective	3.0

ACC	LEGAL	MEDICAL	SPANISH	MED CODING
ACC 102	BUS 121	AHS 102	SPA 101	AHS 102
ACC 240	CRJ 120	OST 212	SPA 102	CPT 101
	CRJ 115			AHS 118
	CRJ 101			

Office Technician Certificate

This certificate provides basic computer training and advanced word processing skills. The student completing this certificate can qualify for entry-level office positions such as data entry technicians, receptionists or any word processing intensive positions.

Day Program – 3 Semesters

First Semester			**Credits**
BUS	101	Introduction to Business	3.0
CPT	101	Introduction to Computers	3.0
OST	105	Keyboarding	3.0
OST	161	Information Management	3.0

Second Semester

ACC	101	Accounting Principles I	3.0
CPT	274	Advanced Microcomputer Spreadsheets	3.0
OST	165	Information Processing Software	3.0

Summer Term

CPT	272	Advanced Microcomputer Data Base	3.0
IST	281	Presentation Graphics	3.0
MGT	101	Principles of Management	3.0
		Total Credit Hours	**30.0**

Word Processing Certificate

The Word Processing certificate is a three-semester, in-depth training certificate in document production. The student is introduced to entry-level document production and file management in the first course. This is followed by intermediate tasks such as merging, sorting, envelopes, etc. The advanced course introduces graphics and some desktop publishing activities.

Day or Evening Program – 3 Semesters

First Semester			**Credits**
CPT	101	Introduction to Computers	3.0
Second Semester			
OST	165	Information Processing Software	3.0
Summer Term			
IST	281	Presentation Graphics	3.0
		Total Credit Hours	**9.0**

**FasTrack Programs

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them to become better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

***Data Entry Certificate*

The Data Entry certificate is designed for the student who wishes to obtain entry-level skills in a short period of time. This certificate will prepare a student for elementary data input and advanced computer skills. These courses can be completed in one semester.

The five courses in the certificate apply toward the Office Systems Technology degree or the Automated Office diploma.

A Term			**Credits**
CPT	101	Introduction to Computers	3.0
OST	105	Keyboarding	3.0
B Term			
CPT	274	Advanced Microcomputer Spreadsheets	3.0
IST	281	Presentation Graphics	3.0
OST	165	Information Processing Software	3.0
		Total Credit Hours	**15.0**

***Receptionist Certificate*

The Receptionist certificate is designed for students who wish to obtain entry-level positions in a short period of time. The six courses apply toward the Office Systems Technology degree program. These courses can be completed in one semester.

A Term			**Credits**
CPT	101	Introduction to Computers	3.0
OST	105	Keyboarding	3.0
OST	134	Office Communications	3.0
B Term			
OST	161	Information Management	3.0
OST	251	Administrative Systems & Procedures	3.0
CWE	101	Cooperative Work Experience Preparation	1.0
		Total Credit Hours	**16.0**

Commercial Art Program

Through this program, students may obtain certificates in advertising design, desktop publishing, illustration or photography. These certificates provide students with primary technical specialties. By completing one of these certificates, general education courses and a secondary technical specialty, students have the opportunity to obtain an associate's degree in Occupational Technology with a major in General Technology. Students should meet with their advisors to select the proper courses to meet their particular educational goals. See page 74 of this catalog for additional information on the Occupational Technology degree.

Also, by working closely with their advisors, students can select courses that will allow them to transfer to four-year colleges or universities. Students have the option of obtaining all certificates by taking all courses listed. Graphic designers work with clients to create print ads, brochures, logos, letterheads and many other types of printed materials. Career opportunities are available in advertising agencies, commercial printing businesses, photography studios, newspapers and industries.

Advertising Design Certificate

This certificate covers the fundamentals of copy and layout for print media advertising. In addition to core classes, course work centers around basic copywriting, advertising design, marketing and typography. Hands-on projects designing logos, posters, flyers and advertisements help students build a portfolio of work to show potential employers. Students learn on the latest hardware and software available.

Day or Evening Program – 3 Semesters

First Semester			**Credits**
ARV	110	Computer Graphics I	3.0
ARV	120	Drawing	3.0
ARV	121	Design	3.0
CGC	106	Typography I	3.0
OST	105	Keyboarding	3.0
Second Semester			
ARV	161	Visual Communications Media	3.0
ARV	162	Graphic Reproduction I	3.0
ARV	261	Advertising Design I	3.0
ARV	266	Seminar in Graphics Art	3.0
MKT	240	Advertising	3.0

Summer Term

ARV	262	Advertising Design II	3.0
ARV	265	Graphics Art Portfolio	1.0
CWE	112	Cooperative Work Experience I	2.0

Total Credit Hours 36.0

Desktop Publishing Certificate

This certificate provides training on state-of-the-art hardware using the most updated computer software programs required in the graphic design industry. Because graphic design has become a high-tech business, it is important to learn technical computer skills. These skills, such as page layout basics, scanning operations, image-editing techniques and computer graphic applications, are taught along with basic core courses.

Day or Evening Program – 3 Semesters

First Semester			**Credits**
ARV	110	Computer Graphics I	3.0
ARV	120	Drawing	3.0
ARV	121	Design	3.0
CGC	106	Typography I	3.0
OST	105	Keyboarding	3.0

Second Semester

ARV	161	Visual Communications Media	3.0
ARV	162	Graphic Reproduction I	3.0
ARV	266	Seminar in Graphics Art	3.0
CGC	110	Electronic Publishing	3.0
ENG	165	Professional Communications	3.0

Summer Term

ARV	265	Graphics Art Portfolio	1.0
CGC	210	Advanced Electronic Publishing	3.0
CWE	112	Cooperative Work Experience I	2.0

Total Credit Hours 36.0

Illustration Certificate

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

Day or Evening Program – 3 Semesters

First Semester			**Credits**
ARV	110	Computer Graphics I	3.0
ARV	120	Drawing	3.0
ARV	121	Design	3.0
CGC	106	Typography I	3.0
OST	105	Keyboarding	3.0

Second Semester

ARV	102	Modern Art Communications	3.0
ARV	161	Visual Communications Media	3.0
ARV	162	Graphic Reproduction I	3.0
ARV	123	Composition and Color	3.0
ARV	266	Seminar in Graphics Art	3.0

Summer Term

ARV	205	Graphic Illustration	3.0
ARV	265	Graphics Art Portfolio	1.0
CWE	112	Cooperative Work Experience I	2.0

Total Credit Hours 36.0

Photography Certificate

This certificate provides both aesthetic and commercial applications of photography. Beginning in the first semester, students will learn to take pictures on assignment and to develop their own film in a darkroom housing large format enlargers. Beginning, intermediate and advanced photography classes are offered, in addition to core courses.

Day or Evening Program – 3 Semesters

First Semester			**Credits**
ARV	110	Computer Graphics I	3.0
ARV	114	Photography I	3.0
ARV	121	Design	3.0
CGC	106	Typography	3.0
OST	105	Keyboarding	3.0

Second Semester

ARV	161	Visual Communications Media	3.0
ARV	162	Graphic Reproduction I	3.0
ARV	214	Photography II	3.0
ARV	266	Seminar in Graphics Art	3.0
ENG	165	Professional Communications	3.0

Summer Term

ARV	215	Photography III	3.0
ARV	265	Graphics Art Portfolio	1.0
CWE	112	Cooperative Work Experience I	2.0

Total Credit Hours 36.0

Interior Design Certificate

This certificate prepares students for a career in Interior Design. The program focus is on domestic design and decor but also addresses European influences on American interior design. It provides students with the knowledge and skills needed for analysis and design.

Day or Evening Program - 3 Semesters

First Semester			**Credits**
ARV	105	Overview of Interior Design	2.0
ARV	106	Theory of Color	1.0
ARV	150	Studio I	1.0
ARV	160	Visual Concepts	1.0
ARV	172	Fundamentals of Blueprint Reading	1.0
ARV	173	Building Construction	1.0
ARV	181	Interior Lighting	1.0
ARV	190	Trends in Interior Design	1.0
MAT	188	Technical Math III	2.0

Second Semester

ARV	142	Kitchen and Bath Design	1.0
ARV	143	Space Planning, Furniture Layouts and Accessories	2.0
ARV	165	Visual Presentation	1.0
ARV	180	Floors, Windows and Walls	3.0
ARV	182	Exterior Living Design	1.0
CPT	101	Introduction to Computers **or** Approved Computer or Commercial Art Elective	3.0

Third Semester

ARV	140	American & European Furniture	2.0
ARV	141	Textiles (Fiber to Fabric)	1.0
ARV	151	Studio II	2.0
ARV	201	Client Relations	1.0
ARV	274	Interior Design Practicum	2.0

Total Credit Hours 30.0

HEALTH SCIENCE CURRICULA

With the complexity and diversity of today's health care system, varieties of health care professionals are needed. To function effectively by providing safe, knowledgeable patient care, the health care professional needs a thorough understanding of basic sciences and individual curriculum theory. To provide the broad education necessary for the development of this understanding, Piedmont Technical College and area health care facilities cooperatively provide students with excellent opportunities in didactic and clinical experiences.

The overall objective of this program is to provide quality education that will lead to highly proficient, competent graduates.

The clinical phase of instruction is an integral and important part of all health science programs. During this phase, students may be involved either in direct or indirect patient care.

Students are responsible for their own transportation.

When participating in a clinical experience at an affiliate health care facility, the student is governed both by college regulations and regulations of the affiliate facility. Affiliate policies may require students to submit to the same criminal background checks and drug testing procedures that apply to employees of the facility. Students may be dismissed from clinical and/or the program if found in violation of clinical application policies. CPR certification must be current for clinical rotations.

Students are required to observe universal precautions in all labs and clinics where there is a risk of exposure to blood and body fluids.

No student in a health science program is permitted to receive remuneration for time spent in a facility as a part of the clinical course assignment. Clinicals are considered learning experiences and are a part of course requirements.

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

Candidates for associate's degrees, diplomas or certificates in Health Science must meet the requirements for graduation of the college. In addition, students enrolled in Health Science programs leading to associate's degrees or diplomas and in articulated programs must progress in meeting the requirements of their programs according to the following policy:

1. Students must complete all health science courses and BIO 210 and BIO 211 with grades of "C" or better.
2. Students may repeat a specific health science course one time to achieve a grade of "C" or better. Students who need to repeat a health science course are required to meet their academic advisors to discuss repeating the course.
3. Students may not repeat BIO 210 and BIO 211 more than one time to achieve a grade of "C" or better. Students who need to repeat either BIO 210 or BIO 211 more than once must submit an appeal to the Director of Nursing Education or Dean of Allied Health.
4. Students must maintain current CPR certification.
5. Students must maintain annual documentation of required OSHA educational programs, including bloodborne pathogens, fire safety and body mechanics and required health screening procedures, such as tuberculosis screening.
6. Students must saintain acceptable health status that allows required performance within the clinical environment.

Associate in Health Science
Major in Nursing

The Associate Degree Nursing (ADN) curriculum prepares men and women to assume responsibilities as direct care providers in a variety of health care settings. The program is designed to help students integrate nursing principles and theories with the sciences to utilize the nursing process in the practice of holistic nursing.

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

The Associate Degree Nursing program is approved by the State Board of Nursing for S.C. and is accredited by the National League for Nursing Accrediting Commission (61 Broadway - 33rd Floor, New York, New York 10006).

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

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

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

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

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

Day Program – 5 Semesters
Summer Admission

First Semester			Credits
BIO	210	Anatomy and Physiology I	4.0
NUR	101	Fundamentals of Nursing	6.0
NUR	105	Pharmacology of Nurses	1.0
Second Semester			
BIO	211	Anatomy and Physiology II	4.0
ENG	101	English Composition I	3.0
MAT	102	Intermediate Algebra **or**	
		MAT 120 Probability and Statistics	3.0
NUR	106	Pharmacology Basics	2.0
NUR	111	Common Health Problems	6.0
Third or Fourth Semester			
ENG	102	English Composition II	3.0
NUR	211	Care of Childbearing Family	4.0
NUR	212	Nursing Care of Children	4.0
NUR	217	Trends and Issues In Nursing	2.0
PSY	201	General Psychology	3.0
Third or Fourth Semester			
CPT	101	Introduction to Computers	3.0
NUR	214	Mental Health Nursing	4.0
NUR	232	Gerontological Nursing	3.0
Fifth Semester			
NUR	210	Complex Health Problems	5.0
NUR	215	Management of Patient Care	5.0
Elective			3.0
		Total Credit Hours	**68.0**

Day Program – 5 Semesters
Fall Admission

First Semester			Credits
BIO	210	Anatomy and Physiology I	4.0
MAT	102	Intermediate Algebra **or**	
		MAT 120 Probability and Statistics	3.0
NUR	101	Fundamentals of Nursing	6.0
NUR	105	Pharmacology for Nurses	1.0
PSY	201	General Psychology	3.0
Second Semester			
BIO	211	Anatomy and Physiology II	4.0
ENG	101	English Composition I	3.0
NUR	111	Common Health Problems	6.0
NUR	106	Pharmacology Basics	2.0
Third or Fourth Semester			
CPT	101	Introduction to Computers	3.0
NUR	214	Mental Health Nursing	4.0
NUR	232	Gerontological Nursing	3.0
Third or Fourth Semester			
ENG	102	English Composition II	3.0
NUR	211	Care of Childbearing Family	4.0
NUR	212	Nursing Care of Children	4.0
NUR	217	Trends and Issues In Nursing	2.0
Fifth Semester			
NUR	210	Complex Health Problems	5.0
NUR	215	Management of Patient Care	5.0
Elective			3.0
		Total Credit Hours	**68.0**

Day Program – 5 Semesters
Spring Admission

First Semester			Credits
BIO	210	Anatomy and Physiology I	4.0
MAT	102	Intermediate Algebra **or**	
		MAT 120 Probability and Statistics	3.0
NUR	101	Fundamentals of Nursing	6.0
NUR	105	Pharmacology for Nurses	1.0
PSY	201	General Psychology	3.0
Second Semester			
BIO	211	Anatomy and Physiology II	4.0
NUR	111	Common Health Problems	6.0
NUR	106	Pharmacology Basics	2.0
Third or Fourth Semester			
ENG	101	English Composition I	3.0
NUR	211	Care of Childbearing Family	4.0
NUR	212	Nursing Care of Children	4.0
NUR	217	Trends and Issues In Nursing	2.0
Third or Fourth Semester			
CPT	101	Introduction to Computers	3.0
ENG	102	English Composition II	3.0
NUR	214	Mental Health Nursing	4.0
NUR	232	Gerontological Nursing	3.0
Fifth Semester			
NUR	210	Complex Health Problems	5.0
NUR	215	Management of Patient Care	5.0
Elective			3.0
		Total Credit Hours	**68.0**

*Advanced Placement in Associate Degree Nursing (ADN) Program**

The Advanced Placement curriculum is designed to prepare qualified licensed practical nurses to become associate degree nurses. Eligibility for this program includes meeting all ADN admission requirements, holding current South Carolina licenses in practical nursing and completing NUR 201 (Transition in Nursing) with a grade of "C" or better.

Upon meeting all requirements, students will be placed into the curriculum as second year ADN students. A student who begins as a senior must complete the ADN program within the required three consecutive semesters.

Courses			Credits
NUR	201	Transition Nursing	3.0
NUR	210	Complex Health Problems	5.0
NUR	211	Care of Childbearing Family	4.0
NUR	212	Nursing Care of Children	4.0
NUR	214	Mental Health Nursing	4.0
NUR	215	Management of Patient Care	5.0
NUR	217	Trends and Issues in Nursing	2.0
NUR	232	Gerontological Nursing	3.0

*Students must also meet any general education course requirements for the ADN program that they have not completed in their practical nursing program.

Total Credit Hours **30.0**

Associate in Health Science
Major in Radiologic Technology

The Radiologic Technology curriculum is designed to assist students in acquiring the general and technical competencies necessary to enter the radiography profession. Radiographers use "high-tech" equipment to produce diagnostic medical images in a variety of health care settings. This requires an application of combined knowledge in anatomy, physics, procedures, imaging techniques and patient care.

The constant growth in the field has created new and exciting career opportunities in specialty areas. Graduates may also choose to pursue advanced degrees.

Graduates qualify to sit for the American Registry of Radiologic Technology.

Day Program – 6 Semesters

First Semester			**Credits**
BIO	210	Anatomy and Physiology I	4.0
ENG	101	English Composition I	3.0
RAD	101	Introduction to Radiology	2.0
RAD	102	Patient Care Procedures	2.0
RAD	130	Radiographic Procedures I	3.0
RAD	152	Applied Radiography I	2.0
Second Semester			
BIO	211	Anatomy and Physiology II	4.0
ENG	102	English Composition II	3.0
RAD	110	Radiographic Imaging I	3.0
RAD	136	Radiographic Procedures II	3.0
RAD	165	Applied Radiography II	5.0
Summer Term			
MAT	102	Intermediate Algebra	3.0
RAD	205	Radiographic Pathology	2.0
RAD	201	Radiation Biology	2.0
RAD	175	Applied Radiography III	5.0
Third Semester			
PSY	201	General Psychology	3.0
RAD	115	Radiographic Imaging II	3.0
RAD	121	Radiographic Physics	4.0
RAD	230	Radiographic Procedures III	3.0
RAD	256	Advanced Radiography I	6.0
Fourth Semester			
CPT	101	Introduction to Computers	3.0
RAD	225	Selected Radiographic Topics	2.0
RAD	235	Radiographic Seminar I	1.0
RAD	268	Advanced Radiography II	8.0
RAD	282	Imaging Practicum	2.0
Summer Term			
RAD	236	Radiographic Seminar II	2.0
RAD	276	Advanced Radiography III	6.0
		Total Credit Hours	**89.0**

Associate in Health Science
Major in Respiratory Care

The respiratory care practitioner is trained to assist the medical staff with the 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's degree in Respiratory Care.

Day Program – 6 Semesters

First Semester			**Credits**
BIO	210	Anatomy and Physiology I	4.0
MAT	102	Intermediate Algebra	3.0
RES	101	Introduction to Respiratory Care	3.0
RES	121	Respiratory Skills I	4.0
RES	123	Cardiopulmonary Physiology	3.0
Second Semester			
AHS	106	Cardiopulmonary Resuscitation	1.0
BIO	211	Anatomy and Physiology II	4.0
RES	111	Pathophysiology	2.0
RES	131	Respiratory Skills II	4.0
RES	151	Clinical Applications I	5.0
Summer Term			
ENG	101	English Composition I	3.0
RES	141	Respiratory Skills III	3.0
RES	142	Basic Pediatric Care	2.0
RES	152	Clinical Applications II	3.0
Third Semester			
ENG	102	English Composition II	3.0
PSY	201	General Psychology	3.0
RES	204	Neonatal/Pediatric Care	3.0
RES	236	Cardiopulmonary Diagnostics	3.0
RES	255	Clinical Practice	5.0
Fourth Semester			
RES	232	Respiratory Therapeutics	2.0
RES	244	Advanced Respiratory Skills I	4.0
RES	246	Respiratory Pharmacology	2.0
RES	274	Advanced Clinical Practice	4.0
Summer Term			
RES	249	Comprehensive Applications	2.0
RES	275	Advanced Clinical Practice	5.0
		Total Credit Hours	**80.0**

Practical Nursing Diploma

The licensed practical nurse provides patient care in a variety of settings, working under the direction of a registered nurse or licensed physician. Clinical rotations are conducted at area acute and extended care medical facilities, child and adult day care centers, doctors' offices and various home health settings. Upon successful completion of the PN program, the graduate will be able to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The Practical Nursing program is approved by the State Board of Nursing for S.C.

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

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

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

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

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

Day Program – 3 Semesters
Spring Admission

First Semester			**Credits**
AHS	107	Clinical Computations	2.0
BIO	210	Anatomy and Physiology I	4.0
PNR	110	Fundamentals of Nursing	5.0
PNR	123	Med/Surg Nursing I	4.0
PNR	170	Nursing of the Older Adult	2.0
PNR	182	Special Topics in PNR	2.0
Second Semester			
BIO	211	Anatomy and Physiology II	4.0
PNR	130	Med/Surg Nursing II	5.0
PSY	201	General Psychology	3.0
Third Semester			
ENG	101	English Composition I	3.0
PNR	148	Med/Surg Nursing III	7.0
PNR	165	Nursing Care of the Family	6.0
		Total Credit Hours	**47.0**

Day Program – 3 Semesters
Fall Admission

First Semester			**Credits**
AHS	107	Clinical Computations	2.0
BIO	210	Anatomy and Physiology I	4.0
PNR	110	Fundamentals of Nursing	5.0
PNR	123	Medical/Surgical Nursing I	4.0
PNR	170	Nursing of the Older Adult	2.0
PNR	182	Special Topics in PNR	2.0
Second Semester			
BIO	211	Anatomy and Physiology II	4.0
PNR	130	Medical/Surgical Nursing II	5.0
PNR	165	Nursing Care of the Family	6.0
Third Semester			
ENG	101	English Composition I	3.0
PNR	148	Medical/Surgical Nursing III	7.0
PSY	201	General Psychology	3.0
		Total Credit Hours	**47.0**

Pharmacy Technician Diploma

Pharmacy technicians are health care professionals who assist pharmacists in providing the best possible patient care. Students will develop the knowledge and skills necessary to function in hospital and retail pharmacies. Learning to prepare and dispense medication in correct dosage and form for the appropriate route of administration is required. Students learn medications' uses, action and side affects. To work as a certified pharmacy technician, graduates must successfully pass the national certification examination.

Day Program – 3 Semesters

First Semester			**Credits**
AHS	102	Medical Terminology	3.0
AHS	116	Patient Care Relations	3.0
BIO	235	Basic Pharmacological Physiology	5.0
MAT	102	Intermediate Algebra	3.0
PHM	101	Introduction to Pharmacy	3.0
PHM	113	Pharmacy Technician Math	3.0
Second Semester			
CPT	101	Introduction to Computers	3.0
CHM	105	General Organic and Biochemistry	4.0
ENG	101	English Composition I	3.0
PHM	109	Applied Pharmacy Practice	2.0
PHM	111	Applied Pharmacy Practice Lab	2.0
PHM	114	Therapeutic Agents I	3.0
PHM	152	Pharmacy Technician Practicum I	2.0
Summer Term			
PHM	118	Community Pharmacy Seminar	1.0
PHM	124	Therapeutic Agents II	3.0
PHM	164	Pharmacy Technician Practicum II	4.0
PHM	173	Pharmacy Technician Practicum III	3.0
		Total Credit Hours	**50.0**

Evening Program – 6 Semesters

Spring Semester			Credits
BIO	235	Basic Pharmacological Physiology	5.0
MAT	102	Intermediate Algebra	3.0
PHM	101	Introduction to Pharmacy	3.0
PHM	113	Pharmacy Technician Math	3.0
Summer Term			
AHS	102	Medical Terminology	3.0
CHM	105	General Organic and Biochemistry	4.0
Fall Semester			
AHS	116	Patient Care Relations	3.0
PHM	109	Applied Pharmacy Practice	2.0
PHM	111	Applied Pharmacy Practice Lab	2.0
PHM	114	Therapeutic Agents I	3.0
Spring Semester			
ENG	101	English Composition I	3.0
PHM	124	Therapeutic Agents II	3.0
PHM	152	Pharmacy Technician Practicum I	2.0
Summer Semester			
CPT	101	Introduction to Computers	3.0
PHM	164	Pharmacy Technician Practicum II	4.0
Fall Semester			
PHM	118	Community Pharmacy Seminar	1.0
PHM	173	Pharmacy Technician Practicum III	3.0
		Total Credit Hours	**50.0**

Surgical Technology Diploma

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

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 the surgical procedure.

The surgical suite is a dynamic and exciting place to work, but at times, surgical technologists may be exposed to communicable diseases and certain unpleasant sights and sounds.

Employment opportunities are numerous. With such a diverse educational background, jobs may be found in operating rooms, labor and delivery, central sterile processing, surgical assisting and emergency departments. Surgical technologists may elect to join organ procurement teams, medical sales, cardiac cath labs or product research.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education programs.

Day Program – 3 Semesters

First Semester			Credits
AHS	102	Medical Terminology	3.0
BIO	210	Anatomy and Physiology I	4.0
SUR	101	Introduction to Surgical Technology	5.0
SUR	102	Applied Surgical Technology	5.0
SUR	103	Surgical Procedures I	4.0
Second Semester			
BIO	211	Anatomy and Physiology II	4.0
ENG	101	English Composition I	3.0
SUR	104	Surgical Procedures II	4.0
SUR	110	Introduction to Surgical Practicum	5.0
SUR	130	Biomedical Science for the Surgical Technologist	1.0
Summer Term			
SUR	114	Surgical Specialty Practicum	7.0
SUR	120	Surgical Seminar	2.0
		Total Credit Hours	**47.0**

General Health Science Certificate

The general health science certificate offers students awaiting program entry a sequence of courses that meet the general education requirements of health science programs. Other courses may be recommended by students' advisors to strengthen the academic skills needed to successfully complete the course requirements of their chosen health science programs.

Day or Evening Program – 2 Semesters

First Semester			Credits
AHS	102	Medical Terminology	3.0
BIO	210	Anatomy and Physiology I	4.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
Second Semester			
BIO	211	Anatomy and Physiology II	4.0
PSY	201	General Psychology	3.0
Elective*			2/3.0
Elective*			3.0
		Total Credit Hours	**25/26.0**

*Recommended Electives

AHS	110	Patient Care	2.0
AHS	205	Ethics & Law for Allied Health Professionals	3.0
COL	103	College Skills	3.0
ENG	102	English Composition II	3.0
MAT	102	Intermediate Algebra	3.0
MAT	120	Probability and Statistics	3.0
SPC	205	Public Speaking	3.0

Medical Assisting Diploma

The medical assisting program prepares a multi-skilled graduate to function in clinical and administrative areas of the physician's office and ambulatory care centers. Medical assistants work under the supervision of a physician and are competent both in administrative and clinical procedures. Medical assisting is an exciting and rapidly-expanding health care profession.

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 trust worthy with confidential information.

Medical Assisting graduates may earn the CMA (Certified Medical Assistant) credentials by passing the National Certifying examination. Felons are not eligible to take this examination unless a waiver is granted by the AAMA (American Association of Medical Assistants). The Medical Assisting diploma is accredited by the Commission on Accreditation of Allied Health Education programs. Students enrolled in this program must be enrolled on a full-time basis.

