



WHERE KNOWLEDGE MEETS KNOW-HOW.

2020-21 CATALOG

PTC PITTSBURGH
TECHNICAL COLLEGE
A HIGHER STANDARD

PTC PITTSBURGH TECHNICAL COLLEGE

A HIGHER STANDARD

North Fayette Campus 1111 McKee Road Oakdale, PA 15071
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Mission and Guiding Principles

Mission

The mission of Pittsburgh Technical College, as a degree-granting institution, is to empower its students to succeed in today's dynamic world by integrating general studies and professional skills into a sound career-focused education necessary for students to realize their full potential and career goals.

Vision

Pittsburgh Technical College will expand our position as a first-choice career college providing continued superior educational programs and an integrated campus community.

Guiding Principles

The guiding principles as established in the PTC strategic plan are:

- Academic Excellence and Student Success
- Outreach and Engagement
- Financial Stewardship
- Institutional Excellence

General Information

Accreditation

Accreditation assures that Pittsburgh Technical College (PTC) is recognized nationally as a credible institution of learning, maintains recognized and approved courses of study, employs competent faculty and staff, has adequate facilities and equipment, and has an appropriate and stable organizational structure.

Pittsburgh Technical College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104; telephone: (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The Associate in Science Medical Assisting Program at the North Fayette campus is accredited by the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756; telephone: (727) 210-2350; (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Associate in Science Surgical Technology Program at the North Fayette campus is accredited by the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756; telephone: (727)-210-2350; (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

The Practical Nursing Certificate Program is accredited through fall 2026 by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. (404) 975-5000. www.acenursing.org

The Culinary Arts program (The American Academy of Culinary Arts) is accredited through the American Culinary Federation Education Foundation (ACFEF), 180 Center Place Way, St. Augustine, FL 32095 (www.acfchefs.org).

The Baking and Pastry program (The American Academy of Culinary Arts) is accredited through the American Culinary Federation Education Foundation (ACFEF), 180 Center Place Way, St. Augustine, FL 32095 (www.acfchefs.org).

PTC's Approvals, Authorizations, and Designations

- Approved for the training of state rehabilitation students.
- Approved for the training of veterans and war orphans.
- Approved by the U.S. Department of Justice, Immigration and Naturalization Service, for attendance by non-immigrant alien students.
- Approved for the training of dislocated workers through the CareerLink.
- Approved by the Ohio State Board of Career Colleges and Schools to recruit students.
- Approved by the West Virginia Council for Community and Technical College Education to recruit students.
- Approved by the National Certification Board for Therapeutic Massage and Body Work (NCBTMB).
- Approved by the State of Ohio State Medical Board for Massage Therapy.
- Approved testing site (the National Center for Competency Testing).
- Approved by the Pennsylvania State Nursing Board to offer a certificate in Practical Nursing.
- Authorized Pearson Vue testing center.
- Authorized Kryterion testing center.
- A school member of Associated Body Work and Massage Professionals (ABMP).

- Designated by G.I. Jobs as a military-friendly school.
- Designated by the National Security Agency and Department of Homeland Security as a National Center of Academic Excellence in Cyber Defense Education (CAE-CDE).

Degree Authority

In 2003, The Secretary of the Pennsylvania Department of Education authorized PTC to operate as a college and to award the Associate in Science degree to graduates of approved programs.

In 2016, The Secretary of the Pennsylvania Department of Education authorized PTC to award the Bachelor of Science degree to graduates of the Business Administration and Information Systems and Technology programs.

History

Pittsburgh Technical Institute first opened its doors in 1946 when it began the School of Management Engineering. In the 1960s, the Drafting Program (now Computer Aided Drafting) was introduced. In 1991, the Graphic Design Program was added. Thereafter PTI's continued growth added additional programs in: Business Administration, Computer Systems Specialist, Computer Programming, Multimedia Technologies, Marketing and Sales, Accounting Administration, Medical Office Administration, Medical Assisting, concentrations in Network Administration and Network Security & Computer Forensics, Safety & Security and Surgical Technology. Electronics Engineering Technology was added to PTI's offering when Penn Technical Institute joined with PTI in 1996. Travel and Tourism was added to curriculum offerings in 1998 when PTI acquired the Wilma Boyd Career School, which later developed into additional concentrations in Hotel and Casino, and Restaurant Management. In 2010, PTI was approved to offer online programs as well as a certificate in Practical Nursing.

PTI further expanded offerings in 2013 by adding Culinary Arts, Welding, and an Industrial Instrumentation concentration to the existing electronics program.

In July 2016, PTI became Pittsburgh Technical College.

For specifics on established program dates, the PTC Profile is always available at the reception area of the facility.

Rights Reserved

This catalog does not constitute a contract between Pittsburgh Technical College and the student or any other person. Pittsburgh Technical College reserves the right, with the approval of the Commonwealth of Pennsylvania, Department of Education, or other regulatory agencies, to add or withdraw any course or program and to make changes in curricula, tuition, regulations, or program designation. Pittsburgh Technical College may make changes in its regulations and published information that are determined by Pittsburgh Technical College to be in the best interest of the school, its faculty, and students. Due to attendance factors, any course or program may be cancelled.

Legal Control

Pittsburgh Technical College is a private institution of higher learning in the form of a corporation which is incorporated under the laws of the Commonwealth of Pennsylvania. The Corporate Officers are the President and the Secretary/Treasurer.

Non-Discrimination Policy

PTC affords every student all rights, privileges, programs, and activities generally accorded or made available to students at PTC. PTC does not discriminate based on race, ethnicity, color, religion, national origin, disability, veteran status, sexual orientation, sex, gender identity, genetic information, or any other protected category under applicable local, state, or federal law in the admission of its students, hiring of its employees, administration of its educational programs, policies, activities, employment, scholarship, grant, and loan programs, placement services, housing, and other PTC administered

programs and offerings. PTC will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in its educational programs.