Day Program – 3 Semesters

Fall Semester			**Credits**
AHS	102	Medical Terminology	3.0
BIO	210	Anatomy and Physiology I	4.0
CPT	101	Introduction to Computers	3.0
MED	102	Introduction to the Medical Assisting Profession	2.0
MED	118	Pharmacology for the Medical Assistant	4.0
MED	131	Administrative Skills of the Medical Office I	2.0
Spring Semester			
AHS	106	Cardiopulmonary Resuscitation	1.0
BIO	211	Anatomy and Physiology II	4.0
ENG	101	English Composition I	3.0
MED	107	Medical Office Management	4.0
MED	114	Medical Assisting Clinical Procedures	4.0
MED	115	Medical Office Lab Procedures I	4.0
Summer Term			
MED	108	Common Diseases of the Medical Office	3.0
MED	117	Clinical Practice	5.0
MED	132	Administrative Skills of the Medical Office II	3.0
PSY	201	General Psychology	3.0
		Total Credit Hours	**52.0**

*Medical Laboratory Technology Certificate

Piedmont Technical College offers the first year (Phase I) of the Associate's Degree Medical Laboratory Technology program through an articulation agreement with Greenville Technical College. The student receives a certificate from Piedmont Technical College for the completion of the general education courses of Phase I.

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

Day or Evening Program – 3 Semesters

First Semester			**Credits**
BIO	210	Anatomy and Physiology I	4.0
ENG	101	English Composition I	3.0
CHM	110	College Chemistry I	4.0
MAT	110	College Algebra or MAT 120 Probability & Statistics	3.0
Second Semester			
BIO	211	Anatomy and Physiology II	4.0
CHM	111	College Chemistry II	4.0
*BIO	225	Microbiology	4.0
SPC	205	Public Speaking	3.0
Summer Term			
CPT	101	Introduction to Computers	3.0
PSY	201	General Psychology	3.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**38.0**

**Course work may be taken day or evening with the exception of BIO 225, which is available only in the evening.*

Occupational Therapy Assistant Certificate

Piedmont Technical College offers the first year (Phase I) of the Associate's Degree Occupational Therapy Assistant program through an articulation agreement with Greenville Technical College. The student receives a certificate from Piedmont Technical College for the completion of the general education courses of Phase I. The OTA student must attend a Career Talk at Greenville Tech. The OTA student must complete 20 observation hours during Phase I. Phase II covers Occupational Therapy Assistant content and can be taken only on the Greenville Technical College campus.

Day Program – 2 Semesters

First Semester			**Credits**
BIO	210	Anatomy and Physiology I	4.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
PSY	201	General Psychology	3.0
Elective		PHI 105 Introduction to Logic **or** PHI 110 Ethics **or** SPA 101 Elementary Spanish	3.0 4.0
Second Semester			
AHS	102	Medical Terminology	3.0
BIO	211	Anatomy and Physiology II	4.0
ENG	102	English Composition II	3.0
MAT	110	College Algebra **or** MAT 120 Probability and Statistics	3.0
PSY	212	Abnormal Psychology	3.0
SPC	205	Public Speaking	3.0
		Total Credit Hours	**35.0 or 36.0**

Health Information Management Technology Certificate

Piedmont Technical College offers the majority of the first year (Phase I) of the Associate's Degree Health Information Management program through an articulation agreement with Greenville Technical College. The student receives a certificate from Piedmont Technical College for the completion of the general education courses of Phase I. The student must attend a Career Talk at Greenville Tech. The HIM student must complete 16 observation hours under the supervision of an RHIT or RHIA professional. Upon completion of Phase I courses,

the student is eligible to apply to Greenville Technical College for Phase II courses. AHS 147 Clinical Pharmacology is a Phase I course that must be taken at Greenville Technical College. Phase II covers Health Information Management content and must be taken on the Greenville Technical College Greer campus.

Day Program – 2 Semesters

First Semester			**Credits**
AHS	102	Medical Terminology	3.0
BIO	210	Anatomy and Physiology I	4.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I	3.0
MAT	120	Probability and Statistics **or** MAT 110 College Algebra	3.0

Second Semester			
BIO	211	Anatomy and Physiology II	4.0
ENG	102	English Composition II	3.0
PSY	201	General Psychology	3.0
SPC	205	Public Speaking	3.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**32.0**

Physical Therapy Assistant Certificate

Piedmont Technical College offers the first year (Phase I) of the Associate's Degree Physical Therapy Assistant program through an articulation agreement with Greenville Technical College. The student receives a certificate from Piedmont Technical College for the completion of the general education courses of Phase I. The PTA student must attend a Career Talk at Greenville Tech. The PTA student must complete 20 observation hours during Phase I. Phase II covers Physical Therapy Assistant content and can be taken only on the Greenville Technical College campus.

Day Program – 3 Semesters

First Semester			**Credits**
ENG	101	English Composition I	3.0
MAT	110	College Algebra **or** MAT 120 Probability and Statistics	3.0
PSY	201	General Psychology	3.0

Second Semester			
BIO	210	Anatomy and Physiology I	4.0
CPT	101	Introduction to Computers	3.0
ENG	102	English Composition II	3.0
PSY	203	Human Growth and Development	3.0
SPA	101	Elementary Spanish	4.0

Summer Term			
AHS	102	Medical Terminology	3.0
BIO	211	Anatomy and Physiology II	4.0
SPC	205	Public Speaking	3.0
		Total Credit Hours	**36.0**

Dental Hygiene Certificate

Piedmont Technical College offers the majority of the first year (Phase I) of the Associate's Degree Dental Hygiene program through an articulation agreement with Greenville Technical College. The student receives a certificate from Piedmont Technical College for the completion of the general education courses of Phase I. CHM 105 (General Organic and Biochemistry) and BIO 240 (Nutrition) are Phase I courses that must be taken at Greenville Technical College in the third semester. Phase II covers dental hygiene content and can be taken only on the Greenville Technical College campus. It is recommended that the student complete more than 15 volunteer hours in a dental office.

Day Program – 2 Semesters

First Semester			**Credits**
BIO	115	Basic Microbiology	3.0
BIO	210	Anatomy and Physiology I	4.0
ENG	101	English Composition I	3.0
PSY	201	General Psychology	3.0

Second Semester			
BIO	211	Anatomy and Physiology II	4.0
CPT	101	Introduction to Computers	3.0
MAT	120	Probability and Statistics	3.0
SPC	205	Public Speaking	3.0

Third Semester			
AHS	102	Medical Terminology	3.0
PHI	110	Ethics	3.0
		Total Credit Hours	**32.0**

Phlebotomy Technician Certificate

This certificate program provides students with the basic skills necessary for the collection of laboratory blood specimens.

Day Program – 1 Semester

First Semester			**Credits**
AHS	102	Medical Terminology	3.0
AHS	106	Cardiopulmonary Resuscitation	1.0
AHS	143	Phlebotomy Skills	6.0
AHS	205	Ethics and Law for Allied Health Professions	3.0
CPT	101	Introduction to Computers	3.0
		Total Credit Hours	**16.0**

Certified Nursing Assistant Certificate

The Certified Nursing Assistant certificate curriculum is designed to prepare the qualified nursing assistant student to matriculate into the PN program. Eligibility for this nursing track includes meeting college requirements, completing required prerequisites and completing general education course requirements with a grade of "C" or better. A cumulative GPA of 2.5 is required to enter the PN track.

The Certified Nursing Assistant curriculum combines classroom instruction, laboratory experience and clinical practice to assure that students obtain the most current knowledge and skills needed to function in a CNA and pre-nursing role.

Day Program – 2 Semesters

First Semester			**Credits**
AHS	117	The Care of Patients	4.0
BIO	210	Anatomy and Physiology I	4.0
ENG	101	English Composition I	3.0
MAT	102	Intermediate Algebra	3.0
Second Semester			
AHS	102	Medical Terminology	3.0
CPT	101	Introduction to Computers	3.0
PNR	175	Practical Nursing Skills	4.0
PSY	201	General Psychology	3.0
		Total Credit Hours	**27.0**

Medical Coding/Billing Certificate

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

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

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

Day Program – 3 Semesters

First Semester			**Credits**
AHS	102	Medical Terminology	3.0
AHS	116	Patient Care Technician	3.0
AHS	171	Introduction to Medical Coding	4.0
CPT	101	Introduction to Computers	3.0
Second Semester			
AHS	106	Cardiopulmonary Resuscitation	1.0
AHS	172	Medical Coding and Classification	5.0
AHS	173	Medical Coding Special Topics	2.0
AHS	174	Medical Coding Praticum	3.0
		Total Credit Hours	**24.0**

PUBLIC SERVICE CURRICULA

A wide variety of career opportunities is offered to the graduate with an associate's degree in Public Service. Students can major in Criminal Justice, Human Services or Early Care and Education. Students majoring in Criminal Justice may choose to receive training in the areas of law enforcement or institutional corrections. Students majoring in Human Services may choose to receive training in the areas of preschool education, services for the elderly, education for the mentally retarded, rehabilitative services for the mentally ill, public assistance or other related fields. A transfer possibility is also open to students who wish to continue their education at four-year colleges and universities.

Associate in Public Service
Major in Criminal Justice

The Criminal Justice associate's degree program has been designed to provide professionally-educated and competent criminal justice practitioners. Generally, three groups of students are served: those who plan to seek employment in public or private agencies immediately upon completion of the two-year degree; those who are already employed in the system and have a desire for further education to qualify for professional advancement; and those who intend to pursue advanced studies in criminal justice, criminology or sociology at four-year institutions.

Experiences in the classroom, internships and simulated situations provide the student with the basis for an understanding of the laws and procedures required of law enforcement agencies, courts and correctional institutions.

An agreement with the South Carolina Criminal Justice Academy allows transfer of credits between the two institutions. For specific information about the transfer agreement, contact Criminal Justice advisors.

Day Program – 5 Semesters

First Semester			**Credits**
CRJ	101	Introduction to Criminal Justice	3.0
CRJ	120	Constitutional Law	3.0
ENG	165	Professional Communications **or** ENG 101 English Composition I	3.0
MAT	160	Mathematics for Business & Finance	3.0
SOC	101	Introduction to Sociology	3.0

Second Semester			
CRJ	130	Police Administration	3.0
ENG	101	English Composition I **or** ENG 102 English Composition II	3.0
PSC	201	American Government	3.0
PSY	201	General Psychology	3.0
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0

Summer Term			
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0

Third Semester			
CPT	101	Introduction to Computers	3.0
CRJ	236	Criminal Evidence	3.0
CRJ	242	Correctional Systems	3.0
SOC	210	Juvenile Delinquency	3.0
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0

Fourth Semester			
CRJ	115	Criminal Law I	3.0
CRJ	125	Criminology	3.0
CRJ	244	Probation, Pardon and Parole	3.0
ECO	101	Basic Economics **or** ECO 210 Macroeconomics **or** ECO 211 Microeconomics	3.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**66.0**

Evening Program – 5 Semesters

First Semester			**Credits**
CPT	101	Introduction to Computers	3.0
CRJ	242	Correctional Systems	3.0
PSC	201	American Government	3.0
SOC	210	Juvenile Delinquency	3.0
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0

Second Semester			
CRJ	115	Criminal Law I	3.0
CRJ	125	Criminology	3.0
CRJ	244	Probation, Pardon and Parole	3.0
ECO	101	Basic Economics **or** ECO 210 Macroeconomics **or** ECO 211 Microeconomics	3.0
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0

Summer Term			
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0
Elective		(Humanities/Fine Arts)	3.0

Third Semester			
CRJ	101	Introduction to Criminal Justice	3.0
CRJ	120	Constitutional Law	3.0
CRJ	236	Criminal Evidence	3.0
ENG	165	Professional Communications **or** ENG 101 English Composition I	3.0
MAT	160	Math for Business and Finance	3.0

Fourth Semester			
CRJ	130	Police Administration	3.0
ENG	101	English Composition I **or** ENG 102 English Composition II	3.0
PSY	201	General Psychology I	3.0
SOC	101	Introduction to Sociology	3.0
		Total Credit Hours	**66.0**

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

Students must choose **15** hours from the following list of courses

AHS	109	Personal and Community Health	3.0
CRJ	110	Police Patrol	3.0
CRJ	116	Criminal Law II	3.0
CRJ	224	Police Community Relations	3.0
CRJ	230	Criminal Investigation I	3.0
CRJ	231	Criminal Investigation II	3.0
CRJ	246	Special Problems in Criminal Justice	3.0
CRJ	250	Criminal Justice Internship I	3.0
CRJ	251	Criminal Justice Internship II	3.0
HUS	101	Introduction to Human Services	3.0
HUS	204	Introduction to Social Work	3.0
SOC	102	Marriage and the Family	3.0
SOC	205	Social Problems	3.0

or any CRJ, PSY, SOC, HUS or ECD course

Associate in Public Service
Major in Human Services

One of the helping professions, Human Services prepares individuals to work in a variety of service delivery agencies. Instruction in behavior modification, counseling techniques, interviewing and human growth and development is put to practical use in field placement positions.

While on field placement, students work in area human service agencies to gain on-the-job experience under the supervision of professionals employed in those agencies. With a comprehensive understanding of normal systems and intervention techniques, the student is trained to become a positive force in the lives of clients as well as the community at large.

During their second year of study, students are encouraged to define their employment goals by choosing from the approved electives and field placement sites. For example, students interested in working with elderly clients would choose approved elective courses in gerontology, activity therapy and social problems to augment training in nursing homes and senior citizen centers, and students interested in employment in mental health would choose the appropriate approved electives.

Day Program – 5 Semesters

First Semester			Credits
ENG	165	Professional Communications **or** ENG 101 English Composition I	3.0
HUS	101	Introduction to Human Services	3.0
MAT	160	Math for Business & Finance	3.0
PSY	105	Personal/Interpersonal Psychology	3.0
PSY	201	General Psychology	3.0

Second Semester

CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I **or** ENG 102 English Composition II	3.0
PSY	203	Human Growth and Development	3.0
SOC	101	Introduction to Sociology	3.0
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0

Summer Term

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

Third Semester

HUS	150	Supervised Field Placement I	3.0
PSY	218	Behavior Modification	3.0
PSY	230	Interviewing Techniques	3.0
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0
Elective		(Humanities/Fine Arts)	3.0

Fourth Semester

HUS	151	Supervised Field Placement II	3.0
PSY	231	Counseling Techniques	3.0
PSY	235	Group Dynamics	3.0
Elective			3.0
Elective			3.0

Total Credit Hours **66.0**

Evening Program – 9 Semesters

First Semester			Credits
ENG	165	Professional Communications **or** ENG 101 English Composition I	3.0
HUS	101	Introduction to Human Services	3.0
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0

Second Semester

ENG	101	English Composition I **or** ENG 102 English Composition II	3.0
PSY	105	Personal/Interpersonal Psychology	3.0
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0

Summer Term

SOC	101	Introduction to Sociology	3.0
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0

Third Semester

MAT	160	Math for Business & Finance	3.0
PSY	201	General Psychology	3.0
PSY	230	Interviewing Techniques	3.0

Fourth Semester

PSY	203	Human Growth and Development	3.0
PSY	231	Counseling Techniques	3.0

Summer Term

CPT	101	Introduction to Computers	3.0
Elective		(CRJ, ECD, HUS, PSY or SOC)	3.0

Fifth Semester

HUS	150	Supervised Field Placement I	3.0
PSY	218	Behavior Modification	3.0

Sixth Semester

HUS	151	Supervised Field Placement II	3.0
PSY	235	Group Dynamics	3.0
Elective		(Humanities/Fine Arts)	3.0

Summer Term

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

Total Credit Hours **66.0**

Suggested Electives: Students must select at least 12 hours from the following:

HUS	134	Activity Therapy	3.0
HUS	204	Introduction to Social Work	3.0
HUS	208	Alcohol and Drug Abuse	3.0
HUS	209	Case Management	3.0
PSY	208	Human Sexuality	3.0
PSY	210	Educational Psychology	3.0
PSY	212	Abnormal Psychology	3.0
PSY	215	Psychology of the Mental Retarded	3.0
SOC	102	Marriage and the Family	3.0
SOC	205	Social Problems	3.0
SOC	210	Juvenile Delinquency	3.0
SOC	220	Sociology of the Family	3.0
SOC	230	Introduction to Gerontology	3.0
SOC	235	Thanatology	3.0
SOC	240	Service Learning	3.0

Major in Human Services
Instructional Assistant Course Work

The Instructional Assistant program is designed to prepare students for the position of teacher's aide. This program will provide students with the skills to work in the school setting with a variety of students, capabilities and family dynamics. Graduates of the program will receive an associate's degree in Human Services. It is a South Carolina requirement that teachers' aides possess two-year college degrees.

Day Program – 5 Semesters

First Semester			Credits
ENG	165	Professional Communications **or** ENG 101 English Composition I	3.0
MAT	160	Math for Business & Finance **or** MAT 155 Contemporary Mathematics	3.0
PSY	201	General Psychology	3.0
HUS	101	Introduction to Human Services	3.0
PSY	105	Personal/Interpersonal Psychology	3.0

Second Semester

ENG	101	English Composition I **or** ENG 102 English Composition II	3.0
SOC	101	Introduction to Sociology	3.0
SPC	205	Public Speaking	3.0
PSY	203	Human Growth and Development	3.0
CPT	101	Introduction to Computers	3.0

Summer Term

PSY	210	Educational Psychology	3.0
SOC	220	Sociology of the Family	3.0

Third Semester

HUS	150	Supervised Field Placement I	3.0
PSY	212	Abnormal Psychology	3.0
PSY	215	Psychology of the Mentally Retarded	3.0
PSY	218	Behavior Modification	3.0
PSY	230	Interviewing Techniques	3.0

Fourth Semester

HUS	151	Supervised Field Placement II	3.0
HUS	134	Activity Therapy	3.0
MUS	105	Music Appreciation **or** ART 101 Art History and Appreciation **or** SPA 101 Elementary Spanish I	3.0 or 4.0
PSY	231	Counseling Techniques	3.0
PSY	235	Group Dynamics	3.0
		Total Credit Hours	**66.0 or 67.0**

Evening Program – 9 Semesters

First Semester			Credits
ENG	165	Professional Communications **or** ENG 101 English Composition I	3.0
HUS	101	Introduction to Human Services	3.0
HUS	134	Activity Therapy	3.0

Second Semester

ENG	101	English Composition I **or** ENG 102 English Composition II	3.0
PSY	105	Personal/Interpersonal Psychology	3.0
SOC	220	Sociology of the Family	3.0

Summer Term

PSY	201	General Psychology	3.0
SOC	101	Introduction to Sociology	3.0

Third Semester

MAT	160	Math for Business & Finance **or** MAT 155 Contemporary Mathematics	3.0
PSY	215	Psychology of the Mentally Retarded	3.0
PSY	230	Interviewing Techniques	3.0

Fourth Semester

PSY	203	Human Growth and Development	3.0
PSY	231	Counseling Techniques	3.0

Summer Term

CPT	101	Introduction to Computers	3.0
PSY	210	Educational Psychology	3.0

Fifth Semester

HUS	150	Supervised Field Placement I	3.0
PSY	218	Behavior Modification	3.0

Sixth Semester

HUS	151	Supervised Field Placement II	3.0
PSY	212	Abnormal Psychology	3.0
PSY	235	Group Dynamics	3.0

Summer Term

MUS	105	Music Appreciation **or** ART 101 Art History and Appreciation **or** SPA 101 Elementary Spanish I	3.0 or 4.0
SPC	205	Speech	3.0
		Total Credit Hours	**66.0 or 67.0**

**FasTrack Programs

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them to become better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

**Special Needs and Disabilities Assistant Certificate

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

			Credits
PSY	215	Psychology of the Mentally Retarded	3.0
PSY	218	Behavior Modification	3.0
PSY	235	Group Dynamics	3.0
HUS	209	Case Management	3.0
		Total Credit Hours	**12.0**

Associate in Public Service
Major in Early Care and Education

The associate's degree in Public Service with a major in Early Care and Education offers students a comprehensive understanding of the skills and responsibilities of persons employed in the early childhood profession. Students enrolled in this program will become knowledgeable of the needs and social, emotional and mental development of young children and receive the necessary training to implement quality preschool programming.

This degree will enhance the skills of the person already employed in a childcare setting and prepare those who plan to enter the field. The course work includes knowledge of early childhood development, teaching methods, developmentally-appropriate curricula, safety and first aid, discipline techniques and methods of implementing effective parent involvement activities. Additional studies include areas of management, special needs, family/community relations, language arts, science, math and creative activities. Graduates of this program are prepared for employment at the associate's degree level in early childhood settings that serve children aged birth through eight and their families. The Early Care and Education degree courses do not meet course requirements leading to teacher licensure or certification in the state of South Carolina.

Day Program – 5 Semesters

First Semester			Credits
CPT	101	Introduction to Computers	3.0
ECD	101	Introduction to Early Childhood	3.0
ECD	102	Growth and Development I	3.0
ECD	135	Health, Safety and Nutrition	3.0
ENG	101	English Composition I	3.0

Second Semester

ECD	105	Guidance-Classroom Management	3.0
ECD	131	Language Arts	3.0
ECD	132	Creative Experiences	3.0
MAT	155	Contemporary Mathematics	3.0
PSY	201	General Psychology	3.0

Summer Term

ECD	107	Exceptional Children	3.0
ECD	133	Science and Math Concepts	3.0
ECD	203	Growth and Development II	3.0

Third Semester

ECD	108	Family and Community Relations	3.0
ECD	200	Curriculum Issues in Infant and Toddler Development	3.0
ECD	237	Methods and Materials	3.0
Elective (Humanities/Fine Arts)			3.0

Fourth Semester

ECD	243	Supervised Field Experience I	3.0
SPC	205	Public Speaking	3.0
Elective*			3.0
Elective*			3.0
		Total Credit Hours	**63.0**

*Choose from the following electives:

COL	103	College Skills	3.0
ENG	102	English Composition II	3.0
HUS	101	Introduction to Human Services	3.0
PSY	218	Behavior Modification	3.0
PSY	230	Interviewing Techniques	3.0

Evening Program – 9 Semesters

First Semester			Credits
ECD	101	Introduction to Early Childhood	3.0
ECD	102	Growth and Development I	3.0
ENG	101	English Composition I	3.0

Second Semester

CPT	101	Introduction to Computers	3.0
ECD	135	Health, Safety and Nutrition	3.0

Summer Term

ECD	105	Guidance-Classroom Management	3.0
SPC	205	Public Speaking	3.0

Third Semester

ECD	131	Language Arts	3.0
ECD	132	Creative Experiences	3.0
MAT	155	Contemporary Mathematics	3.0

Fourth Semester

ECD	203	Growth and Development II	3.0
PSY	201	General Psychology	3.0

Summer Term

ECD	107	Exceptional Children	3.0
ECD	133	Science and Math Concepts	3.0

Fifth Semester

ECD	108	Family and Community Relations	3.0
ECD	200	Curriculum Issues in Infant and Toddler Development	3.0
Elective*			3.0

Sixth Semester

ECD	237	Methods and Materials	3.0
ECD	243	Supervised Field Experience I	3.0

Summer Term

Elective	3.0
Elective (Humanities/Fine Arts)	3.0

Total Credit Hours **63.0**

*Choose from the following electives:

COL	103	College Skills	3.0
ENG	102	English Composition II	3.0
HUS	101	Introduction to Human Services	3.0
PSY	218	Behavior Modification	3.0
PSY	230	Interviewing Techniques	3.0

Early Childhood Development Certificate

Students in Early Childhood Development receive a comprehensive understanding of the needs of young children and are trained to implement quality preschool programming. They will learn growth and development principles, teaching methods, understanding and working with special needs children, safety, first aid, CPR training, discipline techniques and methods for working effectively with parents. Students prepare for the job market by participating in developmentally-appropriate practices in language arts, creative experiences, math and science concepts. Students may choose either day or evening courses.

Day Program – 3 Semesters

First Semester			**Credits**
ECD	101	Introduction to Early Childhood	3.0
ECD	102	Growth and Development I	3.0
ECD	135	Health, Safety and Nutrition	3.0

Second Semester

ECD	105	Guidance-Classroom Management	3.0
ECD	131	Language Arts	3.0
ECD	132	Creative Experiences	3.0

Summer Term

ECD	203	Growth and Development II	3.0
ECD	107	Exceptional Children	3.0
ECD	133	Science and Math Concepts	3.0

Total Credit Hours **27.0**

Evening Program – 4 Semesters

First Semester			**Credits**
ECD	101	Introduction to Early Childhood	3.0
ECD	102	Growth and Development I	3.0

Second Semester

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

Summer Term

ECD	105	Guidance-Classroom Management	3.0
ECD	107	Exceptional Children	3.0
ECD	133	Science and Math Concepts	3.0

Third Semester

ECD	131	Language Arts	3.0
ECD	132	Creative Experiences	3.0

Total Credit Hours **27.0**

**FasTrack Programs

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them to become better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

***Daycare Assistant Certificate*

This certificate program is designed to provide basic skills for daycare assistants.

			Credits
ECD	101	Introduction to Early Childhood	3.0
ECD	102	Growth and Development I	3.0
ECD	135	Health, Safety and Nutrition	3.0
ECD	203	Growth and Development II	3.0

Total Credit Hours **12.0**

ENGINEERING TECHNOLOGY CURRICULA

A wide variety of career opportunities is offered to the graduate with an associate's degree in Engineering Technology. Engineering Technology students can choose from four different majors. These are Electronic Engineering Technology, Engineering Graphics Technology, General Engineering Technology and Mechanical Engineering Technology. Each of these programs produces technicians who are well prepared to enter the job market in their chosen fields.

Technology Gateway

The Engineering Technology division offers a one-semester block of bridge courses called the Technology Gateway. Technology Gateway is designed to prepare students for success in engineering technology and/or to help students acquire more skills in mathematics, science and communications when college placement requirements indicate these areas need strengthening before entering the college's core engineering technology programs. Technology Gateway is an integrated, problem-based course of study that models the work place through the use of industry-type problems and student and faculty teams. In some cases, students may take the Technology Gateway courses for dual credit at area career/vocational centers or high schools (Guidance counselors at these schools can provide information on this opportunity.)

Associate in Engineering Technology
Major in
Electronic Engineering Technology

With electronic and computer circuits now being used in everything from the most complex industrial equipment to the simplest of household appliances, the engineering technician in this field is prepared to work in an extremely wide variety of businesses and industries.

Skilled in the operation, troubleshooting, calibration and repair of electronic instruments and systems found in process control, communications, computers, manufacturing, programmable logic controllers and microprocessors, the graduate is not limited to one specific area of employment. Practical, hands-on experience on sophisticated electronic equipment provides the student with the skills necessary to assist in the basic design, construction, analysis, modification, inspection and calibration of electronic circuits and systems.

Accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, M.D. 71202, this program offers a comprehensive introduction both to the theoretical principles governing electronic systems and the practical application of those principles.