Title IX of the Education Amendments of 1972 (Title IX), 20 USC §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 also prohibit gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Individuals with questions or concerns about Title IX, any protected class, and/or those who wish to file a complaint of non-compliance may contact PTC's Title IX Coordinator or Chief Diversity, Equity & Inclusion Officer for more information:

Nancy Starr, SPHR; Title IX Coordinator (Title IX Coordinator); 1111 McKee Road, Oakdale, PA 15071; 412-809-5311; 800-784-9675; starr.nancy@ptcollege.edu.

Marsha Lindsay, Chief Diversity, Equity & Inclusion Officer; 1111 McKee Road, Oakdale, PA 15071; phone number; 412-809-5293, 800-784-9675; lindsay.marsha@ptcollege.edu.

Family Education Rights and Privacy Act of 1974

All students enrolled shall have the right to inspect and review their education records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974. The student handbook includes more information on the confidentiality of student records, and detailed procedures for exercising such rights are available to students at the office of Academic Affairs.

Disclosure Requirements

Under various sections of this publication and through information posted on <https://ptcollege.edu/about-pittsburgh-technical-college/consumer-information/>, we have provided information pursuant to the nature of educational programs, nature of financial charges and availability of financial assistance, and the employability of PTC graduates. Posted on the website are specifics by program on:

1. Related occupational titles
2. Program Tuition and Fees
3. Estimated book costs
4. Estimated housing
5. Title IV median loan debt
6. Graduate information with on time graduation rates
7. Percentage of graduates working in field
8. Percentage of graduates working part time
9. Institutional median loan debt

Degree and Certificate Programs of Study

Definitions

Concentrations: A specific set of courses that highlight a specific focus of study.

Corequisite: A course that must be taken along with another course.

Course. A subject, or an instructional subdivision of a subject, offered through a single term. Each course offered by the university is assigned a course level. Courses numbered 000-099 cannot be applied toward graduation; courses numbered 100-299 are lower division, and courses numbered 300-499 are upper division.

Credit Hour: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement.

Electives: An optional course that can be completed to satisfy the requirements of a program.

Emphasis Courses: Courses that provide students the ability to choose courses that are of importance or value as they complete their programs.

Foundation Courses: Courses that provide the foundational skills for students to build upon as they complete their programs.

Fully Online Course: All instruction is delivered online using the Blackboard LMS and Blackboard Collaborate.

General Education: Courses that provide students with a wide range of skills and knowledge intended to assist students in preparing to work in business and industry. Communication, logic, quantitative reasoning, leadership, and cultural awareness are topics presented to help prepare students for success in their programs, personal, and professional lives.

Hybrid Course: Instruction is delivered with a combination of on-ground and online instruction.

Prerequisite: A course or other educational requirement that must be completed prior to another course or before proceeding to more advanced study with a C or better.

Program: A field of study that a student is pursuing, e.g., electronics, computer aided drafting, or information technology.

Quality-Point Average (QPA): QPA is a quality-point average. It can range from 0.00 to 4.00 and is based on earning 4 quality points for an A, 3 quality points for a B, 2 quality points for a C and 1 quality point for a D.

Quarter: An 11 week period of time when students are attending class. PTC has a January (Winter), April (Spring), July (Summer), and October (Fall) quarter throughout the year. Students typically have a week of break between each quarter.

Sequence: Two or three closely related courses that typically must be taken in a specified order.

Bachelor of Science Degree Programs of Study

Applied Management

The Bachelor of Science in Applied Management provides a pathway for graduates who hold an associate's degree in a technical or professional field with the option to achieve a higher degree that emphasizes practical and applied management skills. The Applied Management degree focus is on the skills needed to assist individuals in advancing their career.

The degree incorporates courses that focus on preparing students for management roles, supervisory roles, or leadership roles in complex business environments. Classes will focus on applying skills to analyzing and solving business problems.

Students will need to complete a total of 80 additional quarter credits beyond the 104 credits awarded for the successful completion of an Associate degree to achieve the Bachelor of Science in Applied Management.

GENERAL EDUCATION OPTIONS

(32 Credits Required)

	Credits
GEE315 Technical Report Writing	4
GEE400 Professional Communications	4
GEH405 International Relations	4
GEM305 Business Statistics	4
GES210 Principles of Microeconomics	4
GES300 Principles of Macroeconomics	4
GES305 Social Psychology	4
GES350 Business Ethics & Social Responsibility	4

CORE REQUIREMENTS

(48 Credits Required)

A grade of C or better is mandatory in all required courses.

	Credits
AMP300 Business & Industry Essentials	6
AMP325 Financial Decision Making	6
AMP350 Strategic Human Resources	6
AMP375 Foundations of Data Analytics	6
AMP400 Corporate Innovation & Leadership	6
AMP425 Strategic Marketing in a Global Workplace	6
GSI490 Applied Capstone	12

Bachelor of Science Degree

Business Administration

The Bachelor of Science in Business Administration program is 36 months in length and consists of 12 quarters. A bachelor degree in Business Administration prepares graduates with essential skills in accounting, statistics, quantitative systems, finance, law, marketing, information systems, strategy, tourism operations, and economics, plus advanced skills in human resources, leadership, organizational behavior, and operations management. Graduates are well-positioned to become skilled and ethical leaders in many different types of businesses in the dynamic changing business environment, as well as, to be leaders in their communities and society.

Students would be required to fulfill a minimum of 92 credits in the Lower Division courses and 92 credits in the Upper Division courses.