Day Program – 5 Semesters

First Semester			Credits
EET	111	D.C. Circuits	4.0
EGR	113	Visual and Graphic Programming	3.0
EGR	181	Integrated Technology I	1.0
ENG	181	Integrated Communications I	3.0
MAT	181	Integrated Mathematics I	3.0
PHY	181	Integrated Physics I	3.0

Second Semester

EET	112	A.C. Circuits	4.0
EET	131	Active Devices	4.0
EGR	182	Integrated Technology II	1.0
ENG	182	Integrated Communications II	3.0
MAT	182	Integrated Mathematics II	3.0
PHY	182	Integrated Physics II	3.0

Summer Term

EET	141	Electronic Circuits	4.0
EET	145	Digital Circuits	4.0
EGT	151	Introduction to CAD	3.0

Third Semester

EET	231	Industrial Electronics	4.0
EET	251	Microprocessor Fundamentals	4.0
EGR	183	Integrated Technology III	1.0
MAT	183	Integrated Mathematics III	3.0
PHY	183	Integrated Physics III	3.0

Fourth Semester

EET	233	Control Systems	4.0
EET	235	Programmable Controllers	3.0
EET	243	Data Communications	3.0
EET	273	Electronics Senior Project	1.0
PSY	103	Human Relations	3.0
Elective Humanities/Fine Arts			3.0
		Total Credit Hours	**78.0**

Evening Program – 8 Semesters

First Semester			Credits
EET	111	D.C. Circuits	4.0
EGR	113	Visual and Graphic Programming	3.0
EGR	181	Integrated Technology I	1.0
MAT	181	Integrated Mathematics I	3.0

Second Semester

EET	112	A.C. Circuits	4.0
EGR	182	Integrated Technology II	1.0
MAT	182	Integrated Mathematics II	3.0

Summer Term

EET	145	Digital Circuits	4.0
EGR	183	Integrated Technology III	1.0
MAT	183	Integrated Mathematics III	3.0

Third Semester

EET	251	Microprocessor Fundamentals	4.0
ENG	181	Integrated Communications I	3.0
PHY	181	Integrated Physics I	3.0
PSY	103	Human Relations	3.0

Fourth Semester

EET	131	Active Devices	4.0
ENG	182	Integrated Communications II	3.0
PHY	182	Integrated Physics II	3.0

Summer Term

EET	141	Electronic Circuits	4.0
PHY	183	Integrated Physics III	3.0

Fifth Semester

EET	233	Control Systems	4.0
EET	243	Data Communications	3.0
EGT	151	Introduction to CAD	3.0

Sixth Semester

Elective		Humanities/Fine Arts	3.0
EET	231	Industrial Electronics	4.0
EET	235	Programmable Controllers	3.0
EET	273	Electronics Senior Project	1.0

Total Credit Hours **78.0**

Associate in Engineering Technology

Major in Engineering Graphics Technology

(With Computer-Aided Drafting)

All phases of manufacturing or construction require the conversion of new ideas and design concepts into the basic line language of Computer-aided drafting (CAD). Therefore, there are many areas (civil, mechanical, electrical, architectural and industrial) in which the skills of the CAD technicians play major roles in the design and development of new products or construction.

Students prepare for actual work situations through practical training in a new state-of-the-art computer designed CAD laboratory using AutoCAD and other advanced CAD software.

Specific skills mastered by Engineering Graphics Technology majors include the production of mechanical, architectural, electrical and civil drawings both with traditional drafting machines and state-of-the-art computer-aided drafting CAD systems, the selection and design of architectural and mechanical systems and the basic techniques of land surveying. The senior year includes advanced CAD techniques using solid modeling, wire frame and assembly techniques.

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

Day Program – 5 Semesters

First Semester			**Credits**
EGR	181	Integrated Technology I	1.0
EGT	110	Engineering Graphics I	4.0
EGT	151	Introduction to CAD	3.0
ENG	181	Integrated Communications I	3.0
MAT	181	Integrated Mathematics I	3.0
PHY	181	Integrated Physics I	3.0

Second Semester

EGR	182	Integrated Technology II	1.0
EGT	115	Engineering Graphics II	4.0
EGT	125	Descriptive Geometry	2.0
ENG	182	Integrated Communications II	3.0
MAT	182	Integrated Mathematics II	3.0
PHY	182	Integrated Physics II	3.0

Summer Term

CET	105	Surveying	3.0
EGR	113	Visual and Graphic Programming	3.0
EGT	155	Intermediate CAD	2.0
PSY	103	Human Relations **or** PSY 201 General Psychology	3.0

Third Semester

EGR	175	Manufacturing Processes	3.0
EGR	183	Integrated Technology III	1.0
EGT	225	Architectural Drawing Applications	4.0
EGT	251	Principles of CAD	3.0
MAT	183	Integrated Mathematics III	3.0
PHY	183	Integrated Physics III	3.0

Fourth Semester

EGR	170	Engineering Materials	3.0
EGR	194	Statics and Strength of Materials	4.0
EGT	215	Mechanical Drawing Applications	4.0
EGT	252	Advanced CAD	3.0
Elective		Humanities/Fine Arts	3.0

Total Credit Hours **78.0**

Evening Program – 8 Semesters

First Semester			**Credits**
EGR	181	Integrated Technology I	1.0
EGT	110	Engineering Graphics I	4.0
EGT	151	Introduction to CAD	3.0
MAT	181	Integrated Mathematics I	3.0

Second Semester

EGR	182	Integrated Technology II	1.0
EGT	115	Engineering Graphics II	4.0
EGT	125	Descriptive Geometry	2.0
MAT	182	Integrated Mathematics II	3.0

Summer Term

EGR	113	Visual and Basic Programming	3.0
EGR	183	Integrated Technology III	1.0
MAT	183	Integrated Mathematics III	3.0

Third Semester

EGT	155	Intermediate CAD	2.0
EGT	251	Principles of CAD	3.0
ENG	181	Integrated Communications I	3.0
PHY	181	Integrated Physics I	3.0

Fourth Semester

EGR	175	Manufacturing Processes	3.0
ENG	182	Integrated Communications II	3.0
PHY	182	Integrated Physics II	3.0
Elective		Humanities/Fine Arts	3.0

Summer Term

CET	105	Surveying I	3.0
EGT	252	Advanced CAD	3.0
PHY	183	Integrated Physics III	3.0

Fifth Semester

EGR	194	Statics and Strength of Materials	4.0
EGT	225	Architectural Drawing Applications	4.0
PSY	103	Human Relations **or**	
		PSY 201 General Psychology	3.0

Sixth Semester

EGR	170	Engineering Materials	3.0
EGT	215	Mechanical Drawing Applications	4.0
		Total Credit Hours	**78.0**

Associate in Engineering Technology
Major in General Engineering Technology

The broad flexibility built into this program allows students to gain a comprehensive background in instrumentation, electronics, programmable logic controllers, computers, calibration systems, Auto-CAD and manufacturing systems. This technician is truly equipped to work in any environment, from the most complex manufacturing industrial plants to small local businesses.

Utilizing the most modern and sophisticated instrumentation and calibration laboratory, the student will be equipped to troubleshoot, maintain, operate, calibrate and repair process control equipment, computers, manufacturing systems and industrial equipment of a wide variety. A graduate of this program will be thoroughly knowledgeable about metrology, ISO-9000 standards, NIST and the quality control necessary to maintain certification by the manufacturing industries. Statistical process control and the technology to implement the necessary process control and instrumentation are fundamental to this program.

Day Program – 5 Semesters

First Semester			**Credits**
EET	111	DC Circuits	4.0
EGR	113	Visual and Graphic Programming	3.0
EGR	181	Integrated Technology I	1.0
ENG	181	Integrated Communications I	3.0
MAT	181	Integrated Mathematics I	3.0
PHY	181	Integrated Physics I	3.0

Second Semester

EET	112	AC Circuits	4.0
EET	131	Active Devices	4.0
ENG	182	Integrated Communications II	3.0
EGR	182	Integrated Technology II	1.0
MAT	182	Integrated Mathematics II	3.0
PHY	182	Integrated Physics II	3.0

Summer Term

EET	145	Digital Circuits	4.0
EGT	151	Introduction to CAD	3.0
Elective Humanities/Fine Arts			3.0

Third Semester

AMT	102	Computer Controlled Machinery	4.0
EET	231	Industrial Electronics	4.0
EGR	183	Integrated Technology III	1.0
MAT	183	Integrated Mathematics III	3.0
PHY	183	Integrated Physics III	3.0

Fourth Semester

EET	235	Programmable Controllers	3.0
EGR	175	Manufacturing Processes	3.0
EGR	194	Statics and Strength of Material	4.0
MET	224	Hydraulics and Pneumatics	3.0
PSY	103	Human Relations **or**	
		PSY 201 General Psychology	3.0
		Total Credit Hours	**76.0**

Associate in Engineering Technology
Major in Mechanical Engineering Technology

The Mechanical Engineering Technology curriculum equips the graduate for performing a key role in the mechanical design process: installing, troubleshooting and repairing mechanical and electro-mechanical equipment; programming CNC machine tools, computers, programmable controllers and robots; and performing general maintenance functions.

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

Most industrial products are mechanical in nature, and almost nothing can be made without the use of machines and structures. There will always be a need for the Mechanical Engineering Technology specialist.

Day Program – 5 Semesters

First Semester			**Credits**
EGR	113	Visual and Graphic Programming	3.0
EGR	181	Integrated Technology I	1.0
EGT	110	Engineering Graphics I	4.0
ENG	181	Integrated Communications I	3.0
MAT	181	Integrated Mathematics I	3.0
PHY	181	Integrated Physics I	3.0

Second Semester

EGR	175	Manufacturing Processes	3.0
EGR	182	Integrated Technology II	1.0
EET	113	Electrical Circuits I	4.0
ENG	182	Integrated Communications II	3.0
MAT	182	Integrated Mathematics II	3.0
PHY	182	Integrated Physics II	3.0

Summer Term

AMT	102	Computer Controlled Machinery	4.0
EGR	170	Engineering Materials	3.0
EGT	151	Introduction to CAD	3.0
SOC	101	Introduction to Sociology	3.0

Third Semester

EGR	183	Integrated Technology III	1.0
EET	131	Active Devices**	4.0
MAT	183	Integrated Mathematics III	3.0

MET	213	Dynamics*	3.0
MET	224	Hydraulics and Pneumatics	3.0
PHY	183	Integrated Physics III	3.0

Fourth Semester

EGR	194	Statics and Strength of Materials	4.0
EET	231	Industrial Electronics**	4.0
MET	222	Thermodynamics*	4.0
MET	231	Machine Design	4.0
MET	240	Mechanical Senior Project	1.0
Elective		Humanities/Fine Arts	3.0

Total Credit Hours	* ME electives	**76.0**
Total Credit Hours	**EME electives	**77.0**

Evening Program – 8 Semesters

First Semester **Credits**

EGR	113	Visual and Graphic Programming	3.0
EGR	181	Integrated Technology I	1.0
EGT	110	Engineering Graphics I	4.0
MAT	181	Integrated Mathematics I	3.0

Second Semester

EET	113	Electrical Circuits I	4.0
EGR	175	Manufacturing Processes	3.0
EGR	182	Integrated Technology II	1.0
MAT	182	Integrated Mathematics II	3.0

Summer Term

EGR	183	Integrated Technology III	1.0
EGT	151	Introduction to CAD	3.0
MAT	183	Integrated Mathematics III	3.0

Third Semester

ENG	181	Integrated Communications I	3.0
PHY	181	Integrated Physics I	3.0
SOC	101	Introduction to Sociology	3.0

Fourth Semester

EGR	170	Engineering Materials	3.0
ENG	182	Integrated Communications II	3.0
PHY	182	Integrated Physics II	3.0

Summer Term

EET	131	Active Devices**	4.0
MET	213	Dynamics*	3.0
MET	224	Hydraulics and Pneumatics	3.0
PHY	183	Integrated Physics III	3.0

Fifth Semester

AMT	102	Computer Controlled Machinery	4.0
EGR	194	Statics and Strength of Materials	4.0

Sixth Semester

EET	231	Industrial Electronics**	4.0
MET	222	Thermodynamics *	4.0
MET	231	Machine Design	4.0
MET	240	Mechanical Senior Project	1.0
Elective		Humanities/Fine Arts	3.0

Total Credit Hours	*ME electives	**76.0**
Total Credit Hours	**EME electives	**77.0**

*Choose for Mechanical electives
**Choose for Electro-Mechanical electives

INDUSTRIAL TECHNOLOGY CURRICULA

Students enrolled in any of the Industrial Technology curricula will gain practical experience and technical knowledge. Well-equipped labs, broad-based programs and hands-on opportunities make the difference in their futures. Students can choose from six majors: Automotive Technology; Building Construction Technology; Heating, Ventilation and Air Conditioning Technology; Industrial Electronics Technology; Machine Tool Technology; and Welding.

Associate in Industrial Technology
Major in Automotive Technology

With concern for automotive efficiency and the costs of fuel, vehicle repairs and service growing yearly, the role of the automotive technician increases in importance. The student is trained to perform quality maintenance, diagnosis and repair of complex modern vehicles. Classrooms and shop areas are equipped with the latest tools and equipment for automotive diagnosis and repair.

Students will train in eight areas of automotive service: engine repair, engine performance, electrical and electronic systems, manual drive train and axles, automatic transmission/transaxles, suspension and steering systems, brakes and heating and air conditioning. Maintenance and repair experience will duplicate those skills needed upon employment. Upon completion of 80 credit hours, a graduate will be awarded an Associate's Degree in Industrial Technology.

Automotive Technology is accredited by the National Automotive Technicians Education Foundation.

NOTE: New students must obtain all tools on the list of required tools. See the automotive department head or an instructor to obtain the tool list. Educational discounts are available from participating vendors.

Day Program – 5 Semesters

First Semester			Credits
AUT	101	Engine Fundamentals	3.0
AUT	104	Engine Rebuilding	5.0
AUT	131	Electrical Systems	3.0
MAT	170	Algebra, Geometry & Trigonometry I	3.0
ENG	165	Professional Communications	3.0
Second Semester			
AUT	116	Manual Transmissions and Axles	4.0
AUT	152	Automatic Transmissions	4.0
AUT	251	Automatic Transmission Overhaul	5.0
Elective		Behavioral/Social Science	3.0
Summer Term			
AUT	112	Braking Systems	4.0
AUT	122	Suspension and Alignment	4.0
AUT	141	Introduction to Heating & Air Conditioning	4.0
Third Semester			
AUT	133	Electrical Fundamentals	3.0
AUT	145	Engine Performance	3.0
AUT	231	Automotive Electronics	4.0
AUT	247	Electronic Fuel Systems	4.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0
Fourth Semester			
AUT	143	Active Devices and Sensors	4.0
AUT	156	Automotive Diagnosis and Repair	4.0
AUT	232	Automotive Accessories	2.0
AUT	245	Advanced Engine Performance	5.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**80.0**

Evening Program – 8 Semesters

First Semester			Credits
AUT	101	Engine Fundamentals	3.0
AUT	104	Engine Rebuilding	5.0
AUT	131	Electrical Systems	3.0
Second Semester			
AUT	112	Braking Systems	4.0
AUT	122	Suspension and Alignment	4.0
AUT	141	Introduction to Heating & Air Conditioning	4.0
Summer Term			
AUT	152	Automatic Transmissions	4.0
AUT	133	Electrical Fundamentals	3.0
Third Semester			
AUT	116	Manual Transmissions and Axles	4.0
AUT	251	Automatic Transmission Overhaul	5.0
MAT	170	Algebra, Geometry & Trigonometry I	3.0
Fourth Semester			
AUT	231	Automotive Electronics	4.0
AUT	232	Automotive Accessories	2.0
AUT	247	Electronic Fuel Systems	4.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0
Summer Term			
AUT	143	Active Devices and Sensors	4.0
ENG	165	Professional Communications	3.0
Fifth Semester			
AUT	145	Engine Performance	3.0
AUT	156	Automotive Diagnosis and Repair	4.0
Elective		Social/Behavioral Science	3.0
Sixth Semester			
AUT	245	Advanced Engine Performance	5.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**80.0**

Auto Body Repair Certificate

This certificate program prepares graduates for employment as Auto Body Repair technicians. The curriculum covers such topics as unibody, structure repair, sheet metal repair, welding, spot painting, estimating and refinishing.

The Auto Body Repair program is a partnership between Piedmont Technical College and Greenville Technical College. Students can earn 15 credit hours at Piedmont Technical College. The remaining 17 credit hours are completed at Greenville Tech. After courses are completed at Greenville Tech, all credits are transferred back to Piedmont Tech, where students are awarded Auto Body Repair certificates.

Day or Evening Program – 2 Semesters

First Semester			**Credits**
ABR	101	Structural Repair I	5.0
ABR	102	MIG Welding	3.0
ABR	103	Sheet Metal Repair I	4.0
ABR	108	Refinishing I	3.0
Second Semester			
ABR	109	Accessories	3.0
ABR	111	Structural Repair II	5.0
ABR	113	Sheet Metal Repair II	4.0
ABR	118	Refinishing II	3.0
ABR	119	Estimating Repairs	2.0
		Total Credit Hours	**32.0**

***FasTrack Programs*

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them to become better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

***Transmission Specialist Certificate*

In this program, students will learn how to diagnose, remove and replace and rebuild automatic transmissions and transaxles. Students will also learn the proper procedures of diagnosing and replacing clutches and CV joints.

			Credits
AUT	116	Manual Transmission and Axle	4.0
AUT	152	Automatic Transmissions	4.0
AUT	251	Automatic Transmission Overhaul	5.0
		Total Credit Hours	**13.0**

***Undercar Specialist Certificate*

The purpose of this program is to provide the students with the knowledge to repair brakes and suspension and steering systems. Courses also covers wheel alignment angles and application of balancing and alignment equipment.

			Credits
AUT	112	Braking Systems	4.0
AUT	122	Suspension and Alignment	4.0
		Total Credit Hours	**8.0**

***Engine Specialist Certificate*

The Engine Specialist certificate is designed for students who wish to obtain entry-level positions in engine repair in a short period of time.

			Credits
AUT	101	Engine Fundamentals	3.0
AUT	104	Engine Rebuilding	5.0
AUT	131	Electrical Systems	3.0
		Total Credit Hours	**11.0**

Associate in Industrial Technology

Major in Building Construction Technology

Concerns about building costs, home maintenance and repair and energy-efficient dwellings has elevated job market demands for skilled construction workers in practically every area of the building industry. A comprehensive program that offers practical training in the entire range of residential and light commercial building techniques, Building Construction Technology puts classroom knowledge to work in hands-on projects both on the Piedmont campus and outside the college community. Students get practical training in estimating building costs, carpentry, cabinet making, residential wiring, blueprint reading, brick masonry, construction, building codes and safety. A good background in economics and communications combines with a high level of skills in building techniques to prepare graduates for general construction, specialty work or supervision of construction projects. Upon successful completion of 80 credit hours, a student will be awarded an associate's degree in Industrial Technology.

Day Program – 5 Semesters

First Semester			**Credits**
BCT	101	Introduction to Building Construction	5.0
BCT	113	Fundamentals of Construction Prints	4.0
BCT	142	Fundamentals of Construction Safety	4.0
ENG	165	Professional Communications	3.0
Second Semester			
BCT	102	Fundamentals of Building Construction	4.0
BCT	131	Estimating/Quantity Take-Off	2.0
BCT	138	Residential Wiring	5.0
BCT	212	Construction Methods and Design	3.0
MAT	170	Algebra, Geometry and Trigonometry I	3.0

Summer Term

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

Third Semester

BCT	202	Principles of Form Construction	4.0
BCT	221	Construction Building Code	3.0
BCT	231	Construction Labor and Expediting	3.0
MSY	101	Masonry Fundamentals l	5.0
SPC	205	Public Speaking	3.0

Fourth Semester

BCT	152	Residential Plumbing	5.0
BCT	209	Construction Project Management	3.0
BCT	222	License Preparation	3.0
ECO	101	Basic Economics	3.0
Elective		Humanities/Fine Arts	3.0

Total Credit Hours **80.0**

Carpentry Certificate

Day Program – 2 Semesters

First Semester			**Credits**
BCT	101	Introduction to Building Construction	5.0
BCT	113	Fundamentals of Construction Prints	4.0
BCT	142	Fundamentals of Construction Safety	4.0

Second Semester

BCT	102	Fundamentals of Building Construction	4.0
BCT	131	Estimating Quantity Take-Off	2.0
BCT	212	Construction Methods and Design	3.0
Elective			3.0

Total Credit Hours **25.0**

Construction Management Certificate

Day Program – 4 Semesters

First Semester			**Credits**
BCT	113	Fundamentals of Construction Prints	4.0
BCT	142	Fundamentals of Construction Safety	4.0

Second Semester

BCT	131	Estimating/Quantity Take-Off	2.0
BCT	212	Construction Methods and Design	3.0

Summer Term

BCT	221	Construction Building Code	3.0
BCT	231	Construction Labor and Expediting	3.0

Third Semester

BCT	209	Construction Project Management	3.0

Total Credit Hours **22.0**

**FasTrack Programs

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them to become better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

***Cabinet Making Certificate

This short-term certificate program is designed to train students in the basics of cabinet making and construction.

			Credits
BCT	142	Fundamentals of Construction Safety	4.0
BCT	204	Cabinet Making	4.0

Total Credit Hours **8.0**

***Masonry Fundamentals Certificate

The Masonry Fundamentals certificate is designed for students who want to learn basic masonry techniques.

			Credits
BCT	142	Fundamentals of Construction Safety	4.0
MSY	101	Masonry Fundamentals	5.0

Total Credit Hours **9.0**

Associate in Industrial Technology

Major in Heating, Ventilation and Air Conditioning Technology

One of the fastest-growing service occupations, Heating, Ventilation and Air Conditioning is a field that 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 give students on-the-job experience before they graduate. EPA technician certification is taught, and the test is offered to all curriculum students.

Two certificate programs are offered: Refrigeration Fundamentals and Heating Fundamentals.

Day Program – 5 Semesters

First Semester			**Credits**
ACR	101	Fundamentals of Refrigeration	5.0
ACR	102	Tools and Service Techniques	3.0
ACR	106	Basic Electricity for HVAC/R	4.0
CPT	101	Introduction to Computers	3.0
Second Semester			
ACR	130	Domestic Refrigeration	4.0
ACR	131	Commercial Refrigeration	4.0
ACR	140	Automatic Controls	3.0
ENG	106	Fundamentals of Communication **or** ENG 165 Professional Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
MAT	106	Fundamentals of Mathematics **or** MAT 170 Algebra, Geometry & Trig. I	3.0
Summer Term			
ACR	122	Principles of Air Conditioning	5.0
ACR	150	Basic Sheet Metal	2.0
ACR	240	Advanced Automatic Controls	3.0
Third Semester			
ACR	110	Heating Fundamentals	4.0
ACR	210	Heat Pumps	4.0
ACR	241	Pneumatic Controls	2.0
Elective		Behavioral/Social Science	3.0
Fourth Semester			
ACR	220	Advanced Air Conditioning	4.0
ACR	223	Testing and Balancing	3.0
ACR	224	Codes and Ordinances	2.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**73.0**

Evening Program – 6 Semesters

First Semester			**Credits**
ACR	101	Fundamentals of Refrigeration	5.0
ACR	102	Tools and Service Techniques	3.0
ACR	106	Basic Electricity for HVAC/R	4.0
Second Semester			
ACR	130	Domestic Refrigeration	4.0
ACR	131	Commercial Refrigeration	4.0
ACR	140	Automatic Controls	3.0
ENG	106	Fundamentals of Communication **or** ENG 165 Professional Communications	3.0
Summer Term			
ACR	122	Principles of Air Conditioning	5.0
ACR	150	Basic Sheet Metal	2.0
Elective		Behavioral/Social Science	3.0
Third Semester			
ACR	110	Heating Fundamentals	4.0
ACR	210	Heat Pumps	4.0
ACR	241	Pneumatic Controls	2.0
MAT	106	Fundamentals of Mathematics **or** MAT 170 Algebra, Geometry & Trig. I	3.0
Fourth Semester			
ACR	220	Advanced Air Conditioning	4.0
ACR	223	Testing and Balancing	3.0
ACR	224	Codes and Ordinances	2.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0
Summer Term			
ACR	240	Advanced Automatic Controls	3.0
CPT	101	Introduction to Computers	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**73.0**

Heating Fundamentals Certificate

Day or Evening Program – 2 Semesters

First Semester			**Credits**
ACR	110	Heating Fundamentals	4.0
ACR	210	Heat Pumps	4.0
ACR	241	Pneumatic Controls	2.0
Second Semester			
ACR	220	Advanced Air Conditioning	4.0
ACR	223	Testing and Balancing	3.0
ACR	224	Codes and Ordinances	2.0
		Total Credit Hours	**19.0**

Refrigeration Applications Certificate

Day or Evening Program – 3 Semesters

First Semester			**Credits**
ACR	101	Fundamentals of Refrigeration	5.0
ACR	102	Tools and Service Techniques	3.0
ACR	106	Basic Electricity for HVAC/R	4.0

Second Semester

ACR	130	Domestic Refrigeration	4.0
ACR	131	Commercial Refrigeration	4.0
ACR	140	Automatic Controls	3.0

Summer Term

ACR	122	Principles of Air Conditioning	5.0
ACR	150	Basic Sheet Metal	2.0
ACR	232	Refrigeration, Calculation and Equipment Selection	3.0
		Total Credit Hours	**33.0**

**FasTrack Programs

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All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

**Duct Fabrication Certificate*

This certificate provides students with a basic overview of duct fabrication and installation. Students will learn to fabricate and install various residential and light commercial air duct systems.

			Credits
ACR	122	Principles of Air Conditioning	5.0
ACR	150	Basic Sheet Metal	2.0
ACR	250	Duct Fabrication	3.0
ACR	251	SCWE in HVAC	4.0
		Total Credit Hours	**14.0**

Associate in Industrial Technology
Major in Industrial Electronics Technology

A broad program designed to prepare graduates for employment in the manufacture, merchandising, testing, installation, maintenance, modification or repair of electrical and electronic equipment and systems, Industrial Electronics Technology offers both classroom instruction and hands-on experience. Instruction covers DC and AC voltages; basic hydraulics and machine shop practice; motor control; and the generation, distribution and utilization of electrical power.

Practical training in troubleshooting, monitoring, operation and maintenance of mechanical, electrical and electronic equipment provides experience this graduate needs for a successful career.

Hands-on laboratory exercises may need to be completed on site at the college. For more information contact Kevin Boiter, department head, at (864) 941-8467 or e-mail **boiter.k@ptc.edu**. The Electrical Maintenance Technician certificate is also available. This program requires three years of maintenance experience for enrollment and provides a pathway to the Associate in Industrial Technology degree described above.

Day Program – 6 Semesters

First Semester			**Credits**
EEM	115	DC Circuits	4.0
IMT	131	Hydraulics and Pneumatics	4.0
Elective		Social/Behavioral Science	3.0

Second Semester

EEM	116	AC Circuits	4.0
EEM	215	DC/AC Machines	3.0
ENG	106	Fundamentals of Communication **or** ENG 165 Professional Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
MAT	106	Fundamentals of Mathematics **or** MAT 170 Algebra, Geometry & Trig. I	3.0
MTT	101	Introduction to Machine Tool	2.0

Summer Term

EEM	151	Motor Controls I	4.0
EEM	170	Electrical Installation	3.0
EEM	201	Electronic Devices I	3.0

Third Semester

EEM	152	Motor Controls II	4.0
EEM	160	Industrial Instrumentation	3.0
EEM	202	Electronic Devices II	3.0
EEM	231	Digital Circuits I	3.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0

Fourth Semester

EEM	140	National Electrical Code	3.0
EEM	241	Microprocessors I	3.0
EEM	251	Programmable Controllers	3.0
WLD	142	Maintenance Welding	3.0

Summer Term

EEM	235	Power Systems	3.0
EEM	252	Programmable Controllers Applications	3.0
Elective		Humanities/Fine Arts	3.0
		Total Credit Hours	**76.0**

Evening Program – 9 Semesters

First Semester			**Credits**
EEM	115	DC Circuits	4.0
ENG	106	Fundamentals of Communication **or** ENG 165 Professional Communications	3.0
MAT	106	Fundamentals of Mathematics **or** MAT 170 Algebra, Geometry and Trigonometry I	3.0

Second Semester

EEM	116	AC Circuits	4.0
EEM	215	DC/AC Machines	3.0
MAT	171	Algebra, Geometry & Trigonometry II	3.0

Summer Term

EEM	151	Motor Controls I	4.0
EEM	201	Electronic Devices I	3.0

Third Semester

EEM	140	National Electrical Code	3.0
EEM	152	Motor Controls II	4.0
EEM	202	Electronic Devices II	3.0

Fourth Semester

EEM	170	Electrical Installation	3.0
EEM	231	Digital Circuits I	3.0
IMT	131	Hydraulics and Pneumatics	4.0

Summer Term

EEM	235	Power Systems	3.0
EEM	241	Microprocessor I	3.0

Fifth Semester

EEM	160	Industrial Instrumentation	3.0
EEM	251	Programmable Controls	3.0
Elective		Social/Behavioral	3.0

Sixth Semester

EEM	252	Programmable Controllers Applications	3.0
MTT	101	Introduction to Machine Tool	2.0
WLD	142	Maintenance Welding	3.0

Summer Term

IMT	106	Fundamentals of Industrial Technology	3.0
Elective		Humanities/Fine Arts	3.0

Total Credit Hours **76.0**

*Electrical Maintenance Technician Certificate**

Day or Evening Program – 3 Semesters

First Semester			**Credits**
EEM	115	DC Circuits	4.0
IMT	131	Hydraulics and Pneumatics	4.0

Second Semester

EEM	116	AC Circuits	4.0
EEM	140	National Electrical Code	3.0
EEM	215	DC/AC Machines	3.0

Summer Term

EEM	151	Motor Controls I	4.0
EEM	170	Electrical Installation	3.0

Total Credit Hours **25.0**

*This certificate program requires three years of maintenance experience for enrollment.

**FasTrack Programs

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them to become better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

***Housewiring Certificate**

This short-term certificate program is designed to train students in the basics of residential wiring and to help them gain employment as apprentices or helpers in this construction trade.

			Credits
EEM	105	Basic Electricity	2.0
EEM	140	National Electric Code	3.0
EEM	170	Electrical Installation	3.0

Total Credit Hours **8.0**

Associate in Industrial Technology
Major in Machine Tool Technology

Because of the rapid advances made in industrial technology over the past decade, few career fields have grown as much as metalworking. Students in this program get a full introduction to the field and practical experience in machining operations used in almost every manufacturing industry.

The graduate, highly skilled in the use of precision machines and instruments, is capable of making intricate parts meeting precise specifications. With practical experience in bench work, floor work, assembly layout, selected milling machine operations, lathe, shaper, drill press, numerical control programming and machining, machine tool maintenance and inspection, the graduate is prepared to handle a wide range of responsibilities in the metalworking industry. This curriculum offers a certificate in Machine Tool Operator. Upon successful completion of 76 credit hours, a student will be awarded an associate's degree in Industrial Technology. A student may elect to receive a diploma in Machine Tool after successful completion of 45 credit hours.

Day Program – 5 Semesters

First Semester			**Credits**
MTT	120	Machine Tool Print Reading	3.0
MTT	121	Machine Tool Theory I	3.0
MTT	122	Machine Tool Practice I	4.0
MTT	143	Precision Measurement	2.0
PSY	103	Human Relations	3.0

Second Semester

EEM	105	Basic Electricity	2.0
ENG	106	Fundamentals of Communication **or** ENG 165 Professional Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0

MAT	106	Fundamentals of Mathematics **or** MAT 170 Algebra, Geometry and Trigonometry I	3.0
MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0

Summer Term

MTT	162	Machine Tool Maintenance Practice	4.0
WLD	102	Introduction to Welding	2.0
Elective			3.0
Elective			3.0

Third Semester

CPT	101	Introduction to Computers	3.0
MTT	221	Tool and Diemaking Theory I	3.0
MTT	222	Tool and Diemaking Practice I	4.0
MTT	253	CNC Programming and Operation	3.0
Elective			2.0

Fourth Semester

MAT	171	Algebra, Geometry and Trigonometry II	3.0
MTT	223	Tool and Diemaking Theory II	3.0
MTT	224	Tool and Diemaking Practice II	4.0
Elective	Humanities/Fine Arts		3.0
Elective			3.0

▲ Approved electives

Total Credit Hours 76.0

Evening Program – 6 Semesters

First Semester			**Credits**
MTT	120	Machine Tool Print Reading	3.0
MTT	121	Machine Tool Theory I	3.0
MTT	122	Machine Tool Practice I	4.0
MTT	143	Precision Measurement	2.0
PSY	103	Human Relations	3.0

Second Semester

ENG	106	Fundamentals of Communication **or** ENG 165 Professional Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0

Summer Term

MTT	162	Machine Tool Maintenance Practice	4.0
WLD	102	Introduction to Welding	2.0
Elective	Humanities/Fine Arts		3.0
Elective			3.0

Third Semester

CPT	101	Introduction to Computers	3.0
MAT	106	Fundamentals of Mathematics **or** MAT 170 Algebra, Geometry and Trigonometry I	3.0
MTT	253	CNC Programming and Operations	3.0
Elective			3.0

Fourth Semester

EEM	105	Basic Electricity	2.0
MAT	171	Algebra, Geometry and Trigonometry II	3.0
MTT	221	Tool and Diemaking Theory I	3.0
MTT	222	Tool and Diemaking Practice I	4.0
Elective			2.0

Summer Term

MTT	223	Tool and Diemaking Theory II	3.0
MTT	224	Tool and Diemaking Practice II	4.0
Elective			3.0

▲ Approved electives

Total Credit Hours 76.0

▲ Approved electives

MTT	130	Fundamentals of Geometric Dimensions and Tolerances	2.0
MTT	141	Metals and Heat Treatment	3.0
MTT	175	Innovations in Machining Technology	3.0
MTT	243	Advanced Dimensional Metrology for Machinists	3.0
MTT	270	Operation and Programming of Coordinate Measuring Machines	3.0

Machine Tool Diploma

This diploma provides students with a primary technical specialty. By successfully completing this diploma, general education courses and a secondary technical specialty, students have the opportunity to obtain an associate's degree in Occupational Technology with a major in General Technology. Students should meet with their advisors to select the proper courses to meet their particular educational goals. See page 74 of this catalog for additional information on the Occupational Technology degree.

Day Program – 3 Semesters

First Semester			**Credits**
MTT	120	Machine Tool Printing	3.0
MTT	121	Machine Tool Theory I	3.0
MTT	122	Machine Tool Practice I	4.0
MTT	143	Precision Measurement	2.0
PSY	103	Human Relations **or** ECO 101 Basic Economics	3.0

Second Semester

EEM	105	Basic Electricity	2.0
ENG	106	Fundamentals of Communication **or** ENG 165 Professional Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
MAT	106	Fundamentals of Mathematics **or** MAT 170 Algebra, Geometry and Trigonometry I	3.0
MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0

Summer Term

MTT	162	Machine Tool Maintenance Practice	4.0
MTT	253	CNC Programming and Operation	3.0
WLD	102	Introduction to Welding	2.0
Elective			3.0

▲ Approved electives

Total Credit Hours 45.0

Evening Program – 4 Semesters

First Semester			Credits
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 Measurements	2.0
Second Semester			
MAT	106	Fundamentals of Mathematics **or** MAT 170 Algebra, Geometry and Trigonometry I	3.0
MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0
PSY	103	Human Relations **or** ECO 101 Basic Economics	3.0
Summer Term			
MTT	162	Machine Tool Maintenance Practice	4.0
WLD	102	Introduction to Welding	2.0
Elective			3.0
Third Semester			
EEM	105	Basic Electricity	2.0
ENG	106	Fundamentals of Communication **or** ENG 165 Professional Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
MTT	253	CNC Programming and Operations	3.0
		Total Credit Hours	**45.0**

Machine Tool Operator Certificate

The Machine Tool Operator certificate program is designed for those students who would like to learn basic machining skills without being enrolled in a full-time degree program. The certificate consists of all the machine tool courses available the first two semesters of the diploma program. All classes can be used for credit toward a diploma or associate's degree.

Day or Evening Program – 2 Semesters

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

Computerized Numerical Control Certificate

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

Day or Evening Program – 2 Semesters

First Semester			Credits
MAT	170	Algebra, Geometry and Trigonometry I	3.0
MTT	101	Introduction to Machine Tool	2.0
MTT	120	Machine Tool Print Reading	3.0
MTT	143	Precision Measurements	2.0
MTT	270	Operation and Programming of Coordinate Measuring Machines	3.0
Second Semester			
EEM	105	Basic Electricity	2.0
MAT	171	Algebra, Geometry and Trigonometry II	3.0
MTT	251	CNC Operations	3.0
MTT	253	CNC Programming and Operation	3.0
		Total Credit Hours	**24.0**

**FasTrack Programs

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them to become better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

***Machine Tool Technician A Certificate*

This program provides the theoretical and hands-on applications necessary for anyone interested in beginning a career as a machinist.

			Credits
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	122	Machine Tool Practice I	4.0
MTT	143	Precision Measurements	2.0
		Total Credit Hours	**15.0**

**Machine Tool Technician B Certificate

This program is the second half of the Machine Tool Technician certificate. Students must complete the Machine Tool Technician A certificate before attempting this program. Students will learn new skills using the following tools: milling machines, surface grinders, heat-treating furnaces and CNC equipment.

These classes apply toward completion of the diploma or associate's degree in the Machine Tool Technology curriculum.

			Credits
MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0
MTT	251	CNC Operations	3.0
MTT	253	CNC Programming and Operations	3.0
		Total Credit Hours	**13.0**

Industrial Maintenance Mechanics Certificate

Day or Evening Program – 3 Semesters

First Semester			**Credits**
ACR	102	Tools and Service Techniques	3.0
IMT	112	Hand Tool Operations	3.0
MAT	170	Algebra, Geometry and Trigonometry I	3.0
Second Semester			
IMT	120	Mechanical Installation	5.0
MTT	101	Introduction to Machine Tool	2.0
WLD	142	Maintenance Welding	3.0
Summer Term			
EEM	105	Basic Electricity	2.0
IMT	131	Hydraulics and Pneumatics	4.0
IMT	161	Mechanical Power Applications	4.0
		Total Credit Hours	**29.0**

Welding Diploma

At the center of all industrial and construction expansion are technicians skilled in the art of joining metal. The strength and durability of heavy manufactured goods depend on the skills of welders joining metals with gas-fueled torches and electric-arc processes.

Students in the one-year program learn to weld in the four main positions: flat, vertical, horizontal and overhead on both structured steel and pipe. Shop work gives the student practical experience in repair work on cast iron, silver brazing, soldering, stainless steel and aluminum. Before graduation, students are required to meet quality standards through practical weld tests as specified by the American Welding Society and the American Society of Mechanical Engineers Codes and Requirements. These tests ensure that graduates can perform quality work before they go on the job.

Practical experience in welding processes, together with a good foundation in blueprint reading and sketching and the weldability and properties of metals, prepares the graduate for employment in a variety of industrial and construction settings.

This diploma provides students with a primary technical specialty. By completing this diploma, general education courses and a secondary technical specialty, students have the opportunity to obtain an associate's degree in Occupational Technology with a major in General Technology. Students should meet with their advisors to select the proper courses to meet their particular educational goals. See page 74 of this catalog for additional information on the Occupational Technology degree.

Day Program – 3 Semesters

First Semester			**Credits**
ENG	106	Fundamentals of Communication **or** ENG 165 Professional Communications	3.0
IMT	106	Fundamentals of Industrial Technology	3.0
MAT	106	Fundamentals of Mathematics **or** MAT 170 Algebra, Geometry and Trigonometry I	3.0
WLD	106	Gas and Arc Welding	4.0
WLD	113	Arc Welding II	4.0
WLD	115	Arc Welding III	4.0
Second Semester			
PSY	103	Human Relations **or** ECO 101 Basic Economics	3.0
WLD	103	Print Reading I	1.0
WLD	117	Specialized Arc Welding	4.0
WLD	154	Pipefitting and Welding	4.0
WLD	212	Destructive Testing	2.0
Summer Term			
WLD	105	Print Reading II	1.0
WLD	132	Inert Gas Welding Ferrous	4.0
WLD	136	Advanced Inert Gas Welding	2.0
WLD	208	Advanced Pipe Welding	3.0
		Total Credit Hours	**45.0**

Evening Program – 5 Semesters

First Semester			**Credits**
ENG	106	Fundamentals of Communication **or** ENG 165 Professional Communications	3.0
WLD	103	Print Reading I	1.0
WLD	117	Specialized Arc Welding	4.0
WLD	154	Pipefitting and Welding	4.0
Second Semester			
IMT	106	Fundamentals of Industrial Technology	3.0
WLD	105	Print Reading II	1.0
WLD	132	Inert Gas Welding Ferrous	4.0
WLD	212	Destructive Testing	2.0
Summer Term			
WLD	106	Gas and Arc Welding	4.0
WLD	136	Advanced Inert Gas Welding	2.0
Third Semester			
MAT	106	Fundamentals of Mathematics **or** MAT 170 Algebra, Geometry and Trigonometry I	3.0
WLD	113	Arc Welding II	4.0
WLD	208	Advanced Pipe Welding	3.0
Fourth Semester			
PSY	103	Human Relations **or** ECO 10 Basic Economics	3.0
WLD	115	Arc Welding III	4.0
		Total Credit Hours	**45.0**

Journeyman Welding Certificate

A wide variety of career opportunities is available to students who prepare for actual work situations through practical training in welding processes, blueprint reading and sketching. Students in this program learn to weld in the four main welding positions on plate and pipe using several welding processes. This certificate prepares the graduate for employment in a variety of industrial and construction settings.

Day or Evening Program – 3 Semesters

First Semester			**Credits**
WLD	106	Gas and Arc Welding	4.0
WLD	113	Arc Welding II	4.0
WLD	115	Arc Welding III	4.0
Second Semester			
WLD	103	Print Reading I	1.0
WLD	117	Specialized Arc Welding	4.0
WLD	154	Pipefitting and Welding	4.0
WLD	212	Destructive Testing	2.0
Summer Term			
WLD	105	Print Reading II	1.0
WLD	132	Inert Gas Welding Ferrous	4.0
WLD	136	Advanced Inert Gas Welding	2.0
WLD	208	Advanced Pipe Welding	3.0
		Total Credit Hours	**33.0**

**FasTrack Programs

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them to become better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

***Basic Inert Gas Welding Certificate*

This certificate covers equipment setup, setting, adjusting and fundamental techniques for welding ferrous metals in the four basic positions.

			Credits
WLD	108	Gas Metal Arc Welding I	4.0
WLD	132	Inert Gas Welding Ferrous	4.0
		Total Credit Hours	**8.0**

Horticulture Landscape Management Certificate

Piedmont Technical College offers a horticulture landscape management certificate that may be combined with core courses for eligibility for an associate's degree in General Technology.

Graduates of the landscape management program may pursue careers in professional turf and ornamental plant establishment or maintenance for functional, recreational and aesthetic uses.

This certificate equips students with the latest horticultural technologies and valuable hands-on experience. Subject matter includes plant materials, soil, pest control, business, maintenance, management, design and implementation. Enhancement of classroom instruction through co-op placement allows the student to begin professional development while still enrolled at Piedmont Technical College.

Students successfully completing this certificate can, by taking selected general education courses and a secondary technical specialty, have the opportunity to obtain an associate's degree in Occupational Technology with a major in General Technology. Students should meet with their advisors to select the proper courses to meet their particular educational goals. See page 74 of this catalog for additional information on the Occupational Technology degree.

Day Program – 3 Semesters

First Semester			**Credits**
CWE	101	Co-op Work Experience Preparation	1.0
CWE	111	Co-op Work Experience I*	1.0
HRT	104	Landscape Design & Implementation	3.0
HRT	127	Soil and Water Management	4.0
HRT	141	Horticulture Pest Control	4.0
HRT	241	Turf Management	3.0
Second Semester			
CWE	121	Co-op Work Experience II*	1.0
HRT	105	Landscape Plant Materials	4.0
HRT	125	Soils and Fertilizers	4.0
HRT	260	Horticulture Power Equipment	4.0
Summer Term			
CWE	131	Co-op Work Experience III*	1.0
HRT	154	Grounds Maintenance	3.0
HRT	171	Landscape Business Techniques	3.0
		Total Credit Hours	**36.0**

*CWE 133: Cooperative Work Experience III may be substituted for CWE 111, 121 and 131.

Evening Program – 3 Semesters

First Semester			**Credits**
CWE	111	Co-op Work Experience I*	1.0
HRT	125	Soils and Fertilizers	4.0
HRT	154	Grounds Maintenance	3.0
HRT	260	Horticulture Power Equipment	4.0
Second Semester			
CWE	101	Co-op Work Experience Preparation	1.0
CWE	121	Co-op Work Experience II*	1.0
HRT	104	Landscape Design & Implementation	3.0
HRT	127	Soil and Water Management	4.0
HRT	141	Horticulture Pest Control	4.0
HRT	171	Landscape Business Techniques	3.0

Summer Term

CWE	131	Co-op Work Experience III*	1.0
HRT	105	Landscape Plant Materials	4.0
HRT	241	Turf Management	3.0
		Total Credit Hours	**36.0**

*CWE 133: Cooperative Work Experience III may be substituted for CWE 111, 121 and 131

**FasTrack Programs

FasTrack certificate programs are offered for those students who want to obtain new skills or improve their skills and help them to become better prepared for employment opportunities.

FasTrack training is designed to prepare students for the work place in a short period of time (usually less than four months).

All FasTrack programs are designed to allow students to apply credits earned toward diplomas or associate's degrees in the related fields of study.

**Landscaper Assistant Certificate

The Landscaper Assistant certificate equips students with the latest horticultural technologies and valuable hands-on experience. Graduates of this certificate may pursue careers in landscaping. The Landscaper Assistant certificate may be used toward attaining a Horticulture Landscape Management certificate.

			Credits
HRT	105	Landscape Plant Material	4.0
HRT	125	Soils	4.0
HRT	260	Horticulture Power Equipment	4.0
Elective			4.0
		Total Credit Hours	**16.0**

Horticulture Electives

Students must choose a minimum of four hours from the following as required horticulture electives. CWE 101, HRT 104, HRT 127, HRT 141, HRT 154, HRT 171 or HRT 241.

Associate in Occupational Technology
Major in General Technology

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

The General Technology program requires that a student have completed, or be in the last term of a diploma or certificate program of 28 hours. The student then supplements that prerequisite education with additional general education requirements and with a minimum of 12 credit hours in a single technical area other than that in which the student received his or her diploma or certificate. These courses are selected by the student and advisor to meet the particular employment needs and aspirations of the student. Students in the following programs, with general education courses and a secondary specialty, may earn a degree in Occupational Technology with a major in General Technology:

Advertising Design
Desktop Publishing
Illustration
Photography
Horticulture Landscape Management
Welding
Machine Tool

General Education (Minimum) 15 SHC

ENG	101	English Composition I **or**	
		ENG 165 Professional Communications	3.0
MAT	102	Intermediate Algebra **or**	
		MAT 170 Algebra, Geometry & Trig. I	3.0
PSY	103	Human Relations **or**	
		PSY 201 General Psychology	3.0
Elective		Natural Science or Math	3.0
Elective		Humanities/Fine Arts	3.0

Required Core Subject Areas (Minimum) 40 SHC

The General Technology major allows a student and his or her faculty advisor to tailor an individualized program of work to meet specific career goals and employment objectives.

The required core consists of primary and secondary technical credits in a single content area from approved degree, diploma or technical education certificate programs. The primary technical specialty consists of a minimum of 28 credit hours in a single content area from approved degree, diploma or technical education certificate programs. The secondary technical specialty consists of an additional 12 credit hours in another technical area.

Other Hours Required For Graduation 5 - 26 SHC

Technical colleges within the State Technical System may use the courses identified in this section of the model to adapt to the program to meet the needs of local employers and students. Provision must be made for a minimum of two electives.

Total Credit Hours 60 - 84

Associate in Occupational Technology
Major in Vocational Technical Education

The Vocational Technical Education program is designed to meet the professional development and in-service training needs of practicing vocational-technical instructors. Many instructors in South Carolina technical colleges and career centers have been employed because they possess valuable technical skills and credentials. Prior to employment, however, many of these skilled personnel have not participated in formal post-secondary general and professional education.

The degree in Occupational Technology will enable non-degreed vocational-technical instructors to gain the benefits of general and professional education courses while pursuing advanced studies in their occupational specialities. The professional education component of the degree is under the advisement of representatives from South Carolina colleges and universities involved in post-secondary teacher education.

General Education			**(Minimum) 15 SHC**
CPT	170	Microcomputer Applications	3.0
ECO	101	Basic Economics **or**	3.0
		PSY 103 Human Relations	
ENG	160	Technical Communications **or**	
		ENG 165 Professional Communications	3.0
MAT	170	Algebra, Geometry & Trigonometry I	3.0
Elective		Humanities/Fine Arts	3.0

Professional Education Req.			**(Minimum) 30 SHC**
*EDU	211	Principles of Vocational-Technical Ed.	3.0
*EDU	212	Curriculum Development	3.0
*EDU	213	Instructional Development	3.0
*EDU	214	Assessment Methods	3.0

3 SHC in Directed Vocational -Technical Education: Teaching Experience

14 SHC in Vocational-Technical Specialty

*These courses are not offered at Piedmont Technical College. They must be transferred from another institution.

Other Hours Required For Graduation **15 - 32**

Technical colleges within the State Tech System may use the courses identified in this section of the model to adapt the program to meet the needs of local employers and students. Provision must be made for a minimum of two electives.

Total Credit Hours **60 - 77**

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 the grievances filed by students under the provisions of this act. An English Fluency Evaluation Committee has been established at Piedmont 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 thirty (30) days for a proficiency evaluation using the procedures and methods described in Institutional Directive 8-31, Section B.

COURSE DESCRIPTIONS

*** Denotes college transfer courses.**

AUTO BODY REPAIR (ABR)

ABR 101 Structural Repair I 5 SHC
This course is an introduction to modern unibody and full frame structural repair and alignment. (3/6)

ABR 102 Mig Welding 3 SHC
This course is an introduction to the welding of high strength steels used in modern unibody vehicles. (2/3)

ABR 103 Sheet Metal Repair I 4 SHC
This course is an introduction to metal repair procedures and panel replacements on modern automotive vehicles. (2/6)

ABR 108 Refinishing I 3 SHC
This course is an introduction to automotive refinishing with emphasis placed on spot repair on panel painting. (2/3)

ABR 109 Accessories 3 SHC
This course is an introduction to automotive air conditioning, power windows, power seats and other accessories in late model vehicles. (2/3)

ABR 111 Structural Repair II 5 SHC
This course covers the application of procedures for measuring, straightening, aligning and replacing necessary structural and cosmetic parts. (3/6)

ABR 113 Sheet Metal Repair II 4 SHC
This course covers the application of sheet metal replacement alignment. (2/6)

ABR 118 Refinishing II 3 SHC
This course covers overall refinishing with the newest paint types. (2/3)

ABR 119 Estimating Repairs 2 SHC
This course covers writing estimates on damaged vehicles using collision repair guides. (1/3)

ACCOUNTING (ACC)

***ACC 101 Accounting Principles I 3 SHC**
This course introduces basic accounting procedures for analyzing, recording and summarizing financial transactions; adjusting and closing the financial records at the end of the accounting cycle; and preparing financial statements. (3/0)

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

ACC 124 Individual Tax Procedures 3 SHC
This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns. (3/0)

ACC 150 Payroll Accounting 3 SHC
This course introduces the major tasks of payroll accounting, employment practices, federal, state and local governmental laws and regulations. Various forms, records and tax reporting are emphasized. Prerequisite: ACC 101 (3/0)

ACC 201 Intermediate Accounting I 3 SHC
This course explores fundamental processes of accounting theory including the preparation of financial statements. Prerequisite: ACC 101 and ACC 102 (3/0)

ACC 202 Intermediate Accounting II 3 SHC
This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports. Prerequisite: ACC 201 (3/0)

ACC 230 Cost Accounting I 3 SHC
This course is a study of the accounting principles involved in job order cost systems. Analysis using information obtained from cost systems is included. Prerequisite: ACC 101 and ACC 102 (3/0)

ACC 240 Computerized Accounting 3 SHC
This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents. Prerequisite: ACC 101 and ACC 102 (3/0)

AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY (ACR)

ACR 101 Fundamentals of Refrigeration 5 SHC
This course covers the refrigeration cycle, refrigerants, pressure-temperature relationship and system components. (4/3)

ACR 102 Tools and Service Techniques 3 SHC
This course is a basic study of the uses of tools and service equipment in the installation and repair of HVAC equipment. (2/3)

ACR 106 Basic Electricity for HVAC/R 4 SHC
This course includes a basic study of electricity including Ohm's Law, series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems. (3/3)

ACR 110 Heating Fundamentals 4 SHC
This course covers the basic concepts of oil, gas and electric heat, their components and operation. (3/3)

ACR 122 Principles of Air Conditioning 5 SHC
This course is a study of the air cycle, psychrometrics, load estimating and equipment selection. (4/3)

ACR 130 Domestic Refrigeration 4 SHC
This course is a study of domestic refrigeration equipment. (3/3)

ACR 131 Commercial Refrigeration 4 SHC
This course is a study of maintenance and repair of commercial refrigeration systems. (3/3)

ACR 140 Automatic Controls 3 SHC
This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls. (2/3)

ACR 150 Basic Sheet Metal 2 SHC
This course covers the tools and procedures required in the fabrication of duct work. (1/3)

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

ACR 220 Advanced Air Conditioning 4 SHC
This course is an advanced study of air conditioning systems. (3/3)

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

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

ACR 240 Advanced Automatic Controls 3 SHC
This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration. (2/3)

ACR 241 Pneumatic Controls 2 SHC
This course covers the fundamentals of adjustment, repair and maintenance of pneumatic controls used in air conditioning systems. (1/3)

ACR 250 Duct Fabrication 3 SHC
This course covers the design, fabrication and installation of air duct systems. (2/3)

ACR 251 SCWE in HVAC 4 SHC
This course includes supervised work experience at an approved work site in accordance with specific documented requirements. (4/0)

ALLIED HEALTH SCIENCE (AHS)

AHS 102 Medical Terminology 3 SHC
This course covers medical terms, including roots, prefixes and suffixes, with emphasis on spelling, definition and pronunciation. (3/0)

AHS 103 Bio-Medical Vocabulary 2 SHC
This course covers the basis of word formation, prefixes, suffixes and vocabulary used in Bio-Medical disciplines and health sciences. (2/0)

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

AHS 106 Cardiopulmonary Resuscitation 1 SHC
This course provides a study of the principles of cardiopulmonary resuscitation. (1/0)

AHS 107 Clinical Computations 2 SHC
This course is a study of the principles and applications of computations used in the clinical setting. (2/0)

AHS 109 Personal/Community Health 3 SHC
This course provides a study of personal/community health and man's relation to the environment. (3/0)

AHS 110 Patient Care Procedures 2 SHC
This course provides a study of the procedures and techniques used in the general care of the patient. (1/3).