LOWER DIVISION COURSES

GENERAL EDUCATION COURSES (24 Credits Required) <i>A grade of C or better is mandatory in all required courses.</i>			BUSINESS EMPHASIS COURSES (Minimum Total of 20 Credits)		
			Credits		
GEE100	English Composition 1	4	ACC211	Accounting for Partnerships & Corporations	4
GEE150	English Composition 2	4	ACC212	Applied Accounting Theories	4
GEM165	College Algebra	4	ACC221	Federal Taxes 1: Individual Taxations	4
GEM250	Pre-Calculus	4	ACC222	Federal Taxes 2: Tax for Business Entities	4
GES210	Principles of Microeconomics	4	ACC226	Payroll Accounting	4
GES300	Principles of Macroeconomics	4	ACC230	Accounting Information Systems	4
			BUS121	Business Law	4
			BUS200	International Business	4
			BUS215	Spreadsheet Applications	3
			BUS220	Human Resource Management	4
			BUS232	Database Applications for Business	3
			BUS290	Business Strategies	4
			FIN210	Financial Management	4
			FIN320	Investment Management	4
			HMA138	Introduction to Reservations	4
			HMA207	Hospitality Supervision	4
			HMA222	Resort Management	3
			MKT201	Professional Selling	4
			MKT235	Advertising and Promotions	3
			TTA100	Destinations	4
			TTA113	Dynamics of Tourism	4
			TTA116	Global Distribution Systems 1	3
			TTA145	Marketing & Selling the Travel Product	3
			TTA225	Tourism & the Corporate Environment	4
			TTA226	Travelogue Presentation	3
			TTA230	International Travel	4
			ELECTIVE COURSES		
			(Minimum Total of 8 Credits)		
			<i>Students may select courses within any school to broaden their skills in area(s) of interest at the 100 and 200 level.</i>		
GENERAL EDUCATION ELECTIVES (8 Credits)					
			Credits		
GEE211	Effective Speech	4			
GEH120	Art History	4			
GEM170	Physical Science	4			
GEM204	Personal Finance	4			
GES100	Psychology	4			
GES130	Ethics	4			
GES150	Critical Thinking	4			
GES175	Social Problems	4			
GES200	Human Relations in Organizations	4			
GES230	Cultural Diversity	4			
GES250	Leadership Principles	4			
BUSINESS FOUNDATIONS COURSES (Minimum Total of 32 Credits Required) <i>A grade of C or better is mandatory in all required courses.</i>					
			Credits		
ACC100	Financial Accounting 1	4			
ACC205	Financial Accounting 2	4			
BUS100	Introduction to Business	4			
BUS111	Computer Applications	4			
BUS145	Principles of Management	4			
BUS240	Small Business Management	4			
FIN200	Principles of Finance	4			
MKT205	Principles of Marketing	4			

Bachelor of Science Degree - Business Administration (continued)

UPPER DIVISION COURSES

GENERAL EDUCATION COURSES			BUSINESS EMPHASIS COURSES		
(4 Credits Required)			(Minimum Total of 24 Credits)		
<i>A grade of C or better is mandatory in all required courses.</i>					
		Credits			Credits
GEM351	Applied Calculus	4	ACC350	Auditing	4
GENERAL EDUCATION ELECTIVES			ACC360	Cost Accounting	4
(28 Credits)			ACC400	Intermediate Accounting I	4
		Credits	ACC405	Intermediate Accounting II	4
GEE300	American Literature	4	BUS305	Leading Organizational Change	4
GEE400	Professional Communications	4	BUS325	Supply Chain Management	4
GEH325	American Government & Politics	4	BUS350	Social Media in Communications	4
GEH400	Social & Cultural History of the United States	4	BUS365	Electronic Commerce Strategies	4
GEH405	International Relations	4	BUS375	Entrepreneurship and Innovation	4
GEM300	Statistics	4	BUS385	Organizational Behavior	4
GES305	Social Psychology	4	BUS390	Government and Public Policy	4
GES325	Ethical Issues in Business & Industry	4	BUS410	Operations Management	4
BUSINESS FOUNDATIONS COURSES			BUS420	Labor Relations and Employment	4
(Minimum Total of 24 Credits Required)			BUS425	Managing Complex Projects	4
<i>A grade of C or better is mandatory in all required courses.</i>			BUS460	International Marketing	4
		Credits	BUS480	Business Intelligence and Analysis	4
ACC310	Managerial Accounting	4	FIN325	Corporate Finance & Investments	4
BUS300	Business and Employment Law	4	FIN400	Financial Institutions and Markets	4
BUS400	Global Business Strategy	4	HMA300	Hospitality Facilities Management	4
BUS485	Capstone Strategic Corporate Management	8	TTA355	Hospitality & Tourism Financial Management	4
MKT425	Strategic Marketing	4	TTA400	Hospitality and Tourism Law	4
			TTA420	Risk Management for Meetings & Events	4
			CAREER SKILLS COURSES		
			(Total of 12 Credits Required)		
			These courses are all required for all students earning a B.S.B.A. degree.		
					Credits
			GSD300	Career Development	2
			GSD325	Steps to Career Success	1
			GSI400	Internship	9

Bachelor of Science Degree

Information Systems and Technology

The Bachelor of Science in Information Systems and Technology program is 36 months in length and consists of 12 quarters. A bachelor degree in Information Systems and Technology (IST) prepares graduates with essential skills in a variety of applied areas within various concentrations of Information Systems Development, Information Systems Security and Information Technology. Graduates will be prepared for either an entry or mid-level positions in the computer related fields such as application development, data security and network administration and management of these three crucially connected spaces.

Students would be required to fulfill a minimum of 92 credits in the Lower Division courses and 96 credits in the Upper Division courses.