AHS 115 Homemaker/Home Health Care 3 SHC
This course is a study of basic home health care principles and procedures. (2/3)

AHS 116 Patient Care Relations 3 SHC
This course includes a study of the psychological and emotional effect of illness, hospitalization and recuperation upon the patient, others and health care providers. (3/0)

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

AHS 118 Medical Coding and Insurance 5 SHC
This course includes a study of coding procedures and their relationship to insurance. Corequisite: AHS 102. (4/3)

AHS 119 Health Careers 3 SHC
This course provides information on various health careers to include job responsibility and personal and educational requirements, as well as an overview of the health care system with its unique nomenclature and delivery of care. (3/0)

AHS 127 Basic Patient Care 3 SHC
This course is a study of procedures for patient care for health professionals including vital signs, patient transport, patient care relations and patient communications. (2/3)

AHS 143 Phlebotomy Skills 6 SHC
This course provides instruction in phlebotomy equipment, procedures and techniques, as well as practical experience. Prerequisite: Admission to program. Co-requisite: AHS 102, AHS 106, AHS 205, CPT 101, (3/9)

AHS 150 Patient Care and Diagnostic Procedures 5 SHC
This course provides a study of patient care and basic diagnostic procedures. (3/6)

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

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

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

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

AHS 173 Medical Coding Special Topics 3 SHC
This course is a review of the principles of medical coding, billing and use of ICD9 and CPT resources in preparation for the national certification examination administered by AHIMA, AAPC and AMBA. Prerequisite: AHS 171. Corequisites: AHS 172 and AHS 174. (2/0)

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

AHS 205 Ethics and Law for Allied Health Professions 3 SHC
This course is an introduction to ethical bioethical and legal concepts related to Allied Health Professions. (3/0)

AUTOMATED MANUFACTURING TECHNOLOGY (AMT)

AMT 102 Computer Controlled Machinery 4 SHC
This course covers the fundamentals of robot geometry, controls, mechanisms, sensors, programming, installation, safety and maintenance and other computer controlled systems. (3/3)

AMT 104 Automated Work Cell Design 4 SHC
This course covers the basic principles of work cells containing automated devices; it also includes programming and safety. Prerequisite: AMT 102 (3/3)

ART (ART)

***ART 101 Art History and Appreciation 3 SHC**
This course is an introduction to the history and appreciation of art, including the elements and principles of the visual arts. (3/0)

ART (VISUAL) (ARV)

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

ARV 105 Overview of Interior Design 2 SHC
This course is a study of Interior Design fundamentals, elements and principles, including creating functional and effective interiors, visual display of components and materials, interactions with clients, and career opportunities. (2/0)

ARV 106 Theory of Color 1 SHC
This course covers interaction of colors and their psychological effects on individuals, lighting and its influence on color, manipulating hues to achieve mood and creating illusions and enhancing the environment. Hue, value, intensity, tint and shade are defined in the course. Students create a color wheel and color schemes. (1/0)

ARV 110 Computer Graphics I 3 SHC
This course is a study of the fundamentals of computer assisted graphic design using QuarkXpress, Adobe Illustrator and Adobe Photoshop. (2/3)

ARV 114 Photography I 3 SHC
This course is a study of the principles, terminology, techniques, tools and materials of basic photography. (1/6)

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

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

ARV 123 Composition and Color 3 SHC
This course covers the investigation and application of principles and concepts of visual organization and the psychological and physical properties of color. (2/3)

ARV 140 American and European Furniture 2 SHC
This course covers the history of major influences on American and European furniture, including periods, styles, craftsmen and designers, quality, function, and materials and construction techniques. (2/0)

ARV 141 Textiles–Fiber to Fabric 1 SHC
This course is a study of fiber characteristics, their properties and uses in textile products. The course covers fibers, yarns, weaves, patterns, color and finishes. Fibers used for carpeting, upholstery and decorative fabrics are also included in the course. (1/0)

ARV 142 Kitchen and Bath Design 1 SHC
This course covers the functional use of spaces and the most efficient placement of appliances and fixtures; general, task and ambient lighting; safety; and visual effects. Remodeling techniques to accommodate wheelchairs (barrier-free) are also covered in the course. Prerequisite: ARV 143 (1/0)

ARV 143 Space Planning, Furniture Layout and Accessories 2 SHC
This course is a study of doors, acoustics, stairs, halls, accessories, environmental practices, client lifestyle and needs, special relations, finishing details and furniture accessory layout. (2/0)

ARV 150 Studio I 1 SHC
This course is a study of working with a pseudo client and preparing sample boards based on a scaled draft of a small house. Emphasis is on lighting (electrical planning,) furniture layout and traffic patterns in the home environment. (1/0)

ARV 151 Studio II 2 SHC
This course is a study of requirements based on occupant needs for each room of a proposed setting. The course includes solving problems, presenting complete drafts, preparing and developing furniture layouts, sample boards, budgets, electrical plans, renderings and traffic plans for final evaluation. This course includes the final interior design project focusing on interior spaces related to commercial projects. (2/0)

ARV 160 Visual Concepts 1 SHC
This course is a study of sketching and how to professionally prepare and present ideas. The course also covers special projects based upon individual needs. Corequisite: ARV 165 (1/0)

ARV 161 Visual Communication Media 3 SHC
This course is an introduction to the theory, psychology, principles and practices of major visual communications media such as books, magazines, newspapers, TV, movies, etc. (3/0)

ARV 162 Graphic Reproduction I 3 SHC
This course is a study of the principles and practices used in print preparation and print reproduction. Prerequisite: ARV 110 (2/3)

ARV 165 Visual Presentation 1 SHC
This course is a study of graphic presentation skills and techniques, drafting, elevation drawing and rendering techniques. The design of sample boards and layouts are also included in the course. Corequisite: ARV 160 (1/0)

ARV 171 CAD for Interior Design 2 SHC
This course is a study of the uses of computers and computer-aided design in interior design as well as AutoCAD and other commercial programs. The course covers line, 2D and 3D design. (2/0)

ARV 172 Fundamentals of Blueprint Reading for Interior Design 1 SHC
This course is a study of plans, symbols, scale, sections, elevation, perspective, building codes and electrical plans. Prerequisite: MAT 188 (1/0)

ARV 173 Building Construction 1 SHC
This course is a study of architectural, construction and structural principles and symbols; materials, building code and standards; and environmental controls systems. HVAC, plumbing and electrical planning based upon standards codes are also included in the course. Prerequisite: ARV 172 (1/0)

ARV 180 Floors, Walls and Windows 3 SHC
This course is a study of floor, wall and window treatments, materials, and finishes. Materials, cost estimations and planning are also covered in the course. (3/0)

ARV 181 Interior Lighting 1 SHC
This course covers selection of lighting fixtures, both fixed and portable and the psychological and physiological influences of lighting. Students learn how to create a functional lighting plan and then plan and draw a lighting plan onto blueprints. (1/0)

ARV 182 Exterior Living Design 1 SHC
This course covers the history and evolution of exterior living and addresses patios, decks, gardens and landscaping from an interior designer's point of view. (1/0)

ARV 190 Trends in Interior Design 1 SHC
This course is a study of interior design trends and updates of regulatory materials. Topics include current industry trends particularly in materials, lighting and fabrics; new or updated CAD techniques; recent updates to building, electrical and construction codes and regulations; as well as other material of a topical nature. (1/0)

ARV 201 Client Relations 1 SHC
This course is a study of client relations and covers the do's and don't's of client relationships; follow-up; resolving conflicts; listening skills; relationships with clients and sub-contractors; and how to sell your ideas to a client. (1/0)

ARV 205 Graphic Illustration 3 SHC
This course covers the tools and techniques used to create graphic illustrations for various types of print media. (2/3)

ARV 214 Photography II 3 SHC
This course covers advanced projects in photography, including studio work. Prerequisite: ARV 114 or instructor's permission (1/6)

ARV 215 Photography III 3 SHC
This course incorporates advanced projects in photography, including studio and lab work. Prerequisite: ARV 214 or instructor's permission (1/6)

ARV 261 Advertising Design I 3 SHC
This course is an introduction to the advertising arts, including the principles, techniques, media, tools and skills used in the visual communication field, focusing on print, Web and broadcast. (2/3)

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

ARV 265 Graphics Arts Portfolio 1 SHC
This course covers the development of strategies for entering the graphic arts industry and refining portfolios and resumes to meet professional standards. Prerequisite: Student must have completed fall and spring semester requirements. (1/0)

ARV 266 Seminar in Graphics Art 3 SHC
This course offers an introduction to contemporary topics and issues in graphic design by studying the influences of the past such as art deco and art nouveau. Prerequisite: ARV 110 (3/0)

ARV 272 Internship 1 SHC
This course includes an internship in an interior design setting with supervision. The students must prepare and maintain a journal relating their experiences. (0/6)

ARV 274 Interior Design Practicum 2 SHC
This course consists of experiential learning in a supervised interior design setting. Students gain practical experience and must prepare and maintain a journal relating to their work experience. (0/10)

AMERICAN SIGN LANGUAGE (ASL)

ASL 101 American Sign Language I 4 SHC
This course is a study of visual readiness and basic vocabulary, grammar features and non-manual behaviors, all focusing on receptive language skill developments. (4/0)

ASL 102 American Sign Language II 4 SHC
This course is a continuation of American Sign Language I, designed to expose students to additional vocabulary, grammar features and non-manual behaviors, all focusing on conversational skills. (4/0)

ASL 201 American Sign Language III 3 SHC
This course is a continuation of American Sign Language II and covers additional vocabulary, grammar features and non-manual behaviors, all focusing on conversational skills. (3/0)

ASL 202 American Sign Language IV 3 SHC
This course concentrates on intermediate conversational and discourse skills using American Sign Language. This course is conducted entirely using American Sign Language. (3/0)

ASTRONOMY (AST)

***AST 101 Solar System Astronomy 4 SHC**
This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included. (3/3)

***AST 102 Stellar Astronomy 4 SHC**
This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra-galactic objects. Related topics of current interest are included in the course. (3/3)

AUTOMOTIVE TECHNOLOGY (AUT)

AUT 101 Engine Fundamentals 3 SHC
This course is a study of automotive engine fundamentals and principles of engine operations, including horsepower calculations, cubic inch displacement calculations, efficiency combustion theory, etc. It also includes types of engines, cylinders, valve arrangements, lubrications, fuel, exhaust and cooling systems. (2/3)

AUT 104 Engine Rebuilding 5 SHC
This course is a study of in-shop procedures of engine disassembly and reassembly, including pertinent measurements and cylinder head preparation. Prerequisite: AUT 101 (2/9)

AUT 112 Braking Systems 4 SHC
This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders, caliper rebuilding and how to machine disc brake rotors and drums. (3/3)

AUT 116 Manual Transmission and Axle 4 SHC
This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles, manual transmissions and transaxles. (3/3)

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

AUT 131 Electrical Systems 3 SHC
This course is a study of the individual systems and components that, when combined, form the entire automotive electrical system. The course includes starting and charging systems, ignition, engine, chassis and accessory systems as well as instruction in the proper use of electrical schematics. (2/3)

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

AUT 141 Introduction to Heating and Air Conditioning 4 SHC
This course is a basic study of the principles of heat transfer and refrigeration in automotive technology. (3/3)

AUT 143 Active Devices and Sensors 4 SHC
This course covers the basic operation of electronic devices and sensors, including basic circuits, applications and diagnosis. (2/6)

AUT 145 Engine Performance 3 SHC
This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in this course. (2/3)

AUT 152 Automatic Transmission 4 SHC
This course is a basic study of power flow and hydraulics, including torque converter operation. (2/6)

AUT 156 Automotive Diagnosis and Repair 4 SHC
This is a basic course for general diagnostic procedures and minor repairs. Prerequisites: AUT 101, AUT 112 and AUT 152 (2/6)

AUT 231 Automotive Electronics 4 SHC
This course includes the study of solid state devices, microprocessors, and complete diagnostics using the latest available equipment. (2/6)

AUT 232 Automotive Accessories 2 SHC
This course is a study of devices and systems considered accessories by the automotive industry. Study includes windshield wiper systems, power door locks, windows and seats, radios and clocks. (1/3)

AUT 245 Advanced Engine Performance 5 SHC
A continuation of AUT 145. This course consists of "hands-on" diagnostics, including an in-depth study and use of the oscilloscope to diagnose engine performance problems. Prerequisite: AUT 145 (3/6)

AUT 247 Electronic Fuel Systems 4 SHC
This course includes the study of fuel injection systems, other fuel system components and how computers control fuel delivery. (2/6)

AUT 251 Automatic Transmission Overhaul 5 SHC
This course is an advanced study of transmission overhaul procedures, including proper overhaul procedures used to repair overdrive transmissions and transaxles. Prerequisites: AUT 152 (2/9)

BUSINESS ADMINISTRATION FINANCE (BAF)

BAF 250 Investments 3 SHC
This course is a study of the securities field with emphasis on individual portfolio analysis. (3/0)

BAF 260 Financial Management 3 SHC
This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting and cost of capital. Cash forecasting, budgeting, management of credit, cash and payables are included. Prerequisite: ACC 101 (3/0)

BUILDING CONSTRUCTION TECHNOLOGY (BCT)

BCT 101 Introduction to Building Construction 5 SHC
This course is an introduction to residential and light commercial construction, construction terms, tools of the trade and their safe use. (2/9)

BCT 102 Fundamentals of Building Construction 4 SHC
This course is a study of framing for residential and light commercial buildings. (2/6)

BCT 103 Construction Site Layout 4 SHC
This course covers location and layout of building corners, elevation and the use of appropriate tools. (2/6)

BCT 113 Fundamentals of Construction Prints 4 SHC
This course includes reading prints for residential and light commercial building construction. (2/6)

BCT 131 Estimating/Quantity Take Off 2 SHC
This course covers construction estimation and quantity take off for construction trades based on local and national building codes. (1/3)

BCT 138 Residential Wiring 5 SHC
This course is a study of wiring methods and practices used in residential applications. (2/9)

BCT 142 Fundamentals of Construction Safety 4 SHC
This course covers safety standards and practices as they apply to the building construction industry. (2/6)

BCT 152 Residential Plumbing 5 SHC
This course is a study of the plumbing methods and practices used in residential application. (2/9)

BCT 201 Principles of Roof Construction 4 SHC
This course is a study of design and construction of roof systems and roofing materials for residential and light commercial construction. (2/6)

BCT 202 Principles of Form Construction 4 SHC
This course is the study and design of form construction as applied to residential and light commercial construction. (2/6)

BCT 204 Cabinet Making 4 SHC
This course is a study of design and construction of cabinets, custom casework and countertops. (2/6)

BCT 209 Construction Project Management 3 SHC
This course uses hands-on projects to teach building construction skills. (1/6)

BCT 212 Construction Methods and Design 3 SHC
This course covers residential construction methods and designs. (2/3)

BCT 221 Construction Building Code 3 SHC
This course is a study of local, state and national building code requirements as they apply to residential and commercial construction. (2/3)

BCT 222 License Preparation 3 SHC
This course is designed as preparation for contractor exam and licensing. (3/0)

BCT 231 Construction Labor and Expediting 3 SHC
This course is a study of the process of controlling material and labor on a job site. (2/3)

BIOLOGY (BIO)

BIO 100 Introductory Biology (Non-Degree Credit) 4 SHC
This is a course in general biology designed to introduce principles of biology. (3/3)

***BIO 101 Biological Science I 4 SHC**
This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian Genetics, population genetics, natural selection, evolution and ecology. (3/3)

***BIO 102 Biological Science II 4 SHC**
This is a continuation of introductory biology that includes classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. (3/3)

BIO 110 General Anatomy and Physiology 3 SHC
This course is a general introduction to the anatomy and physiology of the human body. Emphasis is on the organ systems of the human and their interrelationships. (3/0)

BIO 112 Basic Anatomy and Physiology 4 SHC
This course is a basic integrated study of the structure and function of the human body. (3/3)

BIO 115 Basic Microbiology 3 SHC
This is a general course in microbiology, including epidemiology, presence, control and identification of microorganisms. Prerequisite: BIO 112 (2/3)

***BIO 210 Anatomy and Physiology I 4 SHC**
This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. Prerequisite: BIO 100 or equivalent (3/3)

***BIO 211 Anatomy and Physiology II 4 SHC**
This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. Prerequisite: BIO 210 (3/3)

BIO 225 Microbiology 4 SHC
This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms and diagnostic procedures for identification. Prerequisite: BIO 210 (3/3)

BIO 230 General Pathology 4 SHC
This course introduces fundamentals of human disease, including structural and functional changes. Clinical manifestations and principles of treatment are emphasized. Prerequisite: BIO 112. (3/3)

BIO 235 Basic Pharmacological Physiology 5 SHC
This course includes a brief consideration of anatomy with emphasis on functional anatomy. Physiology of systems affected by drug action is also emphasized. (5/0)

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. (3/0)

BUS 121 Business Law I 3 SHC
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions and warranties. (3/0)

BUS 210 Introduction to E-Commerce in Business 3 SHC
This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online. (3/0)

BUS 268 Special Projects in Business 3 SHC
This course includes research, reporting and special activities for successful employment in the business world. (3/0)

CIVIL ENGINEERING TECHNOLOGY (CET)

CET 105 Surveying I 3 SHC
This course includes surveying theory and practice; care and use of instruments; traversing procedures; and computation of closure. (2/3)

COMPUTER GRAPHICS (CGC)

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

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

CGC 210 Advanced Electronic Publishing 3 SHC
This course covers a wide range of computer hardware, software and peripherals, for print, Web and broadcast. Prerequisite: CGC 110 (2/3)

CHEMISTRY (CHM)

CHM 100 Introductory Chemistry (Non-Degree Credit) 4 SHC
This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. Prerequisite: High school algebra, MAT 100 or appropriate algebra placement score. (3/3)

CHM 105 General Organic and Biochemistry 4 SHC
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry. (3/3)

***CHM 110 College Chemistry I 4 SHC**
This is the first course in a sequence that includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. Prerequisite: High school algebra II, MAT 102 or appropriate algebra placement score. (3/3)

***CHM 111 College Chemistry II 4 SHC**
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. Other topics are kinetics, thermodynamics and electrochemistry. This course should be considered a basis for future studies in other areas of chemistry. Prerequisite: CHM 110 (3/3)

COLLEGE (COL)

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

COL 102 Introduction to College 2 SHC
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success. (2/0)

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

COMPUTER TECHNOLOGY (CPT)

CPT 101 Introduction to Computers 3 SHC
This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases and the operating system. (3/0)

CPT 111 Basic Programming I 3 SHC
This course introduces the basic programming language, emphasizing the logical design, development, testing and debugging of structured basic programs. Topics include arithmetic operations, decision structures, looping, formatted output, arrays, subroutines and file structures. (3/0)

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

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

CPT 176 Microcomputer Operating Systems 3 SHC
This course covers operating system concepts of microcomputers, including file maintenance, disk organization, batch files and subdirectory concepts. (3/0)

CPT 178 Software Applications 3 SHC
Using electronic spreadsheet and relational database management software programs, this course focuses on complex microcomputer applications. (3/0)

CPT 186 Visual Basic.Net I 3 SHC
This course introduces the student to development of Visual Basic Windows applications using the Microsoft.Net framework. Prerequisite: CPT 111 or IST 220. (3/0)

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

CPT 232 C++ Programming I 3 SHC
This introductory course in C++ Programming I emphasizes the designing, coding, testing and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers and strings. Prerequisite: CPT 111. (3/0)

CPT 233 C++ Programming II 3 SHC
This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance and virtual functions. Prerequisite: CPT 232. (3/0)

CPT 236 Introduction to JAVA Programming 3 SHC
This course is an introduction to JAVA programming. Topics will cover JAVA syntax and classes for use in the development of JAVA applications and applets. Prerequisite: CPT 111. (3/0)

CPT 237 Advanced JAVA Programming 3 SHC
This course is a study of advanced topics of the JAVA programming language by building on a basic knowledge of the JAVA language. Topics covered will include multi-reading, swing classes, swing event models, advanced layout managers, the JAVAVEAN component model, network programming and server-side programming. Prerequisite: CPT 236. (3/0)

CPT 240 Internet Programming with Database 3 SHC
This course is a study of the implementation of dynamic Web pages focusing on the development of Web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content to client browser. (3/0)

CPT 242 Database 3 SHC
This course introduces database models and the fundamentals of database design. Topics include database structure, database processing and application programs that access a database. Prerequisite: CPT 237 or CPT 286 (3/0)

CPT 247 UNIX Operating System 3 SHC
This course is a study of basic UNIX commands including the Vi editor, file structures and shell programming. Prerequisite: IST 220. (3/0)

CPT 257 Operating Systems 3 SHC
This course examines the theory of operating systems and how the operating system is implemented in current operating systems. Prerequisite: CPT 209. (3/0)

CPT 264 Systems and Procedures 3 SHC
This course covers the techniques of system analysis, design, development and implementation. Prerequisite: CPT 237 or CPT 286, IST 241 or IST 260 (3/0)

CPT 270 Advanced Microcomputer Applications 3 SHC
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Prerequisite: CPT 178 (3/0)

CPT 272 Advanced Microcomputer Data Base 3 SHC
This course emphasizes accessing databases using advanced concepts in microcomputer database application software. Techniques include SQL, application generators and database programming to generate various applications. Prerequisite: CPT 101 or CPT 178 (3/0)

CPT 274 Advanced Microcomputer Spreadsheets 3 SHC
This course emphasizes complex applications of spreadsheet software for the microcomputer using advanced concepts. Prerequisite: CPT 178 or CPT 101 (3/0)

CPT 275 Computer Technology Senior Project 3 SHC
This course includes the design, development, testing and implementation of an instructor-approved project. Prerequisite: CPT 216 or CPT 222 (3/0)

CPT 276 CPT Internship 3 SHC
This course is an intensive application development experience in an approved business setting. Prerequisite: CPT 264. (3/0)

CPT 286 Visual Basic.Net II 3 SHC
This course is a study of advanced techniques for Visual Basic programming using the Microsoft.Net framework. Prerequisite: CPT 186. (3/0)

CRIMINAL JUSTICE (CRJ)

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

CRJ 110 Police Patrol 3 SHC
This course provides an understanding of the duties, extent of authority and responsibilities of the uniformed patrolman. Emphasis is placed on patrol function-line activities, including traffic control and investigation, community relations, vice control, tactical units, civil disturbances and preventive patrol. (3/0)

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

CRJ 116 Criminal Law II 3 SHC
This course includes a study of criminal procedures by analyzing the process from arrest to sentencing.

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

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

CRJ 130 Police Administration 3 SHC
This course is a study of the organization, administration and management of law enforcement agencies. (3/0)

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

CRJ 230 Criminal Investigation I 3 SHC
This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course. (3/0)

CRJ 231 Criminal Investigation II 3 SHC
This course includes the application of techniques learned in Criminal Investigation I. Prerequisite: CRJ 230. (3/0)

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

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

CRJ 244 Probation, Pardon and Parole 3 SHC
This course is a study of the development, organization, operation and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied. (3/0)

CRJ 250 Criminal Justice Internship I 3 SHC
This course includes practical experience in a criminal justice or private security setting. (2/3)

CRJ 251 Criminal Justice Internship II 3 SHC
This course includes additional practical experience in a criminal justice or private security setting. (2/3)

COOPERATIVE WORK EXPERIENCE (CWE)

CWE 101 Cooperative Work Experience Preparation 1 SHC
This course includes preparation for cooperative work experience. (0/5)

CWE 111 Cooperative Work Experience I 1 SHC
This course includes cooperative work experience in an approved setting. (0/5)

CWE 112 Cooperative Work Experience I 2 SHC
This course includes cooperative work experience in an approved setting. (0/10)

CWE 113 Cooperative Work Experience I 3 SHC
This course includes cooperative work experience in an approved setting. (0/15)

CWE 121 Cooperative Work Experience II 1 SHC
This course includes cooperative work experience in an approved setting. (0/5)

CWE 122 Cooperative Work Experience II 2 SHC
This course includes cooperative work experience in an approved setting. (0/10)

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

CWE 131 Cooperative Work Experience III 1 SHC
This course includes cooperative work experience in an approved setting. (0/5)

CWE 132 Cooperative Work Experience III 2 SHC
This course includes cooperative work experience in an approved setting. (0/10)

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

CWE 211 Cooperative Work Experience IV 1 SHC
This course includes cooperative work experience in an approved setting. (0/5)

CWE 212 Cooperative Work Experience IV 2 SHC
This course includes cooperative work experience in an approved setting. (0/10)

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

CWE 221 Cooperative Work Experience V 1 SHC
This course includes cooperative work experience in an approved setting. (0/5)

CWE 222 Cooperative Work Experience V 2 SHC
This course includes cooperative work experience in an approved setting. (0/10)

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

CWE 231 Cooperative Work Experience VI 1 SHC
This course includes cooperative work experience in an approved setting. (0/5)

CWE 232 Cooperative Work Experience VI 2 SHC
This course includes cooperative work experience in an approved setting. (0/10)

CWE 233 Cooperative Work Experience VI 3 SHC
This course includes cooperative work experience in an approved setting. (0/15)

EARLY CHILDHOOD (ECD)

ECD 101 Introduction to Early Childhood 3 SHC
This course is an overview of the history, theories and curriculum models of early education. Emphasis is on current trends/issues, with a review of state/national regulations. Characteristics of quality programs and professional teachers will be explored. This course satisfies the South Carolina Early Childhood credential. (3/0)

ECD 102 Growth and Development I 3 SHC
This course presents an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities will be explored. (3/0)

ECD 105 Guidance - Classroom Management 3 SHC
This course is an overview of developmentally appropriate and effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach will be stressed. (3/0)

ECD 107 Exceptional Children 3 SHC
This course provides an overview of special needs children and their families. Emphasis will be placed on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification as well as federal legislation affecting all children. (3/0)

ECD 108 Family and Community Relations 3 SHC
This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability of community resources and on developing appropriate communication skills. (3/0)

ECD 109 Administration and Supervision 3 SHC
This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services and relations among the public, staff and parents. (3/0)

ECD 131 Language Arts 3 SHC
This course presents methods and materials in age-appropriate language experiences. It provides opportunities to develop listening, speaking, prereading/prewriting skills through planning, implementation and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation and presentation of children's literature will be included. (3/0)

ECD 132 Creative Experiences 3 SHC
This course stresses the importance of creativity and independence in creative expression. A variety of age-appropriate media, methods, techniques and equipment will be utilized. Students will plan, implement and evaluate instructional activities. (3/0)

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

ECD 135 Health, Safety and Nutrition 3 SHC
This course reviews health/safety practices recommended for child care and provides information on common diseases and health problems. Certification preparation in pediatric safety, CPR and first aid is provided. Course includes guidelines and information on nutrition and developmentally-appropriate activities. (3/0)

ECD 200 Curriculum Issues in Infant and Toddler Development 3 SHC
This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course. Prerequisite: ECD 102 (3/0)

ECD 203 Growth and Development II 3 SHC
This course presents an in-depth understanding of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive and nutritional development. Developmental tasks and appropriate activities will be explored. Prerequisite: ECD 102 (3/0)

ECD 237 Methods and Materials 3 SHC
This course includes an overview of developmentally-appropriate methods and materials for planning, implementing and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area. Prerequisites: ECD 101, ECD 102, ECD 103 (3/0)

ECD 243 Supervised Field Experience I 3 SHC
This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices. This course is a capstone course taken only with approval of department head. (1/10)

ECONOMICS (ECO)

ECO 101 Basic Economics 3 SHC
This course is a study of comparative economic systems, forms of business organization, business operation and wage and price determination. (3/0)

***ECO 210 Macroeconomics 3 SHC**
This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls and the government's role in economic decisions and growth. (3/0)

***ECO 211 Microeconomics 3 SHC**
This course includes the study of the behavior of households and firms including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations and comparative advantage and trade. (3/0)

INDUSTRIAL ELECTRONICS TECHNOLOGY (EEM)

EEM 105 Basic Electricity 2 SHC
This course is a survey of basic electrical principles, circuits and measurements. (1/3)

EEM 115 DC Circuits 4 SHC
This course is a study of atomic theory related to electronics and circuit theory. It covers electrical parameters and units, Ohm's Law, Kirchoff's voltage and current laws, power and energy. It also includes inductance, capacitance and DC instruments. Circuits are constructed and tested. (2/6)

EEM 116 AC Circuits 4 SHC
This course is a study of the characteristics of alternating current and voltage in resistors, capacitors and inductors. Series, parallel and complex circuits are covered. Circuits are constructed and tested. Prerequisite: EEM 115 (2/6)

EEM 117 AC/DC Circuits I 4 SHC
This course is a study of direct and alternating theory, Ohm's Law, series, parallel and combination circuits. Circuits are constructed and tested. (4/0)

EEM 140 National Electrical Code 3 SHC
This course is a study of the National Electrical Code and is based on the latest codes as published by the National Fire Protection Association (NFPA). Prerequisites: EEM 115, EEM 116 (3/0)

EEM 151 Motor Controls I 4 SHC
This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes. Prerequisites: EEM 115, EEM 116 (3/3)

EEM 152 Motor Controls II 4 SHC
This course is a continuation of the study of motor controls including additional techniques and control devices. Prerequisite: EEM 151 (3/3)

EEM 160 Industrial Instrumentation 3 SHC
This course covers the basic principles of instrumentation, including a discussion of various instruments employed in industrial applications. Prerequisites: EEM 115, EEM 116, EEM 201 (2/3)

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

EEM 201 Electronic Devices I 3 SHC
This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications. Prerequisites: EEM 115, EEM 116 (2/3)

EEM 202 Electronic Devices II 3 SHC
This course is a continuation of the study of electronic devices and circuits. Components and circuit configurations are analyzed to achieve a more comprehensive coverage of electronic devices and circuits. Prerequisite: EEM 201 (2/3)

EEM 215 DC/AC Machines 3 SHC
This course is a study of applications, operations and construction of DC and AC machines. Prerequisite: EEM 115 (2/3)

EEM 231 Digital Circuits I 3 SHC
This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices. Prerequisites: EEM 201, EEM 115, EEM 116 (2/3)

EEM 235 Power Systems 3 SHC
This course is a study of the design, operation and installation of power distribution applications. Load analysis rate and power economics are covered. Prerequisites: EEM 115, EEM 116 (2/3)

EEM 241 Microprocessor I 3 SHC
This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture and basic interfacing techniques. Prerequisite: EEM 231 (2/3)

EEM 250 Programmable Logic Controllers 4 SHC
This course is a study of programmable control systems with emphasis on basic programming techniques. Additional topics such as interfacing, data manipulation and report generation will be covered. (3/3)

EEM 251 Programmable Controllers 3 SHC
This course is an introduction to programmable control systems with emphasis on basic programming techniques. Input/output devices and their applications are covered. Prerequisites: EEM 151, EEM 152, EEM 231 (2/3)

EEM 252 Programmable Controllers Applications 3 SHC
This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated and tested. (2/3)

ELECTRONIC ENGINEERING TECHNOLOGY (EET)

EET 111 DC Circuits 4 SHC
This course is a study of resistance, voltage, current, power and energy in series, parallel and series-parallel circuits using Ohm's Law, Kirchoff's Laws and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments. (3/3)

EET 112 AC Circuits 4 SHC
This course is a study of capacitive and inductive reactance and impedance in series, parallel and series-parallel circuits. It includes power, power-factors, resonance and transformers. Circuits are analyzed using mathematics and verified using electrical instruments. Prerequisite: EET 111 (3/3)

EET 113 Electrical Circuits I 4 SHC
This course is a study of direct and alternating current, covering resistance and impedance in series, parallel and series-parallel circuits using Ohm's Law, Kirchoff's Laws and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments. (3/3)

EET 131 Active Devices 4 SHC
This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits and other components. Circuits are modeled, constructed and tested. Prerequisite: EET 111 (3/3)

EET 141 Electronic Circuits 4 SHC
This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and trouble-shooting. Prerequisites: EET 111, EET 112, EET 131 (3/3)

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

EET 231 Industrial Electronics 4 SHC
This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor control, sensors and transducers, open and closed loop control circuits and sensor interfacing to computers. Circuits are constructed and tested. Prerequisites: EET 111, EET 112, EET 131 (3/3)

EET 233 Control Systems 4 SHC
This course is a study of open and closed loop control system operations, elements and applications. Various industrial model programmable logic controllers are used to simulate application to flexible manufacturing control systems. Prerequisite: EET 131 (3/3)

EET 235 Programmable Controllers 3 SHC
This course is a study of relay logic, ladder diagrams, theory of operation and applications. Loading ladder diagrams, debugging and troubleshooting techniques are applied to programmable controllers. Prerequisites: EET 111, EET 112, EET 145, EET 231 (2/3)

EET 243 Data Communications 3 SHC
This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industrial standards, networks, and error detection and correction. Prerequisite: EET 145 (2/3)

EET 251 Microprocessor Fundamentals 4 SHC
This course is a study of binary numbers, microprocessor operation, architecture, instruction sets, interfacing with operating systems and applications in control, data acquisition and data reduction and analysis. Programs are written and tested. Prerequisite: EET 145 (3/3)

EET 255 Advanced Microprocessors 3 SHC
This course is a study of advanced microprocessors, controllers and hardware/software interfacing techniques for controlling external devices. Hardware is designed and constructed, and control programs are written and tested. Prerequisite: EET 251 (2/3)

EET 272 Electronics Senior Seminar 1 SHC
This course includes various engineering topics, using field trips and discussions with practicing technical personnel. Proper use of test instruments is reinforced. (0/3)

EET 273 Electronics Senior Project 1 SHC
This course includes the construction and testing of an instructor-approved project. (0/3)

ENGINEERING TECHNOLOGY (EGR)

EGR 104 Engineering Technology Foundations 3 SHC
This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications and teamwork are integrated into the course. (3/0)

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

EGR 170 Engineering Materials 3 SHC
This course is a study of the properties, material behaviors and applications of materials used in engineering structures and products. Prerequisites: EGR 175 and MAT 182 (3/0)

EGR 175 Manufacturing Processes 3 SHC
This course includes the processes, alternatives and operations in the manufacturing environment. Metal working and forming processes include casting, forging, presswork, machining and turning. Joining processes include welding, brazing and soldering. Metallurgical principles of ferrous metals are briefly covered. Prerequisite: MAT 181 (3/0)

EGR 181 Integrated Technology I 1 SHC
This problem-based course focuses on the introduction of workplace skills such as problem-solving, teamwork, computers and communications and on applications of mathematics and science competencies. Major emphasis is on electrical concepts and laboratory techniques. It will include other concepts such as thermal, fluids and optics. Corequisities: ENG 181, MAT 181, PHY 181 (0/3)

EGR 182 Integrated Technology II 1 SHC
This problem-based course focuses on the development of workplace skills such as problem-solving, teamwork, computers and communications and on applications of mathematics and science competencies. Major emphasis is on mechanical concepts and laboratory techniques. It will include other concepts such as thermal, fluids and optics. Prerequisite: EGR 181 (0/3)

EGR 183 Integrated Technology III 1 SHC
This problem-based course emphasizes material properties and laboratory techniques. It will include other concepts such as thermal, fluids and optics. Computer and research skills are practiced. Technical presentation skills are utilized. Prerequisite: EGR 182 (0/3)

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. Prerequisite: MAT 182 (3/3)

EGR 226 Engineering Economics 3 SHC
This course is a study of basic engineering economics, including principles of equivalence, return on investment, evaluation of alternatives, the effects of taxes on economic analysis and replacement policies. (3/0)

ENGINEERING GRAPHICS TECHNOLOGY (EGT)

EGT 110 Engineering Graphics I 4 SHC
This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings. (2/6)

EGT 115 Engineering Graphics II 4 SHC
This course in engineering graphics science includes additional drawing techniques for industrial applications. Prerequisite: EGT 110 (2/6)

EGT 125 Descriptive Geometry 2 SHC
This course is designed to aid in solving drafting problems associated with single or intersecting surfaces which are not necessarily placed in the principal planes in space. Prerequisite: EGT 110 (1/3)

EGT 151 Introduction to CAD 3 SHC
This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings. (2/3)

EGT 155 Intermediate CAD 2 SHC
This course covers advanced computer aided drafting skills, including such topics as polylines, attributes, edlin, creating isometrics and script files and introduction to 3D. Prerequisite: EGT 151 (1/3)

EGT 215 Mechanical Drawing Applications 4 SHC
This advanced drawing course covers industrial applications. This course will consist of a CAD graphic design project in a selected area of study. The student will be responsible for the complete project development, necessary calculations, presentation and written report, and graphical design drawings. This may be accomplished through an intern program at a local company. Prerequisites: EGT 115 and EGT 151 (2/6)

EGT 225 Architectural Drawing Applications 4 SHC
This is an advanced drawing course for architectural applications. The course will consist of a graphic design project in a selected area of study. The student will be responsible for the complete project development, necessary calculations and graphic design drawings. Prerequisite: EGT 151 (2/6)

EGT 251 Principles of CAD 3 SHC
This course includes the additional use of CAD software for production of technical drawings and related documentation, including: precision input, line construction tools, element manipulation tools, element symbology, complex elements, reference files and detailing tools such as dimensioning and patterning. Prerequisite: EGT 151 (2/3)

EGT 252 Advanced CAD 3 SHC
This course covers advanced concepts of CAD software and applications. This course will include advanced CAD principles such as 3D CAD techniques, including solids modeling, wire frame assemblies and working drawings. Prerequisite: EGT 151 (2/3)

ENGLISH (ENG)

ENG 010-099 Developmental English (Non-Degree Credit) 1 to 9 SHC
This course is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction will include writing short compositions in which students demonstrate control of mechanics, word usage and sentence structure. An additional hour of computer assisted instruction may be required. (1 - 9/1 -9)

ENG 100 Introduction to Composition (Non-Degree Credit) 3 SHC
This course is a study of basic writing and different modes of composition and may include a review of usage. Prerequisite: ENG 032 and corequisite ENG 012 or required test scores. (3/0)

***ENG 101 English Composition I 3 SHC**
This college transfer course is a study of composition with appropriate literary selections and frequent theme assignments to reinforce effective writing; a review of standard usage and the basic techniques of research are also presented. Prerequisite: ENG 100 or ENG 104 or required test scores. (3/0)

***ENG 102 English Composition II 3 SHC**
This college transfer course presents the development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included. Prerequisite: ENG 101 (3/0)

ENG 104 Communications Foundations 3 SHC
This course focuses on gathering, organizing and presenting written, oral and visual information. Team-building skills are encouraged through collaborative learning environments. Technical communication skills are emphasized. Prerequisites: ENG 032 and corequisite ENG 012 or required test scores. (3/0)

ENG 106 Fundamentals of Communication 3 SHC
This course is a study of technical communication focusing on gathering, organizing and presenting specific reading, writing, listening and speaking techniques in a team-building, collaborative learning environment. Students must be concurrently enrolled in MAT 106 and IMT 106. Prerequisites: ENG 100 or required test scores. (3/0)

ENG 165 Professional Communications 3 SHC
This course develops practical, written and oral professional communications skills. Prerequisite: ENG 100, ENG 104 or required test scores. (3/0)

ENG 181 Integrated Communications I 3 SHC
This problem-based course integrates communication skills with mathematics, science and technology in a collaborative, teaming environment. Writing, speaking and presenting skills are learned through gathering, organizing and presenting information. Prerequisite: ENG 100, ENG 104 or required test scores. (3/0)

ENG 182 Integrated Communications II 3 SHC
This problem-based course reinforces written and oral communication skills. Students learn to gather, organize and present information in a collaborative, technical workplace environment. Prerequisite: ENG 181 (3/0)

***ENG 201 American Literature I 3 SHC**
This course is a study of American literature from the colonial period to the Civil War. Prerequisite: ENG 102 (3/0)

***ENG 202 American Literature II 3 SHC**
This course is a study of American literature from the Civil War to the present. Prerequisite: ENG 102 (3/0)

***ENG 205 English Literature I 3 SHC**
This college transfer course is a study of English literature from the Old English Period to the Romantic Period with emphasis on major writers and periods. Prerequisite: ENG 102 (3/0)

***ENG 206 English Literature II 3 SHC**
This college transfer course is a study of English literature from the Romantic Period to the present with emphasis on major writers and periods. Prerequisite: ENG 102 (3/0)

***ENG 208 World Literature I 3 SHC**
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century. Prerequisite: ENG 102 (3/0)

***ENG 209 World Literature II 3 SHC**
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. Prerequisite: ENG 102 (3/0)

***ENG 214 Fiction 3 SHC**
This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. Prerequisite: ENG 102 (3/0)

***ENG 230 Women in Literature 3 SHC**
This course is a critical study of women's writings examined from historical, social and psychological points of view. Prerequisite: ENG 102 (3/0)

***ENG 260 Advanced Technical Communications 3 SHC**
This course develops skills in research techniques and increases proficiency in technical communications. Prerequisite: ENG 165 (3/0)

FRENCH (FRE)

***FRE 101 Elementary French I 4 SHC**
This course is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture. (4/0)

***FRE 102 Elementary French II 4 SHC**
This course continues the development of basic language skills and includes a study of French culture. Prerequisite: FRE 101 (4/0)

FUNERAL SERVICES (FSE)

FSE 101 Introduction to Funeral Services 1 SHC
This course emphasizes the history, principles and practices of funeral services, with attention to the fundamental skills, knowledge, ethics, aptitudes and obligations of a funeral service professional in the United States. (1/0)

FSE 110 Funeral Services Management and Merchandising 3 SHC
This course stresses application of management principles to the funeral profession. The second portion of the course covers merchandising principles and their direct application to funeral service operations. Product knowledge, pricing, presentation and merchandise control are stressed in the course. (3/0)

FSE 115 Funeral Services Directing 3 SHC
This course emphasizes 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. (3/0)

FSE 120 Funeral Counseling 3 SHC
This course emphasizes the principles and practices of funeral services counseling, including the personality and role of the counselor, counseling techniques and special considerations. (3/0)

FSE 130 Business and Mortuary Law 3 SHC
The business law portion of this course surveys law and the judicial system as these relate to the operation of a business. Topics covered in the course include contracts, sales, negotiable instruments, business organizations and bailments. The mortuary law section focuses on those statutes and regulations pertinent to funeral directors and morticians. (3/0)

FSE 131 Funeral Service Ethics, Regulations and Statutes 3 SHC
The course will focus on the development of a sense of morality within the funeral service student, which will guide his/her decisions, actions and relationships as a professional. Emphasis will be placed on those statutes and regulations affecting the professional and ethical behavior of funeral directors and morticians. (3/0)

FSE 140 Restorative Arts 4 SHC
This course emphasizes restorative arts as applied to funeral services, including anatomical modeling, expression and familiarization with tools, legal aspects, materials and techniques. Prerequisite: BIO 112 (3/3)

FSE 155 Embalming Practicum I 3 SHC
This course emphasizes actual preparation of human remains under the tutelage and supervision of a licensed embalmer. (1/6)

FSE 165 Sociology of Funeral Service 1 SHC
This course studies those social phenomena that affect all elements of funeral service. The course includes family structure, social structures and other factors which relate to funeralization. (1/0)

FSE 170 Embalming Chemistry 4 SHC
This course emphasizes the fundamentals of organic chemistry and biochemistry as related to the funeral services profession, including chemical changes in the human body during life, after life and during chemical preservation. (3/3)

FSE 250 Funeral Service Projects 3 SHC
This course provides an overview of funeral service practices and procedures. Upon completion, students will be prepared to meet all state and national licensure requirements. (3/0)

HISTORY (HIS)

***HIS 101 Western Civilization to 1689 3 SHC**
This course is a survey of Western Civilization from Ancient times to 1689, including the major political, social, economic and intellectual factors shaping Western cultural tradition. (3/0)

***HIS 102 Western Civilization Post 1689 3 SHC**
This course is a survey of Western Civilization from 1689 to the present, including major political, social, economic and intellectual factors that shape the modern Western world. (3/0)

HIS 115 African-American History 3 SHC
This course is a study of the history of African-Americans, including African heritage, American history and significant contributions by individuals or groups. (3/0)

***HIS 201 American History: Discovery to 1877 3 SHC**
This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic and intellectual developments during this period. (3/0)

***HIS 202 American History: 1877 to Present 3 SHC**
This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic and intellectual developments during this period. (3/0)

HORTICULTURE (HRT)

HRT 101 Introduction to Horticulture 3 SHC
This course covers the basic principles of horticulture as it relates to various aspects of commercial production. (3/0)

HRT 104 Landscape Design and Implementation 3 SHC
This course is a study of landscape design and drafting as well as landscape installation techniques. (2/3)

HRT 105 Landscape Plant Materials 4 SHC
This course is a study of plant materials that are used in the southeastern landscaping and nursery trade. Identification of plants by common and scientific nomenclature, characteristics, culture and use are included. (3/3)

HRT 125 Soils 4 SHC
This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter and life of soils. Materials and methods for supplying nutrients to horticulture plants are also included. (3/3)

HRT 127 Soil and Water Management 4 SHC
This course is a practical study of soil management with emphasis on fertilization, irrigation and drainage practices. (3/3)

HRT 141 Horticulture Pest Control 4 SHC
This course includes a study of the identification and control of insects, diseases and weeds that are pests of horticulture plants. Students will also prepare for the pesticide application license exam. (3/3)

HRT 154 Grounds Maintenance 3 SHC
This course covers cost estimation of a landscape design and its maintenance, preparation of contracts and development and implementation of maintenance schedules. (3/0)

HRT 171 Landscape Business Techniques 3 SHC
This course explores ownership and operation of a landscape business. Topics include basic business procedures, finance, employee benefits and license requirements with emphasis placed on business start-up procedures. (3/0)

HRT 241 Turf Management 3 SHC
This course is a study of the identification, use, culture and maintenance of turf grasses. Emphasis is on the installation and management of turf in residential, commercial and public areas. (3/0)

HRT 260 Horticulture Power Equipment 4 SHC
This course is a practical study of horticulture power equipment covering principles of operation, maintenance, troubleshooting and repair. (3/3)

HUMANITIES (HSS)

HSS 205 Technology and Society 3 SHC
This course is an investigation of the impact of the 20th century technological changes in America on the individual, society and the physical environments. (3/0)

HUMAN SERVICES (HUS)

HUS 101 Introduction to Human Services 3 SHC
This course covers an overview of the field of human services. Role responsibilities, problems, boundaries and strategies of human services workers are included. (3/0)

HUS 134 Activity Therapy 3 SHC
This course is a study of activity programs for human services settings. Actual activity projects for various settings are developed by students. (3/0)

HUS 150 Supervised Field Placement I 3 SHC
This course includes work experience assignments in selected human services agencies. Prerequisite: Must be a second-year Human Services student. (1/10)

HUS 151 Supervised Field Placement II 3 SHC
This course includes work assignments in selected human services agencies. Prerequisite: HUS 150; must be a second-year Human Services student. (1/10)

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

HUS 208 Alcohol and Drug Abuse 3 SHC
This course is a study of the etiology of alcohol and drug abuse; various types of addictive substances; physical, mental and social implications; programs in rehabilitation; and preventive education. (3/0)

HUS 209 Case Management 3 SHC
This course covers accepted methods and strategies for effectively assessing client needs, accessing necessary provider agencies, and monitoring and properly documenting service delivery and client welfare. Prerequisite: HUS 101 (3/0)

INTERDISCIPLINARY (IDS)

IDS 101 Human Thought and Learning 3 SHC
This course explores the principles, methods and applications of human thought and learning, including attention, information processing, problem-solving, hypothesis testing, memory, argumentation, learning theory and cognitive awareness. (3/0)

IDS 205 Professional Effectiveness Principles 3 SHC
This course examines the research-based principles and practices associated with professional effectiveness in the workplace, including such topics as problem-solving, systems thinking, interpersonal relations, quality, affective behavior, communications, ethics, self-management, learning, teamwork and leadership. (3/0)

INDUSTRIAL MECHANICS TECHNOLOGY (IMT)

IMT 106 Fundamentals of Industrial Technology 3 SHC
This course is a study of basic industrial topics, including teamwork, blueprint reading and problem solving in an integrated format. Students must be concurrently enrolled in MAT 106 and ENG 106. (3/0)

IMT 112 Hand Tool Operations 3 SHC
This course covers the use of hand tools and their applications in industrial and service areas. (3/0)

IMT 120 Mechanical Installations 5 SHC
This course covers techniques of assembling, rigging, installation and/or maintenance of mechanical equipment. (4/3)

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

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

INTEGRATED SYSTEMS TECHNOLOGY (IST)

IST 104 Introduction to the Internet 1 SHC
This course is an introduction to the Internet and the World Wide Web. Includes FTP, TELNET, Archie, Gopher and E-mail functions. (1/0)

IST 201 Cisco Internetworking Concepts 3 SHC
This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANS, WANS, OSI models, cabling, cabling tools, CISCO routers, router programming, star topology, IP addressing and network standards. Corequisite: IST 202 (3/0)

IST 202 Cisco Router Configuration 3 SHC
This course is a study of LANS, WANS, OSI models, Ethernet, token ring, fiber distributed data interface tcp/ip addressing protocol, dynamic routing, routing and the network administrator's role and function. Corequisite: IST 201 (3/0)

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

IST 204 Cisco Troubleshooting 3 SHC
This course is a study of troubleshooting network problems. Prerequisites: IST 201 and IST 202. Corequisite: IST 203 (3/0)

IST 220 Data Communications 3 SHC
This course introduces the fundamentals of data communications. Basic signaling, networking and various transmission media are covered. (3/0)

IST 225 Internet Communication 3 SHC
This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included. (3/0)

IST 227 Internet Operations and Management 3 SHC
This course covers the duties/responsibilities of an Internet Web master; appropriate hardware, software, and telecommunications technology; designing, implementing and maintaining a Web site; and utilizing security mechanisms. Prerequisite: IST 220. (3/0)

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

IST 241 Network Architecture I 3 SHC
This course is a study of how the computer architecture relates to the interconnecting of the various network components, the environment in which the application processes execute and the overall plan defining services to be provided in a distributed environment. Prerequisite: IST 256, IST 257. Corequisite: IST 260 (3/0)

IST 256 LAN Desktop Technologies 3 SHC
This course is a study of desktop operating systems technologies including desktop operating system software installation, configuration and troubleshooting and network connectivity requirements. The course also covers administrative functions including local user account maintenance, security, data backup and recovery. Corequisite: IST 257. (3/0)

IST 257 LAN Network Server Technologies 3 SHC
This course is a study of network operations system technologies including network operating system architecture; the installation, configuration, monitoring and troubleshooting of network resources; and network administration functions such as user/group maintenance, network security, print services, remote access, fault tolerance, backup and recovery. Corequisite: IST 256. (3/0).

IST 260 Network Design 3 SHC
This course is a study of the processes and techniques required to identify the most attractive design solution of a telecommunications network—combining creativity, rigorous discipline, analysis, and synthesis—and while emphasizing the solution in terms of cost and performance. Prerequisite: IST 256 and IST 257. Corequisite IST 241. (3/0)

IST 272 Relational Database 3 SHC
This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized. Prerequisite: CPT 186(3/0)

IST 278 Database Programming 3 SHC
This course is a study of advanced database techniques. Topics will cover procedures, triggers, query optimization and user security. Prerequisite: CPT 237 or CPT 286. (3/0)

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

MATHEMATICS (MAT)

Students should see the Math Placement Guide located on the Mathematic Department's Web page before enrolling in mathematics courses. It is recommended that students enroll in the sequence of mathematics courses required for their programs of study based upon the mathematics courses they completed in high school, their math placement scores and their academic advisors' recommendations.