LOWER DIVISION COURSES

GENERAL EDUCATION COURSES			IST EMPHASIS COURSES		
(16 Credits Required)			(Minimum Total of 26 Credits)		
<i>A grade of C or better is mandatory in all required courses.</i>					Credits
		Credits			
GEE100	English Composition 1	4	ITA195	Network Operating Systems 2	5
GEE150	English Composition 2	4	ITA203	Network Infrastructures	5
GEM165	College Algebra	4	ITA206	Customer Service & Process	3
GEM250	Pre-Calculus	4	ITA211	Server Applications	3
			ITA236	Networking 2	5
GENERAL EDUCATION ELECTIVES			ITA265	Database Development	5
(16 Credits)			ITA296	Network Operating Systems 3	5
		Credits	ITA309	Enterprise Systems Deployment	5
GEE211	Effective Speech	4	ITA315	Cloud & IoT	3
GEH120	Art History	4	ITA331	Information Systems Administration	5
GEM170	Physical Science	4	ITP152	Introduction to Information Systems	4
GEM204	Personal Finance	4	ITP211	Programming Mobile Applications	4
GES100	Psychology	4	ITP276	Object Oriented Programming	4
GES130	Ethics	4	ITS264	Digital Forensics	5
GES150	Critical Thinking	4	ITS280	Regulatory Compliance	3
GES175	Social Problems	4	ITS281	Information Security 2	5
GES200	Human Relations in Organizations	4	ITS309	Information Systems Auditing	5
GES210	Principles of Microeconomics	4	ITS310	Ethical Hacking	4
GES230	Cultural Diversity	4			
GES250	Leadership Principles	4	ELECTIVE COURSES		
GES300	Principles of Macroeconomics	4	(Minimum Total of 8 Credits)		
			<i>Students may select courses within any school to broaden their skills in area(s) of interest at the 100 and 200 level.</i>		
IST FOUNDATIONS COURSES					
(Minimum Total of 26 Credits Required)					
<i>A grade of C or better is mandatory in all required courses</i>					
		Credits			
ITA104	Introduction to Information Technology	4			
ITA112	Desktop Operating Systems	5			
ITA124	Hardware Technology 1	3			
ITA126	Networking 1	5			
ITA142	Network Operating Systems	5			
ITA274	Information Security 1	4			

Bachelor of Science Degree - Information Systems and Technology *(continued)*

UPPER DIVISION COURSES

GENERAL EDUCATION COURSES		INFORMATION SYSTEMS & TECHNOLOGY EMPHASIS COURSES	
(4 Credits Required) <i>A grade of C or better is mandatory in all required courses.</i>		(Minimum Total of 36 Credits)	
Credits		Credits	
GEM351	Applied Calculus	4	
GENERAL EDUCATION ELECTIVES		IST340	Network Operating Systems Management
(28 Credits)		4	
Credits		IST360	Information Systems Management
GEE300	American Literature	4	
GEE400	Professional Communications	4	
GEH325	American Government & Politics	4	
GEH400	Social & Cultural History of the United States	4	
GEH405	International Relations	4	
GEM300	Statistics	4	
GES305	Social Psychology	4	
GES325	Ethical Issues in Business & Industry	4	
INFORMATION SYSTEMS & TECHNOLOGY FOUNDATIONS COURSES		CAREER SKILLS COURSES	
(Minimum Total of 16 Credits Required) <i>A grade of C or better is mandatory in all required courses</i>		(Total of 12 Credits Required) These courses are all required for all students earning a B.S.I.S.T. degree.	
Credits		Credits	
IST300	Network Systems Management	4	
IST310	Cyber Security	4	
IST350	Database Management	4	
IST405	Web Development and SEO Management	4	
GSD300	Career Development	2	
GSD325	Steps to Career Success	1	
GSI400	Internship	9	

Associate in Science Degree Programs of Study

Business Administration – Concentration in Accounting Administration

The Accounting Administration Concentration is 21 months in length and consists of seven quarters. The student's classroom experience will be blended with real world expertise in a technological environment. They will be able to summarize financial information by preparing and interpreting financial statements to assist in management decision making. The well-rounded education will allow graduates to choose from multiple career options in public accounting, government, industry, and nonprofit organizations.

ACCOUNTING CONCENTRATION

ACC211	Accounting for Partnerships & Corporations	4
ACC212	Applied Accounting Theories	4
ACC216	Government and Nonprofit Accounting	4
ACC221	Federal Taxes 1: Individual Taxes	4
ACC222	Federal Taxes 2: Tax for Business Entities	4
ACC226	Payroll Accounting	4
ACC230	Accounting Information Systems	4

PROGRAM REQUIREMENTS

*ACC100	Financial Accounting 1	4
*ACC205	Financial Accounting 2	4
*BUS100	Introduction to Business	4
*BUS111	Computer Applications	4
BUS121	Business Law	4
*BUS145	Principles of Management	4
BUS215	Spreadsheet Applications	3
*FIN200	Principles of Finance	4
FIN320	Investment Management	4
**GSD001	Steps to Career Success 1	1
BUS002	Steps to Career Success 2	1
BUS003	Steps to Career Success 3	1
GSD175	Career Development	2
**GSI192	Internship	8

GENERAL EDUCATION

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GES150	Critical Thinking	4
*GES210	Principles of Microeconomics	4
GES250	Leadership Principles	4
*GES300	Principles of Macroeconomics	4

TOTAL CREDITS: 108

* Successful completion of this course requires a grade of "C" or better.

** Students who complete the program online will be scheduled for GSD011 Steps to Career Success Online and GSI212 Career Exploration Capstone.

Business Administration – Concentration in Management

The Management Concentration is 21 months in length and consists of seven quarters. It provides an intensive study of the management, marketing, computer, and business system techniques that enable businesses to operate efficiently.

Graduates are prepared for entry-level management positions in the areas of general business, customer service, human resources, sales, or finance.

MANAGEMENT CONCENTRATION

BUS200	International Business	4
BUS220	Human Resource Management	4
BUS232	Database Applications for Business	3
*BUS240	Small Business Management	4
BUS290	Business Strategies	4
MKT201	Professional Selling	4
*MKT205	Principles of Marketing	4
MKT235	Advertising and Promotions	3

PROGRAM REQUIREMENTS

*ACC100	Financial Accounting 1	4
*ACC205	Financial Accounting 2	4
*BUS100	Introduction to Business	4
*BUS111	Computer Applications	4
BUS121	Business Law	4
*BUS145	Principles of Management	4
BUS215	Spreadsheet Applications	3
*FIN200	Principles of Finance	4
FIN320	Investment Management	4
**GSD001	Steps to Career Success 1	1
BUS002	Steps to Career Success 2	1
BUS003	Steps to Career Success 3	1
GSD175	Career Development	2
**GSI192	Internship	8

GENERAL EDUCATION

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GES150	Critical Thinking	4
*GES210	Principles of Microeconomics	4
GES250	Leadership Principles	4
*GES300	Principles of Macroeconomics	4

TOTAL CREDITS: 110

* Successful completion of this course requires a grade of "C" or better.