MAT 012 Developmental Mathematics Workshop 1 SHC
This course provides support for mastery of MAT 032 competencies (e.g. may include but is not limited to laboratory work, computerized instruction and/or projects). Students enrolled in MAT 012 must be enrolled in MAT 032 during the same semester. (1/0)

MAT 013 Developmental Math Jumpstart 1 SHC
This course provides a review, in a compressed time frame, of the measurement and geometry, basic algebra concepts and data analysis skills studied in MAT 031. This course is to be taken in place of MAT 032 by qualified students. (1/0)

MAT 032 Developmental Mathematics 3 SHC
Developmental Mathematics includes a review of arithmetic skills and focuses on the study of measurement and geometry, basic algebra concepts and data analysis. Application skills are emphasized. Students enrolled in MAT 032 must be enrolled in MAT 012 during the same semester. (3/0)

MAT 100 Introductory College Math (Non-Degree Credit) 5 SHC
This course includes the following topics: mathematical methods, techniques, ways of thinking and problem solving, all in an algebraic context. Prerequisite: MAT 032 and corequisite MAT 012. (5/0)

MAT 101 Beginning Algebra 3 SHC
This course includes the following topics: operations with signed numbers; addition, subtraction, multiplication and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing. Prerequisite: equivalent placement scores. (3/0)

MAT 102 Intermediate Algebra 3 SHC
This course includes the following topics: properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions, graphs; solutions of linear inequalities; and linear and quadratic equations. Prerequisite: MAT 100 or MAT 101or equivalent placement scores. (3/0)

MAT 104 Mathematical Foundations 3 SHC
This course includes the study of numeration, measurement (US customary and SI), basic algebra, geometry, statistics and trigonomety. Applications of science and technology are integrated in a problem-based learning environment. Technology, communications, teamwork and other workplace readiness skills are emphasized. Prerequisite: MAT 032 and MAT 012 or equivalent placement scores. (3/0)

MAT 106 Fundamentals of Mathematics 3 SHC
This course is a study of basic numeration, calculator usage, measurement, basic algebra and geometry, right triangle trigonometry and basic statistics. Emphasis will be on problem solving, with elements of teamwork, communications, industry technology and workplace readiness being presented in an integrated format. Students must be concurrently enrolled in ENG 106 and IMT 106. Prerequisite: MAT 032 and MAT 012 or equivalent placement scores. (3/0)

***MAT 110 College Algebra 3 SHC**
This course includes the following topics: polynomials, rational, logarithmic and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; simple linear programming; solutions of higher degree polynomials; combinatorial algebra, including the binomial theorem; and introduction to probability. Prerequisite: MAT 102 or equivalent. (3/0)

***MAT 111 College Trigonometry 3 SHC**
This course includes the following topics: circular functions, trigonometric identities, solution of right and oblique triangles, solution of trigonometric equations, polar coordinates; complex numbers including Demoivre's theorem, vectors, conic sections, sequences and series. Prerequisite: MAT 110 (3/0)

MAT 112 Precalculus 5 SHC
This course includes the following topics: algebraic, exponential, logarithmic, and trigonometric functions and their graphs; analytic geometry; and applications of trigonometry. Prerequisite: MAT 102 or equivalent. (5/0)

***MAT 120 Probability and Statistics 3 SHC**
This course includes the following topics: introductory probability and statistics including organization of data, sample space concepts, random variables, counting problems, binomial and normal distribution, central limit theorem, confidence intervals and test hypotheses for large and small samples, types I and II errors, linear regression and correlation. Prerequisite: MAT 100 or MAT 101 or equivalent placement scores. (3/0)

***MAT 122 Finite College Mathematics 3 SHC**
This course includes the following topics: logic, sets, Venn diagrams, counting problems, probability, matrices, systems of equations, linear programming including the simplex method and applications, graphs and networks. Prerequisite: MAT 102 or equivalent. (3/0)

MAT 123 Contemporary College Mathematics 3 SHC
This course provides an appreciation and understanding of the mathematics underlying several topics in contemporary society. Topics may include voting methods, apportionment problems, Euler and Hamilton circuits, population growth and fractals. Prerequisite: MAT 100 or MAT 101 or equivalent placement scores. (3/0)

***MAT 130 Elementary Calculus 3 SHC**
This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic and exponential functions; and interpretation and application of these processes. Prerequisite: MAT 110 or equivalent. (3/0)

***MAT 140 Analytical Geometry and Calculus I 4 SHC**
This course includes the following topics: derivative and integrals of polynomials, rational, logarithmic, exponential, trigonometric and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. Prerequisites: MAT 111 or equivalent. (4/0)

***MAT 141 Analytical Geometry and Calculus II 4 SHC**
This course includes the following topics: continuation of calculus of one variable to include analytic geometry; techniques of integration; volumes by integration and other applications; infinite series including Taylor series; and improper integrals. Prerequisite: MAT 140 (4/0)

MAT 155 Contemporary Mathematics 3 SHC
This course includes techniques and applications of the following topics: elementary number theory, algebra, geometry, measurement, graph sketching and interpretations and descriptive statistics. Prerequisite: MAT 100 or MAT 101 or equivalent placement scores. (3/0)

MAT 160 Math for Business and Finance 3 SHC
This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes and graphs. Prerequisite: MAT 032 and MAT 012 or equivalent placement scores. (3/0)

MAT 170 Algebra, Geometry and Trigonometry I 3 SHC
This course includes the following topics: algebra, geometry, trigonometry and advanced applications. Prerequisite: MAT 032 and MAT 12 or equivalent placement scores. (3/0)

MAT 171 Algebra, Geometry and Trigonometry II 3 SHC
This course includes the following topics: algebra, geometry, trigonometry and advanced applications. Prerequisites: MAT 170 or equivalent. (3/0)

MAT 181 Integrated Mathematics I 3 SHC
This problem-based course focuses on basic laws of algebra, linear and quadratic equations, introduction to trigonometry and concepts of functions and graphs. Concepts and skills in mathematics are integrated with electrical topics in a problem-based learning environment. Science, communications and technology are integrated with mathematics throughout the course. Prerequisite: MAT 104 or equivalent. (3/0)

MAT 182 Integrated Mathematics II 3 SHC
This problem-based course reinforces the basic laws of algebra, linear and quadratic equations, trigonometry, functions and graphs. Mathematical concepts and skills are integrated with mechanical topics in a problem-based learning environment. Science, communications and technology are integrated with mathematics throughout the course. Prerequisite: MAT 181 (3/0)

MAT 183 Integrated Mathematics III 3 SHC
This problem-based course extends the study of algebra, trigonometry, functions, vectors and basic calculus concepts. Mathematical concepts are integrated with topics in material properties of matter in a problem-based learning environment. Science, communications and technology are integrated with mathematics throughout the course. Prerequisite: MAT 182 (3/0)

MAT 188 Technical Math III 2 SHC
This course reviews fractions and decimals as well as linear, square and cubic measurements. Estimating, budgeting and charting (PERT and GANTT) are also covered. (2/0)

MAT 220 Advanced Statistics 3 SHC
This course includes the following topics: estimation of parameters; formulation and testing of hypotheses; multiple and nonlinear regression; contingency tables; analysis of variance; special distributions; and introduction to non-parametric statistics. Prerequisite: MAT 120 (3/0)

***MAT 240 Analytical Geometry and Calculus III 4 SHC**
This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's Theorems. Prerequisite: MAT 141 (4/0)

***MAT 242 Differential Equations 4 SHC**
This course includes the following topics: solution of linear and elementary nonlinear differential equations by standard methods with sufficient Linear Algebra to solve systems; applications; series; Laplace transform; and numerical methods. Prerequisite: MAT 240 (4/0)

MEDICAL ASSISTING (MED)

MED 101 The Medical Assisting Profession 1 SHC
This course introduces the student to the profession of medical assisting, including the professional organization, professionalism, certification and the legal, ethical concepts related to the profession. Prerequisites: Admission to program; Corequisites: MED 112, MED 131, BIO 210, AHS 102. (1/0)

MED 102 Introduction to the Medical Assisting Profession 2 SHC
This course introduces the student to the profession of medical assisting, the legal and ethical concepts related to medical assisting and the medical terminology of the medical office. (2/0)

MED 107 Medical Office Management 4 SHC
This course provides a study of the principles and practices of banking and accounting procedures, billing methods and office management. (4/0)

MED 108 Common Diseases of the Medical Office 3 SHC
This course provides a study of the most frequently encountered diseases of the patients seen in the medical office, their pathology and treatment. (3/0)

MED 112 Medical Assisting Pharmacology 2 SHC
Basic pharmacologic terminology, mathematics and principles of medication administration are covered. Specific drugs according to specific body systems are presented. Prerequisite: Program admission. Corequisites: MED 101, MED 131, BIO 210, AHS 102. (1/3)

MED 114 Medical Assisting Clinical Procedures 4 SHC
This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures. Prerequisites: MED 101, MED 112, MED 131, BIO 210; Corequisites: MED 122, MED 134, BIO 211, ENG 101. (3/3)

MED 115 Medical Office Lab Procedures I 3 SHC
This course provides a study of laboratory techniques commonly used in physicians' offices and other facilities. (3/3)

MED 117 Clinical Practice 5 SHC
This course provides practical application of administrative and clinical skills in medical facility environments. Prerequisites: MED 114, MED 122, MED 134, BIO 211; Corequisites: MED 133, PSY 201. (0/15)

MED 118 Pharmacology for the Medical Assistant 4 SHC
This course provides a study of medical office pharmacology and drug calculations along with medication preparation and administration. (3/3)

MED 122 Medical Assisting Lab Procedures I 2 SHC
This course covers the beginning techniques of laboratory procedures commonly performed in a physician's office and other clinical agencies. Prerequisites: MED 101, MED 112, MED 131, BIO 210; Corequisites: MED 114, MED 134, BIO 211, ENG 101. (1/3)

MED 131 Administrative Skills of the Medical Office I 2 SHC
This course introduces the student to the environment of the medical office, the use of computers, patient scheduling, medical records management and written communications. Prerequisite: Admission to program; Corequisites: MED 101, MED 112, BIO 210, CPT 101, AHS 102. (1/3)

MED 132 Administrative Skills of the Medical Office II 3 SHC
This course covers managing the finances of the medical office including daily financial practices, medical insurance and coding, billing and collections and accounting practices. (3/0)

MED 133 Administrative Skills of the Medical Office III 2 SHC
This course introduces the student to transcription of histories, reports and correspondence related to the medical office. Prerequisites: MED 114, MED 122, MED 134, BIO 211; Corequisites: MED 117, PSY 201. (1/3)

MED 134 Medical Assisting Financial Management 2 SHC
This course covers daily financial practices, insurance and coding, billing and collections and accounting practices of the medical office environment. Prerequisites: MED 101, MED 112, MED 131, BIO 210; Corequisites: MED 114, MED 122, BIO 211, ENG 101. (1/3)

MECHANICAL ENGINEERING TECHNOLOGY (MET)

MET 212 Kinematics 3 SHC
This course covers mathematical and drafting solutions of problems involving linkage motion and velocities and acceleration of points on common mechanical devices. Prerequisites: MAT 182 and EGT 151 (3/0)

MET 213 Dynamics 3 SHC
This course includes the motion of rigid bodies and the forces that produce or change their motion. Rectilinear and curvilinear motion of bodies is covered as well as the concepts of work, power, energy, impulse, momentum and impact in relation to machine and mechanisms. Prerequisites: MAT 182, PHY 182 (3/0)

MET 222 Thermodynamics 4 SHC
This course includes the study of the thermodynamic principles of heat, work, non-flow and steady flow processes and cycles. The use of thermodynamic tables and charts is stressed. Prerequisites: MAT 183 and EGR 194 (3/3)

MET 224 Hydraulics and Pneumatics 3 SHC
This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed. Prerequisite: MAT 182 (2/3)

MET 231 Machine Design 4 SHC
This course covers the design and applications of machine elements such as shafts, couplings, springs, brakes, clutches, gears and bearings. It also covers the applications of principles of DC/AC, statics, strength of materials, engineering drawing and dynamics to the design of simple machines. Prerequisites: EGR 194 and EGT 151 (3/3)

MET 240 Mechanical Senior Project 1 SHC
This course includes investigations and/or advanced study in an area of specialization approved by the instructor. (0/3)

MANAGEMENT (MGT)

MGT 101 Principles of Management 3 SHC
This course is a study of management theories, emphasizing the management functions of planning, decision-making, organizing, leading and controlling. (3/0)

MGT 120 Small Business Management 3 SHC
This course is a study of small business management and organization, forms of ownership and the process of starting a new business. (3/0)

MGT 150 Fundamentals of Supervision 3 SHC
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized. (3/0)

MGT 201 Human Resource Management 3 SHC
This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration. (3/0)

MGT 230 Managing Information Resources 3 SHC
This course is a study of the development, use and management of information resources, and systems in business and industry. (3/0)

MARKETING (MKT)

MKT 101 Marketing 3 SHC
This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and marketing distribution. The functions of marketing and their social and economic implications will be studied. (3/0)

MKT 110 Retailing 3 SHC
This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management. (3/0)

MKT 120 Sales Principles 3 SHC
This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills. It will emphasize various factors in selling, including ethics, motivation, persuasion, use of appeals and personality. (3/0)

MKT 210 Merchandising 3 SHC
This course is a study of merchandising techniques. It includes a study of the essential concepts, practices and procedures for buying merchandise, including calculations and interpretations of figures related to the buying factors that produce profit. (3/0)

MKT 240 Advertising 3 SHC
This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions and regulatory aspects of advertising. (3/0)

MICROBIOLOGY (MLT)

MLT 105 Medical Microbiology 4 SHC
This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques. (3/3)

MASONRY (MSY)

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

MACHINE TOOL TECHNOLOGY (MTT)

MTT 101 Introduction to Machine Tool 2 SHC
This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills and drill presses. (1/3)

MTT 105 Machine Tool Math Applications 3 SHC
This course is a study of shop math relevant to the machine tool trade. (3/0)

MTT 120 Machine Tool Print Reading 3 SHC
This course is designed to develop the basic skills and terminology required for visualization and interpretation of common blueprints used in the machine tool trades. (3/0)

MTT 121 Machine Tool Theory I 3 SHC
This course covers the principles involved in the production of precision metal parts. (3/0)

MTT 122 Machine Tool Practice I 4 SHC
This course covers practical experiences using the principles in Machine Tool Theory I. (1/9)

MTT 123 Machine Tool Theory II 3 SHC
This course covers the principles involved in machining parts using machine tools including lathes, mills, drill presses, jig bores and the attachments for each. (3/0)

MTT 124 Machine Tool Practice II 4 SHC
This course covers the practical application of the principles taught in Machine Tool Theory II. (1/9)

MTT 130 Fundamentals of Geometric Dimensions and Tolerances 2 SHC
This course will cover the basic uses and interpretation of geometric dimensions and tolerances as specified for machine trade blueprints. (2/0)

MTT 141 Metals and Heat Treatment 3 SHC
This course is a study of the properties, characteristics and heat treatment procedures of metals. (3/0)

MTT 143 Precision Measurements 2 SHC
This course is a study of precision measuring instruments. (2/0)

MTT 161 Machine Tool Maintenance Theory 2 SHC
This course covers maintenance requirements necessary for the upkeep and operation of a machine shop. (2/0)

MTT 162 Machine Tool Maintenance Practice 4 SHC
This course covers a variety of maintenance tasks necessary for the upkeep and operation of a machine shop. (2/6)

MTT 175 Innovations in Machining Technology 3 SHC
This course covers changes in machining technologies, major advancements in the machine tool field or specialty training items. (3/0)

MTT 221 Tool and Diemaking Theory I 3 SHC
This course covers the theory of a blanking and piercing die. (3/0)

MTT 222 Tool and Diemaking Practice I 4 SHC
This course covers the manufacture of a simple cutting die or tools. (1/9)

MTT 223 Tool and Diemaking Theory II 3 SHC
This course covers the theory applied to the construction of a compound and/or progressive die. (3/0)

MTT 224 Tool and Diemaking Practice II 4 SHC
This course covers the construction of a compound and/or progressive die or tools. (1/9)

MTT 243 Advanced Dimensional Metrology for Machinists 3 SHC
This course is a study of higher levels of measurement, measuring instruments and measuring techniques. The course consists of a theoretical and practical study incorporating the metric system, geometric dimensioning/tolerancing, sine bars/plates for compound angles and more. (3/0)

MTT 251 CNC Operations 3 SHC
This course is a study of CNC machine controls, setting tools and machine limits and capabilities. (2/3)

MTT 253 CNC Programming and Operations 3 SHC
This course is a study of planning, programming and selecting tooling, determining speeds and feeds, setting up, operating and testing of CNC programs on CNC machines. (2/3)

MTT 270 Operation and Programming of Coordinate Measuring Machines 3 SHC
This course is a study of the operation, application and programming of coordinate measuring machines (CMM). (3/0)

MUSIC (MUS)

***MUS 105 Music Appreciation 3 SHC**
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods and appropriate listening experiences. (3/0)

NURSING (NUR)

NUR 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. Emphasis will be on the physiological, psychological, sociocultural and spiritual variables of the patient. Prerequisite: Admission to program. (3.5/7.5)

NUR 105 Pharmacology for Nurses 1 SHC
This course is an introduction to the basic concepts of pharmacology related to drug administration. Concepts of mathematical calculation, drug classifications and drug administrations will be applied in guided laboratory and related clinical settings. Corequisites: NUR 101 and BIO 210. (0/3)

NUR 106 Pharmacologic Basics In Nursing Practice 2 SHC
This introductory course outlines the basic concepts of pharmaceutics, pharmacokinetics, pharmacodynamics and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications. Prerequisites: NUR 101, NUR 105 (1/3)

NUR 111 Common Health Problems 6 SHC
This course facilitates utilization of the nursing process to assist in meeting the needs of patients with common health problems. The focus of this course is on adult persons who are experiencing an invasion of their normal line of defense by stressors. Application of the nursing process with a focus on secondary interventions will be implemented in the clinical setting with selected patients. Prerequisites: NUR 101, BIO 210, NUR 105 (3/9)

NUR 201 Transition Nursing 3 SHC
This course facilitates the transition of the licensed practical nurse graduate to the role of the associate degree nursing student. Prerequisites: Active South Carolina Practical Nursing license (1/6)

NUR 210 Complex Health Problems 5 SHC
This course expands application of the nursing process in meeting the needs of patients with complex health problems. The course focuses on the integrated holistic person who is invaded by multiple complex stressors that can affect all five patient variables. Student will implement primary and secondary intervention in selected clinical settings. Prerequisites: NUR 211, NUR 212, NUR 214, and NUR 232 (3/6)

NUR 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 normal and abnormal aspects. By studying selected stressors, the student will identify how the family may be affected by these stressors. The student will use the nursing process to provide primary and secondary interventions, patient teaching and discharge planning. Prerequisites: NUR 111, NUR 106, and BIO 211 (2/6)

NUR 212 Nursing Care of Children 4 SHC
This course facilitates the application of the nursing process to assist in meeting the needs of children with acute and chronic health problems. Focus is on growth and development and anticipatory guidance. By studying selected stressors, the student will identify how they will affect the five client variables. Application of the nursing process, with a focus on primary and secondary intervention, will be implemented at selected clinical settings. Prerequisites: NUR 111, NUR 106 and BIO 211(2/6)

NUR 214 Mental Health Nursing 4 SHC
This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme. Students will study stressors and identify nursing interventions related to mental disorders. Clinical practice uses nursing to assist the client in strengthening lines of defense. Prerequisites: NUR 111, NUR 106, and BIO 211 (2/6)

NUR 215 Management of Patient Care 5 SHC
This course facilitates nursing care of small groups using the nursing process and concepts of management. Leadership and management theories will be explored. Students will apply these theories in the clinical setting. Prerequisites: NUR 211, NUR 212, NUR 214, and NUR 232 (3/6)

NUR 217 Trends and Issues in Nursing 2 SHC
This course is an exploration of health care trends and issues. Focus will be on selected case studies of professional, legal and ethical issues and their impact on nursing practice. Prerequisites: NUR 101 (2/0)

NUR 232 Gerontological Nursing 3 SHC
This course facilitates the development of competence to meet the needs of older adults. Prerequisites: NUR 106, NUR 111 and BIO 211 (2/3)

OFFICE SYSTEMS TECHNOLOGY (OST)

OST 105 Keyboarding 3 SHC
This course focuses on the mastery of keyboarding and formatting principles. A minimum speed is required to exit this course. (3/0)

OST 120 Introduction to Machine Transcription 3 SHC
This is an introductory machine transcription course designed to provide experience in transcribing documents from dictation equipment. Prerequisite: OST 110 (3/0)

OST 134 Office Communications 3 SHC
This course develops proficiency in proofreading and other specialized applications of communications in the office environment. (3/0)

OST 161 Information Management 3 SHC
This course emphasizes information management and various types of information systems, technology and procedures. (3/0)

OST 165 Information Processing Software 3 SHC
This course includes applications of information processing software. Emphasis is placed on producing acceptable document formatting and processing. This course includes advanced word processing applications. Prerequisite: OST 105 recommended. (3/0)

OST 212 Medical Document Production 3 SHC
This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production. Prerequisites: AHS 102 and OST 110 (3/0)

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

OST 270 SCWE in Office Systems 3 SHC
This course integrates office skills within an approved work site related to office systems technology. Prerequisites: OST 165, OST 120 and OST 251 (1/10)

PHILOSOPHY (PHI)

***PHI 101 Introduction to Philosophy 3 SHC**
This course includes a topical survey of the three main branches of philosophy -- Epistemology, Metaphysics and Ethics -- and the contemporary questions related to these fields. (3/0)

***PHI 105 Introduction to Logic 3 SHC**
This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions and inductions. (3/0)

***PHI 110 Ethics 3 SHC**
This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. (3/0)

PHARMACY (PHM)

PHM 101 Introduction to Pharmacy 3 SHC
This course provides a study of and introduction to pharmacy and the role in providing patient care services. (3/0)

PHM 109 Applied Pharmacy Practice 2 SHC
This course is a study of the principles used in manipulation of data and materials in preparing and dispensing of drugs. Corequisite: PHM 111 (2/0)

PHM 111 Applied Pharmacy Practice Laboratory 2 SHC
This course is a study of laboratory-based, hands-on application of principles used in manipulation of data and materials in the preparing and dispensing of drugs. Corequisite: PHM 109 (0/6)

PHM 113 Pharmacy Technician Math 3 SHC
This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations. Corequisite: MAT 102 (3/0)

PHM 114 Therapeutic Agents I 3 SHC
This course provides an introductory study of therapeutic drug categories. Prerequisite: BIO 235. Corequisite: CHM 105 (3/0)

PHM 118 Community Pharmacy Seminar 1 SHC
This course is a study of the pharmacy issues related to the community pharmacy practice. Corequisite: PHM 164 (1/0/1)

PHM 124 Therapeutic Agents II 3 SHC
This course includes a study of therapeutic drug categories. Prerequisite: PHM 114 (3/0)

PHM 152 Pharmacy Technician Practicum I 2 SHC
This course provides a practical introduction to the pharmacy environment. Corequisite: PHM 111 and PHM 109 (0/6)

PHM 164 Pharmacy Technician Practicum II 4 SHC
This course provides practical application of pharmacy skills in pharmacy environments. Prerequisite: PHM 152. Corequisite: PHM 124 (0/12)

PHM 173 Pharmacy Technician Practicum III 3 SHC
This course includes practical experience in a working pharmacy environment. Corequisite: PHM 164 (0/9)

PHYSICAL SCIENCE (PHS)

PHS 101 Physical Science I 4 SHC
This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology and physics. Prerequisite: High school algebra II, MAT 102 or appropriate algebra placement score. (3/3)

PHS 102 Physical Science II 4 SHC
This is a continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology and physics. Prerequisite: High school algebra II, MAT 102 or equivalent (3/3)

PHYSICS (PHY)

PHY 100 Introductory Physics (Non-Degree Credit) 3 SHC
This is a course in general physics including introductory principles of physics for higher level physics study. (2/3)

PHY 181 Integrated Physics I 3 SHC
This problem-based course covers electrical theory and concepts that support engineering technology principles. It will include concepts such as thermal, fluids and optics. Mathematics, communications and technology are integrated throughout the course. Prerequisites: MAT 100, MAT 101, MAT 104 or equivalent (2/3)

PHY 182 Integrated Physics II 3 SHC
This problem-based course covers mechanical theory and concepts that support engineering technology principles. It will include concepts such as thermal, fluids and optics. Mathematics, communications and technology are integrated throughout the course. Prerequisite: PHY 181 (2/3)

PHY 183 Integrated Physics III 3 SHC
This problem-based course covers material properties of matter and concepts that support engineering technology principles. It will include concepts such as thermal, fluids and optics. Mathematics, communications and technology are integrated throughout the course. Prerequisite: PHY 182 (2/3)

***PHY 201 Physics I 4 SHC**
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics. Corequisite: MAT 110 or equivalent (3/3)

***PHY 202 Physics II 4 SHC**
This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics. Prerequisite: PHY 201 (3/3)

***PHY 221 University Physics I 4 SHC**
This is the first of a sequence of courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory and wave motion. Prerequisite: MAT 140. Corequisite: MAT 141 (3/3)

***PHY 222 University Physics II 4 SHC**
This course is a continuation of calculus based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism. It includes electrostatics, dielectrics, electric circuits, magnetic fields and induction phenomena. Prerequisite: PHY 221 (3/3)

***PHY 223 University Physics III 4 SHC**
This course is a continuation of the calculus based treatment of the following topics: particle and wave aspects of matter and radiation, statistical mechanics, solid state and nuclear physics. Prerequisite: PHY 222. (3/3)

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 into PN program. (3/6)

PNR 123 Medical/Surgical Nursing I 4 SHC
This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, pharmacological, nutritional and health and safety needs of the adult patient. Clinical experiences include selected commonly occurring health problems having predictable outcomes. Prerequisites: PNR 110, AHS 106 and AHS 107 (2/6)

PNR 130 Medical/Surgical Nursing II 5 SHC
This course is a continuation of the study of nursing process. Concepts include the physiological, psychosocial, nutritional and health and safety needs of the adult patient. Clinical experiences include selected commonly occurring health problems having predictable outcomes. Prerequisites: PNR 123, PNR 170, PNR 182 and BIO 210 (3/6)

PNR 148 Medical/Surgical Nursing III 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 130, PNR 170, PNR 182 and BIO 211 (5/6)

PNR 165 Nursing Care of the Family 6 SHC
This course focuses on nursing care of the family during childbearing and childrearing. Clinical sites may include both acute and community settings. Prerequisites: PNR 130, PNR 123, PNR 170, PNR 182 and BIO 210 (4/6)

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 110, AHS 106 and AHS 107 (2/0)

PNR 175 Practical Nursing Skills 4 SHC
This course provides refinement of skills used in the nursing process. Organizational skills, legal and ethical aspects of practical nursing and career opportunities are emphasized. (3/3)

PNR 182 Special Topics in Practical Nursing 2 SHC
This course covers special topics in practical nursing. Prerequisites: PNR 110, AHS 107 and AHS 106 (2/0)

POLITICAL SCIENCE (PSC)

***PSC 201 American Government 3 SHC**
This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate. (3/0)

***PSC 215 State and Local Government 3 SHC**
This course is a study of state, county and municipal government systems, including interrelationships among these systems and within the federal government. (3/0)