** Students who complete the program online will be scheduled for GSD011 Steps to Career Success Online and GSI212 Career Exploration Capstone.

Computer Aided Drafting – Concentration in Architectural Engineering Technology

The Computer Aided Drafting Program is 18 months in length and consists of six quarters. Students will follow industry standards such as ANSI (American National Standards Institute), be introduced to building codes such as ADA (Americans with Disabilities Act) and learn current industry design trends including LEED (Leadership in Energy and Environmental Design) through sustainable design. Students will apply this information to industry leading software: AutoCAD, MicroStation, Civil 3D, Plant 3D, Revit Architecture, Revit MEP and Revit Structural.

Graduates are prepared for a variety of entry level positions in the drafting industry and will work together with designers, detailers, architects and engineers.

ARCHITECTURAL ENGINEERING TECHNOLOGY CONCENTRATION

*AET100	MicroStation	3
*AET120	Architectural Drafting 1	3
*AET130	Architectural Application Software 1	3
AET140	Building & Life Safety Systems	4
AET160	Materials & Construction Methods	3
AET170	Civil/Topographical Drafting	3
AET180	Civil Application Software	3
AET200	Architectural Application Software 2	4
*AET300	Architectural Capstone	5
*CAD103	Engineering Graphics	3
*CAD113	AutoCAD	3
CAD153	Industrial Pipe Design	4
CAD217	Structural Drafting	3

PROGRAM REQUIREMENTS

CAD260	Statics & Strengths of Materials	3
**GSD001	Steps to Career Success 1	1
GSD175	Career Development	2
†GSI199	Internship	12

****GENERAL EDUCATION**

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
*GEM165	College Algebra	4
GEM204	Personal Finance	4
GES150	Critical Thinking	4
GES250	Leadership Principles	4

TOTAL CREDITS: 94

* Successful completion of this course requires a grade of "C" or better.

** Students who complete the program in the evening will be scheduled for GSD011 Steps to Career Success Online and all General Education courses are offered online.

† Students may have options to choose from: GSI192 or GSI193 in combination with an additional General Education Elective.

Computer Aided Drafting – Concentration in Mechanical Engineering Technology

The Computer Aided Drafting Program is 18 months in length and consists of six quarters. Students will follow industry standards such as ANSI (American National Standards Institute), ISO (International Standards Organization), and GD&T (Geometric Dimensioning & Tolerancing). Students will apply these standards to industry leading software: AutoCAD, MicroStation, Plant 3D, Creo/Pro Engineer, SolidWorks, Inventor and Revit Structural.

Graduates are prepared for a variety of entry level positions in the drafting industry and will work together with designers, detailers and engineers.

MECHANICAL ENGINEERING TECHNOLOGY CONCENTRATION		
*CAD103	Engineering Graphics	3
*CAD113	AutoCAD	3
CAD153	Industrial Pipe Design	4
CAD217	Structural Drafting	3
*MET100	Introduction to Manufacturing	3
*MET110	Introduction to Parametric Modeling	3
*MET120	Introduction to Mechanical Design	3
MET130	Energy Technology	3
*MET140	Mechanical Application Software 1	4
MET200	Mechanical and Fabrication Design	4
MET220	Mechanical Application Software 2	3
MET230	Geometric Tolerancing	3
*MET300	Mechanical Capstone	5
PROGRAM REQUIREMENTS		
CAD260	Statics & Strengths of Materials	3
**GSD001	Steps to Career Success 1	1
GSD175	Career Development	2
†GSI199	Internship	12
**GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
*GEM165	College Algebra	4
GEM204	Personal Finance	4
GES150	Critical Thinking	4
GES250	Leadership Principles	4
TOTAL CREDITS:		94

* Successful completion of this course requires a grade of "C" or better.

** Students who complete the program in the evening will be scheduled for GSD011 Steps to Career Success Online and all General Education courses are offered online.

† Students may have options to choose from: GSI192 or GSI193 in combination with an additional General Education Elective.

Associate in Science Degree

Computer Programming

The Computer Programming Program is 21 months in length and consists of seven quarters of study utilizing customized curriculum. Students are exposed to a variety of intense computer programming languages and application currently used in industry. Students gain a strong background in computer programming, web development, business and e-commerce, processes, and systems analysis.

Graduates are prepared for entry-level positions in the computer data processing field as computer programmers, operators, and support technicians.

School of Information Systems and Technology students are required to achieve a C or better in all IT Foundation classes within your degree of study. A grade of C or better is also required in any General Education courses that are prerequisites. If a student wants to transfer from an AS to a BS degree, only classes that receive a C or better are transferable.

PROGRAMMING CONCENTRATION

ITP100	Introduction to Microcomputer Applications	3
*ITP110	Introduction to HTML/CSS	3
*ITP153	Introduction to Information Systems	4
ITP202	Project Management	3
ITP211	Programming Mobile Applications	3
ITP253	Introduction to Computer Systems	4
ITP252	GUI Development	3
ITP262	Programming Enterprise Applications	4
ITP276	Object-Oriented Programming	5
ITP301	Introduction to Game Design	5
ITP306	Game Development 1	4
ITP312	Game Development 2	7
ITP360	User-Centered Design and Testing	3
ITP362	Web Service Development	3
ITP371	Data Structures and Algorithms	7
ITP380	Database Systems	4
ITP382	Advanced Mobile Development	3

PROGRAM REQUIREMENTS

GSD001	Steps to Career Success 1	1
ITG002	Steps to Career Success 2	1
ITG003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship	8

GENERAL EDUCATION

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM204	Personal Finance	4
*GEM165	College Algebra	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4
GES250	Leadership Principles	4

TOTAL CREDITS: 113

* Successful completion of this course requires a grade of "C" or better.

Associate in Science Degree

Criminal Justice

This program is 21 months in length and consists of seven quarters. This program is designed to train individuals for entry-level positions in Criminal Justice. Opportunities may exist in federal, state, or local law enforcement, corrections, private security management, corporate security management, probation, loss prevention (retail or industrial), emergency response management, insurance investigation and federal security agencies such as customs, FDA, homeland security, etc.

Graduates are prepared for entry-level leadership-track positions in both the private sector and the public sector.

As part of the admissions process applicants must complete a background check for entrance into the program.

CRIMINAL JUSTICE CONCENTRATION

SSA100	Introduction to Criminology & Criminal Justice	4
SSA110	Introduction to Policing	4
SSA115	Introduction to Homeland Security	4
SSA120	Criminal Procedure	4
SSA130	Principles of EOC/Dispatch	4
SSA200	Criminal Investigations	4
SSA205	Criminal Law	4
SSA210	Modern Corrections Issues	4
SSA226	Cyber Crime	4
SSA245	Casino and Lodging Security	4
SSA260	Security and Loss Prevention	4
SSA276	Act 235 Certification Preparation or SSA230	4
SSA280	Report Writing For Criminal Justice Professionals	4

PROGRAM REQUIREMENTS

*BUS111	Computer Applications	4
GSD001	Steps to Career Success 1	1
CJU002	Steps to Career Success 2	1
CJU003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship	8

GENERAL EDUCATION

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GES100	Psychology	4
GES150	Critical Thinking	4
GES175	Social Problems	4
GES200	Human Relations in Organizations	4

TOTAL CREDITS: 101

* Successful completion of this course requires a grade of "C" or better.

Culinary Arts

The American Academy of Culinary Arts Program is 21 months in length and consists of seven quarters. Culinary Arts students receive hands-on instruction from renowned chefs and instructors and will learn and master everything from basic knife skills and sauce making to the principles of nutrition and how to match specific wines to complement certain foods. The curriculum also includes required general education courses in such areas as career development and critical thinking to help prepare students for the needs and expectations of today's employers.

CULINARY ARTS CONCENTRATION

CUL100	Introduction to Culinary Arts	8
CUL113	Fundamental Concepts of Cooking	2
*CUL114	Sanitation	2
CUL115	Basic Knife Skills	1
CUL120	Effective Kitchen Design Principles	2
CUL125	Math for Culinary	4
CUL130	Introduction to Fish/Shellfish and Meats	8
CUL142	Purchasing and Cost Control	4
CUL145	Culinary, Hospitality, and Supervision	4
CUL153	Culinary Elements of Wines and Spirits	2
CUL155	Restaurant Management	2
CUL160	Baking and Pastry Fundamentals	8
CUL170	Nutrition and Menu Planning	4
CUL180	Fundamentals of Classical Cuisine/ Garde Manger	7
CUL200	Advanced Intercontinental Cuisine	7
CUL210	Advanced Cooking and Pastry	7

PROGRAM REQUIREMENTS

CUL001	Steps to Career Success 1	1
CUL002	Steps to Career Success 2	1
GSD175	Career Development	2
**GSI199	Internship	12

GENERAL EDUCATION

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM204	Personal Finance	4
GES130	Ethics	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4
GES230	Cultural Diversity	4

TOTAL CREDITS: 120

* Successful completion of this course requires a grade of "C" or better.

** Students may have the option to choose Internship GSI192 in combination with GES250 Leadership Principles, or an alternative approved additional General Education Elective.

Electronics Engineering Technology

The Electronics Engineering Technology Program is 21 months in length and consists of seven quarters. It prepares students for a broad variety of employment opportunities in the electronics technology field. Graduates are prepared to work as field service technicians, customer service representatives, in house production, test technicians and power system technicians in every industry around the world.

ELECTRONICS CONCENTRATION

*ELT101	Math for Electronics	4
*ELT115	Electricity	7
ELT125	Electronics 1	7
ELT128	AC Fundamentals	4
ELT135	Electronics 2	7
ELT145	Digital Electronics	7
ELT146	Computer and Network Systems	4
ELT254	Communication Systems	7
ELT266	Control System Electronics	7
ELT267	Microcontrollers	4
SBT144	Digital Electronic Systems	4

PROGRAM REQUIREMENTS

**GSD001	Steps to Career Success 1	1
ELT002	Steps to Career Success 2	1
ELT003	Steps to Career Success 3	1
GSD175	Career Development	2
GS1199	Internship	12

**GENERAL EDUCATION

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
*GEM165	College Algebra	4
GEM170	Physical Science	4
GES150	Critical Thinking	4
GEM204	Personal Finance	4
GES250	Leadership Principles	4

TOTAL CREDITS: 114

* Successful completion of this course requires a grade of "C" or better.

** Students who complete the program in the evening will be scheduled for GSD011 Steps to Career Success Online and all General Education courses are offered online.

Electronics Engineering Technology – Concentration in Industrial Instrumentation

The Industrial Instrumentation Concentration is 21 months in length and consists of seven quarters. It prepares students for a broad variety of employment opportunities in the Industrial Instrumentation and Process Control fields. Graduates can apply their skill and knowledge to the tristate region’s surging oil and gas industry or in any industry around the world. Graduates are prepared to work as measurement technicians, instrumentation technicians, and any of the electronics jobs available in the electronics fields.