PSYCHOLOGY (PSY)

PSY 103 Human Relations 3 SHC
This course is a study of human relations, including the dynamics of behavior, interrelationships and personality as applied to everyday life. (3/0)

PSY 105 Personal/Interpersonal Psychology 3 SHC
This course emphasizes the principles of psychology in the study of self and interpersonal adjustment and behavior in contemporary society. (3/0)

PSY 110 Applied Psychology 3 SHC
This course includes practical application of psychological principles, with special consideration given to improving relationships between individuals and organizations, and in particular the skills and knowledge needed for funeral directors to effectively serve bereaved individuals. (3/0)

***PSY 201 General Psychology 3 SHC**
This course includes the following topics: an introduction to the basic theories and concepts in the science of behavior, scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality and abnormal behavior. (3/0)

PSY 203 Human Growth and Development 3 SHC
This course is a chronological study of the physical, cognitive and emotional factors affecting human growth, development and potential. (3/0)

***PSY 208 Human Sexuality 3 SHC**
This course is a study of biological, psychological and sociological perspectives of human sexuality. Historical, cross-cultural and ethical issues are considered in the course. (3/0)

PSY 210 Educational Psychology 3 SHC
This course is the study of the teaching-learning process with emphasis on theory, transfer, problem solving, habit formation, individual difference and other factors that facilitate learning. Prerequisite: PSY 201 (3/0)

***PSY 212 Abnormal Psychology 3 SHC**
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures, analysis of human behavior problems and identification of the personal and social skills needed to deal with these problems. Prerequisite: PSY 201 (3/0)

PSY 215 Psychology of the Mentally Retarded 3 SHC
This course is a survey of the nature and causes of mental retardation, including the attitudes and relationships of the community to the retarded. (3/0)

PSY 218 Behavior Modification 3 SHC
This course is an introduction to the terminology, methods and recording procedures used in behavior modification. This course includes the application of these procedures and techniques in specific areas of human services. (3/0)

PSY 230 Interviewing Techniques 3 SHC
This course develops skills necessary for interviewers and interviewees in various organizational settings. (3/0)

PSY 231 Counseling Techniques 3 SHC
This course is a study of a variety of counseling techniques necessary to assist qualified therapists in applied social science settings. Prerequisite: PSY 230 (3/0)

PSY 235 Group Dynamics 3 SHC
This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group processes in specialized settings. (3/0)

QUALITY ASSURANCE TECHNOLOGY (QAT)

QAT 101 Introduction to Quality Assurance 3 SHC
This course covers the fundamentals of quality control, the evolution of the total quality system and the modern philosophy of quality. Process variability, fundamentals of probability and the basic concepts of control charts are included. (3/0)

QAT 102 Quality Concepts and Techniques 3 SHC
This course covers the basic theory and concepts of quality. The total quality system, basic statistics, variable control charts and the commitment to quality are emphasized. (3/0)

QAT 105 Total Quality Systems 3 SHC
This course is a study of the total quality control concept for manufacturing and service industries, including the statistical technology of quality management, process tolerances and control limits and variable and attribute control charts. This course is primarily for students taking one QAT course as an elective. (3/0)

QAT 106 Introduction to Manufacturing 3 SHC
This course is a study of key elements of manufacturing processes, such as quality, materials management, personnel issues and industrial economics. (3/0)

QAT 110 Manufacturing Methods 3 SHC
This course introduces students to the theory and practices of fundamental production manufacturing methods. (3/0)

QAT 115 Total Quality Management 4 SHC
This course covers the total quality concept as an essential management responsibility, including activities and factors in controlling quality throughout the product life. (4/0)

QAT 125 Statistical Process Control 2 SHC
This course is a study of the basic concepts and techniques of statistical process control for manufacturing industries, including process control, operator and inspector quality control, basic statistics through deviation, control limits, tolerances and control charts. (2/0)

QAT 202 Metrology and Calibration 3 SHC
This course covers the measuring instruments used in a typical industrial metrology laboratory. Techniques of making measurements, accuracy and precision and calibration control systems are stressed. (2/3)

QAT 215 Applied Quality Concepts 4 SHC
This course covers quality control by problem prevention through the application of the concepts of probability and variation and the use of statistical process control techniques. Topics include control charts, sampling, metrology auditing, certification, traceability, quality costs, human factors and continuous quality improvement. (4/0)

RADIOLOGIC TECHNOLOGY (RAD)

RAD 101 Introduction to Radiography 2 SHC
This course provides an introduction to Radiologic Technology with emphasis on orientation to the radiology department, ethics and basic radiation protection. Prerequisite: Admission to the program. (2/0)

RAD 102 Patient Care Procedures 2 SHC
This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient. Prerequisite: Admission to program. (1/3)

RAD 110 Radiographic Imaging I 3 SHC
This course provides detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production. Prerequisite: RAD 101 (2/3)

RAD 115 Radiographic Imaging II 3 SHC
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging. Prerequisite: RAD 110 (3/0)

RAD 121 Radiographic Physics 4 SHC
This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of X-ray equipment. Prerequisites: RAD 110, RAD 201 (4/0)

RAD 130 Radiographic Procedures I 3 SHC
This course provides an introduction to radiographic procedures. Positions of the chest, abdomen and extremities will be included. (2/3)

RAD 136 Radiographic Procedures II 3 SHC
This course provides instruction in radiographic procedures for visualization of the structures of the body. Prerequisite: RAD 130 (2/3)

RAD 152 Applied Radiography I 2 SHC
This course introduces the student to the clinical environment of the hospital by providing basic instruction in the use of radiographic equipment and routine radiographic procedures. Corequisite: RAD 130 (0/6)

RAD 165 Applied Radiography II 5 SHC
This course provides an environment that allows the student to continue to receive instruction in the use of radiographic equipment and performance of radiographic procedures in the clinical environment of the hospital. Prerequisite: RAD 152 (0/15)

RAD 175 Applied Radiography III 5 SHC
This course provides the student with the clinical education needed for building competence in performing radiologic procedures in the clinical environment. Prerequisite: RAD 165 (0/22.5)

RAD 201 Radiation Biology 2 SHC
This course provides instruction in the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel and the population at large to a minimum. Prerequisite: BIO 211 (2/0)

RAD 205 Radiographic Pathology 2 SHC
This course provides a survey of disease processes significant to the radiographer including etiology, diagnosis, prognosis and treatment. Prerequisite: BIO 211 (2/0)

RAD 225 Selected Radiologic Topics 2 SHC
This course includes instruction in necessary areas as specified by the advisory committee. Prerequisite: RAD 115 (2/0)

RAD 230 Radiographic Procedures III 3 SHC
This course provides instruction in special radiographic procedures. Prerequisite: RAD 175 (2/3)

RAD 235 Radiography Seminar I 1 SHC
This course provides instruction in selected areas of radiography that are unique or new to the field. Prerequisite: RAD 256 (1/0)

RAD 236 Radiography Seminar II 2 SHC
This course provides instruction in selected areas of radiography that require additional study or application. Prerequisites: RAD 268, RAD 282, RAD 225, RAD 235 (2/0)

RAD 256 Advanced Radiography I 6 SHC
This course includes independently performing routine procedures in a radiology department, including involvement in advance radiographic procedures. Prerequisite: RAD 175 (0/18)

RAD 268 Advanced Radiography II 8 SHC
This course provides an environment that allows the student to improve competence in routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere. Prerequisite: RAD 256 (0/24)

RAD 276 Advanced Radiography III 6 SHC
This course allows the student to gain the self-confidence and competence necessary in routine and advanced radiographic procedures in the clinical environment. Prerequisite: RAD 268 (0/18)

RAD 282 Imaging Practicum 2 SHC
This clinical course provides an opportunity for the Radiography student to explore career opportunities in radiology and advanced imaging modalities. Prerequisite: RAD 256 (0/6)

READING (RDG)

RDG 010-099 Developmental Reading (Non-Degree Credit) 1 to 9 SHC
Developmental Reading is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials and an introduction to analysis of literature. An additional hour of computer-assisted instruction may be required. (1-9/1-9)

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. (3/0)

RESPIRATORY CARE (RES)

RES 101 Introduction to Respiratory Care 3 SHC
This course includes introductory topics pertinent to entering the respiratory care profession, i.e. medical terminology, ethical issues and legal issues. Prerequisite: Admission to the program. (3/0)

RES 111 Pathophysiology 2 SHC
This course is a study of the general principles and analyses of normal and diseased states. Prerequisites: RES 123 and BIO 210 (2/0)

RES 121 Respiratory Skills I 4 SHC
This course includes a study of basic respiratory therapy procedures and their administration. Corequisite: RES 101 (3/3)

RES 123 Cardiopulmonary Physiology 3 SHC
This course covers cardiopulmonary physiology and related systems. Corequisite: RES 101 (3/0)

RES 131 Respiratory Skills II 4 SHC
This course is a study of selected respiratory care procedures and applications. Prerequiste: RES 121 (3/3)

RES 141 Respiratory Skills III 3 SHC
This course covers mechanical ventilation systems, pediatrics and associated monitors. Prerequisite: RES 131 (2/3)

RES 142 Basic Pediatric Care 2 SHC
This course includes an introduction to basic pediatric and neonatal respiratory care. Prerequisite: RES 123 (2/0)

RES 151 Clinical Applications I 5 SHC
This course covers the fundamental respiratory care procedures in the hospital setting. Prerequisites: RES 121, RES 123, BIO 210 (0/15)

RES 152 Clinical Applications II 3 SHC
This course includes practice of respiratory care procedures in the hospital setting. Prerequisite: RES 151 (0/9)

RES 204 Neonatal/Pediatric Care 3 SHC
This course focuses on cardiopulmonary physiology, pathology and management of the newborn and pediatric patient. Prerequisites: RES 111, RES 131, RES 142 (2/3)

RES 232 Respiratory Therapeutics 2 SHC
This course is a study of specialty areas in respiratory care including rehabilitation. Prerequisites: RES 111, RES 123, RES 255 (2/0)

RES 236 Cardiopulmonary Diagnostics 3 SHC
This course focuses on the purpose, use and evaluation of equipment/ procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary disease. Prerequisites: RES 111, RES 141, RES 152 (3/0)

RES 244 Advanced Respiratory Skills I 4 SHC
This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient. Prerequisites: RES 123, RES 141, RES 255 (3/3)

RES 246 Respiratory Pharmacology 2 SHC
This course includes a study of pharmacologic agents used in cardiopulmonary care. Prerequisites: RES 101, RES 123, BIO 211 (2/0)

RES 249 Comprehensive Applications 2 SHC
This course includes the integration of didactic and clinical training in respiratory care technology. Prerequisites: RES 236, RES 244, RES 274 (1/3)

RES 255 Clinical Practice 5 SHC
This course includes clinical training with emphasis on intensive care. Prerequisite: RES 152 (0/15)

RES 274 Advanced Clinical Practice 4 SHC
This course includes clinical practice in advanced patient care procedures. Prerequisite: RES 255. (0/12)

RES 275 Advanced Clinical Practice 5 SHC
This course includes clinical practice in advanced patient care procedures. Prerequisite: RES 274 (0/15)

SOCIOLOGY (SOC)

***SOC 101 Introduction to Sociology 3 SHC**
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth and technology in society and social institutions. (3/0)

***SOC 102 Marriage and the Family 3 SHC**
This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change. (3/0)

***SOC 205 Social Problems 3 SHC**
This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology and possible solutions. Prerequisite: SOC 101 (3/0)

***SOC 210 Juvenile Delinquency 3 SHC**
This course presents the nature, extent and causes of juvenile delinquency, including strategies used in the prevention, intervention and control of deviant behavior. Prerequisite: SOC 101 (3/0)

***SOC 220 Sociology of the Family 3 SHC**
This course includes an application of theory and research related to family behaviors, roles and values with emphasis on understanding family problems. (3/0)

SOC 230 Introduction to Gerontology 3 SHC
This course is a study of the aging processes, including the physiological, psychological, sociological and economic factors. (3/0)

***SOC 235 Thanatology 3 SHC**
This course is a study of dying, death and bereavement from a cross-cultural perspective with emphasis on the many legal and ethical issues in this field. (3/0)

SOC 240 Service Learning 3 SHC
This course combines personal experience and theoretical learning to help students arrive at a personal understanding of volunteerism, community service-learning and citizenship. (3/0)

SPANISH (SPA)

***SPA 101 Elementary Spanish I 4 SHC**
This course is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to the Spanish cultures. (4/0)

***SPA 102 Elementary Spanish II 4 SHC**
This course continues development of the basic language skills and the study of the Spanish cultures. Prerequisite: SPA 101 (4/0)

SPA 105 Conversational Spanish 3 SHC
This course is a study of basic terminology in Spanish. Basic listening and speaking skills will be emphasized as well as relevant cultural aspects which may affect intercultural communications. (3/0)

SPEECH COMMUNICATIONS (SPC)

***SPC 205 Public Speaking 3 SHC**
This course is an introduction to principles of public speaking with application of speaking skills. Prerequisites: ENG 101, ENG 165, ENG 181 or ENG 106 (3/0)

SURGICAL TECHNOLOGY (SUR)

SUR 101 Introduction to Surgical Technology 5 SHC
This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control and wound healing. Prerequisite: Admission to the program. (4/3)

SUR 102 Applied Surgical Technology 5 SHC
This course covers the principles and application of aseptic technique, the perioperative role and medical/legal aspects. Corequisites: SUR 101, SUR 103, BIO 210 (3/6)

SUR 103 Surgical Procedures I 4 SHC
This course is a study of a system-to-system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment and team responsibility. Patient safety, medical/legal aspects and drugs used in surgery are emphasized. Corequisites: SUR 101, SUR 102, BIO 210 (4/0)

SUR 104 Surgical Procedures II 4 SHC
This course is a study of the various specialties of surgical procedures. Prerequisites: SUR 101, SUR 102, SUR 103, BIO 210. Corequisites: BIO 211 and SUR 110 (4/0)

SUR 110 Introduction to Surgical Practicum 5 SHC
This course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical applications. Prerequisites: SUR 101, SUR 102, SUR 103, BIO 210. Corequisite: SUR 104 (0/15)

SUR 114 Surgical Specialty Practicum 7 SHC
This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals. Prerequisites: SUR 104, SUR 110, BIO 211 (2/15)

SUR 120 Surgical Seminar 2 SHC
This course includes the comprehensive correlation of theory and practice in the perioperative role. Prerequisites: SUR 104, SUR 110, BIO 211 (2/0)

SUR 130 Biomedical Science for the Surgical Technologist 1 SHC
This course includes basic principles of electricity, physics, and robotics as they relate to safe patient care practices in the operating room. Corequisite: SUR 104, SUR 110 (1/0)

THEATRE (THE)

***THE 101 Introduction to Theatre 3 SHC**
This course includes the appreciation and analysis of theatrical literature, history and production. (3/0)

WELDING (WLD)

WLD 102 Introduction to Welding 2 SHC
This course covers the principles of welding, cutting and basic procedures for safety in using welding equipment. (1/3)

WLD 103 Print Reading I 1 SHC
This is a basic course that includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered. (1/0)

WLD 105 Print Reading II 1 SHC
This course includes print reading, including welding symbols and their applications to pipe fabrication. Basic sketching of piping symbols, single line and double line pipe drawings, material estimating, template layout and use of templates in pipe layouts are included. Prerequisite: WLD 103 (0/3)

WLD 106 Gas and Arc Welding 4 SHC
This course covers the basic principles and practices of oxyacetylene welding, cutting and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures. (2/6)

WLD 108 Gas Metal Arc Welding I 4 SHC
This course covers equipment setup and the fundamental techniques for welding ferrous and non-ferrous metals. (2/6)

WLD 113 Arc Welding II 4 SHC
This course is a study of arc welding of ferrous and/or nonferrous metals. Emphasis is placed on the out of position welding of fillet welds. (2/6)

WLD 115 Arc Welding III 4 SHC
This course covers the techniques used in preparation for structural plate testing according to appropriate standards. Emphasis is placed on the shielded metal arc welding of beveled plate in the horizontal and vertical positions. (3/3)

WLD 117 Specialized Arc Welding 4 SHC
This course covers arc welding processes for industrial purposes. Emphasis in this course is placed on out of position welding of beveled plate in the 45 degree and overhead positions. (2/6)

WLD 132 Inert Gas Welding Ferrous 4 SHC
This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals. This is a basic course in tungsten inert gas arc welding. Emphasis is placed on the welding of fillet welds in the flat, vertical and overhead positions. (3/3)

WLD 136 Advanced Inert Gas Welding 2 SHC
This course covers the techniques for all positions of welding ferrous and nonferrous metals. This course is a continuation of WLD 132. Emphasis is placed on the inert gas welding of beveled plate in all positions. (1/3)

WLD 142 Maintenance Welding 3 SHC
This course covers gas and arc welding processes used in maintenance shops. This course covers the basic principles and practices of oxyacetylene welding, cutting and electric arc welding. Emphasis is placed on cutting, braze welding and fusion welding as well as electric arc welding in the flat position. (2/3)

WLD 154 Pipefitting and Welding 4 SHC
This is a basic course in fitting and welding pipe joints, either ferrous or nonferrous, using standard processes. Emphasis is placed on the fitting and welding of pipe in the 2G, 5G and 6G positions using the shielded metal arc welding process. (3/3)

WLD 208 Advanced Pipe Welding 3 SHC

This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and nonferrous metals. Emphasis is placed on the tungsten inert gas welding of pipe in the 2G, 5G and 6G positions. (2/3)

WLD 212 Destructive Testing 2 SHC

This course covers the destructive testing methods used in the evaluation of welds. Emphasis is placed on the guided bent test, tensile test and nick break test of plate and pipe in all positions. (0/6)

Continuing Education and Economic Development

Continuing education and economic development programs at Piedmont Technical College serve the needs of the residents of the college's seven-county service area, as well as those of government, business and industry. We offer a wide variety of programs that supplement or complement formal academic courses and degree programs. Our schedule includes short courses, workshops, seminars and conferences to upgrade your skills, enhance your professional development or further your personal interests.

With a variety of scheduling options, our affordable day and night classes can easily fit into your personal schedule. Both day and evening classes are available on the Lex Walters Campus-Greenwood and at our six county centers. Convenient scheduling and locations make it easier for you to stay one step ahead of the rapid changes occurring in today's work place.

Program Areas

The **Center for Performance Excellence** provides training and organizational development services to facilitate continuous improvement in businesses and industries. For additional information on customized services, call (864) 941-8403.

The **Center for Community, Health and Computer Education** offers residents of our communities a wide range of flexible, affordable educational services. Contact us at (864) 941-8602 for courses that include topics for personal interest, professional development, health care and computers.

The **Center for Business and Industrial Services** develops customized programs for employers in our seven-county service area. Services include skills assessments for hiring and promoting, job task analyses and assistance with the facilitation of the South Carolina Enterprise Zone Retraining Act. For more information, call (864) 941-8481.

The **Industrial Maintenance Center** includes more than 20 hands-on labs that provide all the necessary equipment in a state-of-the-art facility for training maintenance technicians. In conjunction with the lab, the college partners with PRIMEDIA Workplace Learning to offer "PRIMEed," a Web-based industrial skills training program to teach practical skills, not just theory. For details on industrial maintenance training, call (864) 941-8687.

The **One-Stop Workforce Center** offers free services to students and other residents of the community seeking work. The center at Piedmont Technical College is a satellite office of the Employment Security Commission Workforce Center in Greenwood, S.C. Individuals can check the job listings, type and fax resumes, access the Internet and explore the career library in a self-service environment. People who are unemployed or under-employed may register at the One-Stop for WIA (Workforce Investment Act) program for additional services. Additional information is available by calling (864) 941-8395.

Conference Center

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

Continuing Education Units (CEU's)

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

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Terry Ledford
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Isaac Milton
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INDEX

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***Main College Number**
941-8324 (TECH) or toll free 1-800-868-5528

***Academic Advantage - 941-8385**
Room 101-A, John S. Coleman Administration Building

***Admissions - 941-8369**
Room 149-A, John S. Coleman Administration Building

***Adult Education/GED - 941-8400**
Paul M. DeLoache Continuing Education Building

***Allied Health Programs - 941-8504**
Room 109-H, Jennings G. McAbee Health Science Building

***Business Office - 941-8322**
Room 151-A, John S. Coleman Administration Building

***Business Programs and Public Service Programs - 941-8509**
Room 145-H, Jennings G. McAbee Health Science Building

***Campus Shop - 941-8683**
Room 106-F, Francis B. Nicholson General Education Building

***Canteen - 941-8547**
Lower Level, Bennett G. Campbell Student Center

***College Communications - 941-8541**
Room 216-A, John S. Coleman Administration Building

***Continuing Education - 941-8400**
Paul M. DeLoache Continuing Education Building

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

Laurens County Higher Education Center - (864) 938-1505
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McCormick County Center - (864) 465-3191
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Saluda County Center - (864) 445-3144
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***Developmental Studies - 941-8433**
Lower Level, Marion P. Carnell Library/Learning Resources Center

***Educational Talent Search - 941-8383**
Room 114-F, Francis B. Nicholson General Education Building

***Employment Services - 941-8377**
Room 115-A, John S. Coleman Administration Building

***Engineering/Industrial Technology Programs - 941-8486**
Room 102-E, John W. Drummond Engineering and Industrial Technologies Center

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Room 149-A, John S. Coleman Administration Building

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Room 156-A, John S. Coleman Administration Building

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Upper Level, Marion P. Carnell Library/Learning Resources Center

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***One Stop/WIA - 941-8395**
Room 137-A, John S. Coleman Administration Building

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Room 231-A, John S. Coleman Administration Building

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Room 109-F, Francis B. Nicholson General Education Building

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***Student Records - 941-8361**
Room 139-A, John S. Coleman Administration Building

***Student Success Center - 941-8614**
Room 101-A, John S. Coleman Administration Building

***Students with Disabilities Office - 941-8378**
Room 106-A, John S. Coleman Administration Building

***Tutoring Center - 941-8435**
Room 105-G, P. Henderson Barnette Business Technologies Building

***Upward Bound - 941-8608**
Room 114-F, Francis B. Nicholson General Education Building

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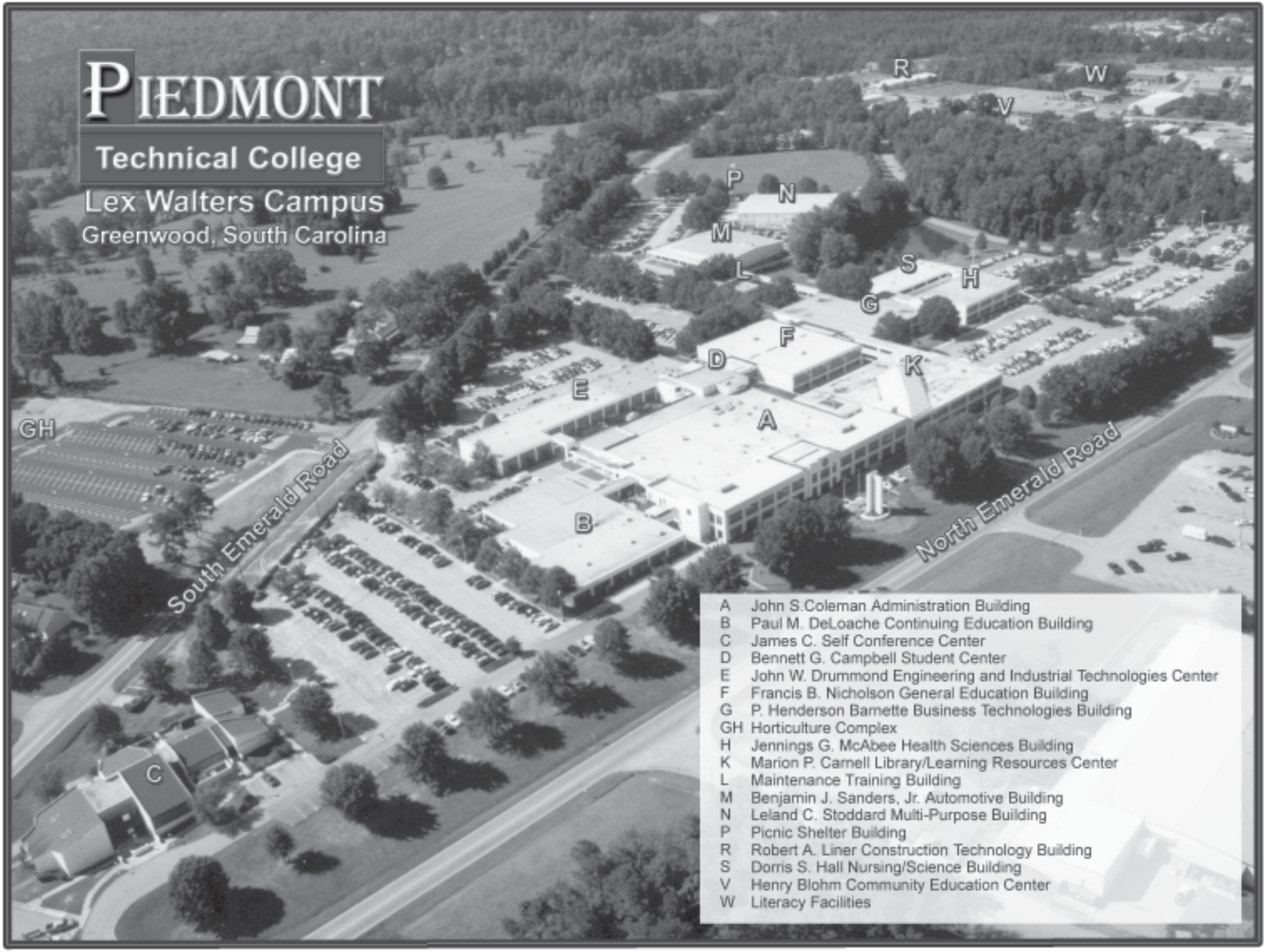
Coin-operated Copy Machine
Marion P. Carnell Library/Learning Resources Center

Courtesy Telephones
John S. Coleman Administration Building
James C. Self Conference Center
Paul M. DeLoache Continuing Education Building
P. Henderson Barnette Business Technologies Building
Leland C. Stoddard Multi-Purpose Building
John W. Drummond Engineering and Industrial Technologies Center
Marion P. Carnell Library/Learning Resources Center

***Lex Walters Campus-Greenwood (all numbers are area code 864)**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Technical College
Lex Walters Campus
Greenwood, South Carolina
South Emerald Road
North Emerald Road
A John S.Coleman Administration Building
B Paul M. DeLoache Continuing Education Building
C James C. Self Conference Center
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P Picnic Shelter Building
R Robert A. Liner Construction Technology Building
S Dorris S. Hall Nursing/Science Building
V Henry Blohm Community Education Center
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