**INDUSTRIAL INSTRUMENTATION
CONCENTRATION**

*ELT101	Math for Electronics	4
*ELT115	Electricity	7
ELT125	Electronics 1	7
ELT128	AC Fundamentals	4
ELT146	Computers & Network Systems	4
GOE141	Overview of the Oil and Gas Industry	4
GOE250	Industrial Communications 1	4
GOE251	Process Control 1	7
GOE267	Process Control 2	7
GOE277	Industrial Controllers	4
GOE274	Process Control 3	6
GOE276	Industrial Communications 2	3

PROGRAM REQUIREMENTS

**GSD001	Steps to Career Success 1	1
ELT002	Steps to Career Success 2	1
ELT003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI199	Internship	12

****GENERAL EDUCATION**

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
*GEM165	College Algebra	4
GEM170	Physical Science	4
GEM204	Personal Finance	4
GES150	Critical Thinking	4
GES250	Leadership Principles	4

TOTAL CREDITS: 110

* Successful completion of this course requires a grade of “C” or better.

** Students who complete the program in the evening will be scheduled for GSD011 Steps to Career Success Online and all General Education courses are offered online.

Associate in Science Degree

Graphic Design

The Graphic Design Program is 24 months in length and consists of eight quarters. Students develop critical and creative thinking processes and proficiency with the tools, applications, media and techniques of the graphic design industry, from traditional approaches to the use of computer generated design.

The Graphic Design Program prepares graduates for a variety of entry-level positions in advertising agencies, commercial art studios, publishing companies, manufacturing firms, government agencies and companies with in-house studios.

GRAPHIC DESIGN CONCENTRATION

GDA118	Compositional Drawing	1
*GDA129	Computer Illustration	3
*GDA130	Digital Imaging	3
GDA131	Design Foundations	3
*GDA136	Photography	3
*GDA137	Web Design 1	3
GDA138	Computerized Page Make-Up	3
GDA143	Production	3
GDA144	Advertising Processes	3
GDA150	Behavioral Design	3
*GDA200	Portfolio Development 1	4
GDA201	Corporate Design	3
*GDA203	Portfolio Development 2	4
GDA204	Multi-Page Documents	3
GDA206	Advanced Production	3
GDA207	Animation for Designers	3
*GDA210	Portfolio Web Development	3
*GDA255	Web Design 2	3
*GDA268	Web Design 3	3
MMA241	Digital Marketing	3

PROGRAM REQUIREMENTS

GSD001	Steps to Career Success 1	1
GDA002	Steps to Career Success 2	1
GDA205	Entrepreneurship	4
GSD175	Career Development	2
GSI192	Internship	8

GENERAL EDUCATION

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEH120	Art History	4
GEM204	Personal Finance	4
GES100	Psychology	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4

TOTAL CREDITS: 108

* Successful completion of this course requires a grade of "C" or better.

Heating Ventilation & Air Conditioning Technology

This degree is a 21-month program consisting of six quarters of instruction and one quarter of an internship. Coursework provides hands-on training necessary to gain entry level employment in the Heating, Ventilation, Air Conditioning, and Refrigeration fields. Students receive training in: customer service, ductwork and other tin /metal components, consultation on air distribution, control components, and “Green” technology, interpretation of blueprints and construction drawings, troubleshooting, testing and maintenance of equipment, installation and repair of residential and commercial equipment. Students will have the ability to complete the following certifications necessary for entry-level employment: R-410A, EPA 608 Universal, and ICE. Prior to the completion of their Internship, all students will be encouraged to take the NATE® certification exam. Students will be trained on industry current equipment, combined with theoretical and practical knowledge. The program will assist students in developing a range of relevant and marketable skills.

HVAC CONCENTRATION

*HVA108	Fundamentals of Electricity	5
*HVA112	Heating Systems 1	5
HVA118	Welding and Sheet Metal Fabrication	4
HVA123	Customer Service & Career Development for HVAC	6
*HVA128	Heating Systems 2	6
*HVA133	Residential Refrigeration	6
*HVA137	Hydronics	4
HVA143	HVAC-R Controls	4
*HVA148	Commercial Refrigeration	5
HVA152	Load Calculations and Psychrometrics	6
HVA157	Troubleshooting and Diagnostics	3
HVA163	Chiller Systems	4
HVA168	Certification Preparation	5

PROGRAM REQUIREMENTS

**GSD001	Steps to Career Success 1	1
HVA002	Steps to Career Success 2	1
GSI199	Internship	12

**GENERAL EDUCATION

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
*GEM165	College Algebra	4
GES130	Ethics	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4

TOTAL CREDITS: 109

* Successful completion of this course requires a grade of “C” or better.

** Students who complete the program in the evening will be scheduled for GSD011 Steps to Career Success Online and all General Education courses are offered online.

Hospitality Management Administration – Concentration in Hotel & Restaurant Management

The Hospitality Management Administration program is 21 months in length and consists of seven quarters. It provides the student with diversified training in hospitality operations as well as a basic understanding of the casino industry with a basic foundation in computer applications, sales, management, and reservations. After completing two quarters of study, the students will have the opportunity of choosing the Hotel and Restaurant Management Concentration.

Graduates are prepared to work in a variety of positions within the hotel and casino industry such as meeting event planner, sales and marketing representative, front office agent, conference planner, franchise manager, and customer service specialist.

HOTEL & RESTAURANT CONCENTRATION

*CUL114	Sanitation	2
HMA106	Introduction to the Hospitality	4
*HMA138	Introduction to Reservations	4
HMA207	Hospitality Supervision	4
HMA200	Front Office Procedures	4
HMA206	Food and Beverage	4
HMA222	Resort Management	3
HMA250	Meeting and Event Planning	4
HMA257	Rooms and Facilities Management	4
HMA263	Wines and Mixology	3
*TTA100	Destinations	4
TTA145	Marketing and Selling the Travel Product	3
TTA226	Travelogue Presentation	3

PROGRAM REQUIREMENTS

*ACC100	Financial Accounting 1	4
*BUS111	Computer Applications	4
BUS215	Spreadsheet Applications	3
GSD001	Steps to Career Success 1	1
BUS002	Steps to Career Success 2	1
BUS003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship	8

GENERAL EDUCATION

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GES100	Psychology	4
GES150	Critical Thinking	4
GES230	Cultural Diversity	4
GES250	Leadership Principles	4

TOTAL CREDITS: 102

* Successful completion of this course requires a grade of "C" or better.

Hospitality Management Administration – Concentration in Travel & Tourism Management

The Hospitality Management Administration Program is 21 months in length and consists of seven quarters. The program enables the student to enter the growing hospitality industry in Travel and Tourism Management with diversified training in sales, management, and reservations. After completing two quarters of study, students will have the opportunity of choosing the Travel and Tourism Management concentration.

Graduates are prepared for positions such as customer service agent, flight attendant, airline reservation agent, travel office manager, meeting and event planner, corporate travel representative, and gate/station agent.

TRAVEL & TOURISM CONCENTRATION

HMA106	Introduction to the Hospitality	4
HMA207	Hospitality Supervision	4
*HMA138	Introduction to Reservations	4
HMA250	Meeting and Event Planning	4
*TTA100	Destinations	4
TTA113	Dynamics of Tourism	4
*TTA116	Global Distribution Systems 1	3
TTA117	Global Distribution Systems 2	3
TTA145	Marketing and Selling the Travel Product	3
TTA225	Tourism and the Corporate Environment	4
TTA230	International Travel	4
TTA226	Travelogue Presentation	3

PROGRAM REQUIREMENTS

*ACC100	Financial Accounting 1	4
*BUS111	Computer Applications	4
BUS215	Spreadsheet Applications	3
GSD001	Steps to Career Success 1	1
BUS002	Steps to Career Success 2	1
BUS003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship	8

GENERAL EDUCATION

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GES100	Psychology	4
GES150	Critical Thinking	4
GES230	Cultural Diversity	4
GES250	Leadership Principles	4

TOTAL CREDITS: 100

* Successful completion of this course requires a grade of "C" or better.

Information Technology – Concentration in Network Administration

The Information Technology Degree Program is 21 months in length and consists of seven quarters. After completing five quarters of study, students will have the opportunity to choose a program concentration. Students may elect to concentrate in Network Administration which provides a thorough study of computer hardware, various operating systems, systems architecture and computer networking methodologies, design, and administration. The total credits represented in the Information Technology-Network Administration Degree are 115.

Graduates with the Network Administration concentration are prepared for entry-level positions in a variety of business and technical environments such as systems technicians, computer support personnel, help desk specialists, and network operators/administrators.

School of Information Technology students are required to achieve a C or better in all IT Foundation classes within your degree of study. A grade of C or better is also required in any General Education courses that are prerequisites. If a student wants to transfer from an AS to a BS degree, only classes that receive a C or better are transferable.

NETWORK ADMINISTRATION CONCENTRATION

ITA203	Network Infrastructures	5
ITA206	Customer Service and Process	3
ITA309	Enterprise Systems Deployment	5
ITA315	Cloud & IoT	3
ITA331	Information Systems Administration	5

PROGRAM REQUIREMENTS

*ITA104	Introduction to Information Technology	4
*ITA112	Desktop Operating Systems	5
*ITA124	Hardware Technology 1	3
*ITA126	Networking 1	5
*ITA142	Network Operating Systems 1	5
ITA195	Network Operating Systems 2	5
ITA211	Server Applications	3
ITA236	Networking 2	5
ITA265	Database Development	5
*ITA274	Information Security 1	4
ITA296	Network Operating Systems 3	5
ITG002	Steps to Career Success 2	1
ITG003	Steps to Career Success 3	1
**GSD001	Steps to Career Success 1	1
GSD175	Career Development	2
GSI192	Internship	8

****GENERAL EDUCATION**

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GEM204	Personal Finance	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4
GES250	Leadership Principles	4

TOTAL CREDITS: 115

* Successful completion of this course requires a grade of "C" or better.

** Students who complete the program in the evening will be scheduled for GSD011 Steps to Career Success Online and all General Education courses are offered online.

Information Technology – Concentration in Network Security & Computer Forensics

This program is 21 months in length and consists of seven quarters. After completing five quarters of study, students will have the opportunity to choose a program concentration. Students may elect to concentrate in Network Administration as described on the previous page. Qualified students who elect to concentrate in Network Security and Computer Forensics receive thorough training in information systems security, firewalls, cryptography, computer viruses, hacker protection, data recovery techniques, and computer investigation techniques. Acceptance into this concentration requires a GPA of 2.75 or above, attendance of 90% or above, a criminal background clearance, and Academic Chair approval. Students who are accepted into this program must maintain an overall GPA of 2.75 and 90% overall attendance to remain in the program. The total credits represented in the Information Technology-Network Security and Computer Forensics Degree are 116.

Graduates with the Network Security & Computer Forensic concentration are prepared for entry-level positions in a variety of business, governmental, and law enforcement agencies working as computer security specialists, network operators/administrators, and computer forensic technicians.

School of Information Systems and Technology students are required to achieve a C or better in all IT Foundation classes within your degree of study. A grade of C or better is also required in any General Education courses that are prerequisites. If a student wants to transfer from an AS to a BS degree, only classes that receive a C or better are transferable.

NETWORK SECURITY & COMPUTER FORENSICS CONCENTRATION

ITS264	Digital Forensics	5
ITS280	Regulatory Compliance	3
ITS281	Information Security 2	5
ITS309	Information Systems Auditing	5
ITS310	Ethical Hacking	4

PROGRAM REQUIREMENTS

*ITA104	Introduction to Information Technology	4
*ITA112	Desktop Operating Systems	5
*ITA124	Hardware Technology 1	3
*ITA126	Networking 1	5
*ITA142	Network Operating Systems 1	5
ITA195	Network Operating Systems 2	5
ITA211	Server Applications	3
ITA236	Networking 2	5
ITA265	Database Development	5
ITA296	Network Operating Systems 3	5
*ITA274	Information Security 1	4
**GSD001	Steps to Career Success 1	1
ITG002	Steps to Career Success 2	1
ITG003	Steps to Career Success 3	1
GSD175	Career Development	2
GS1192	Internship	8

****GENERAL EDUCATION**

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GEM204	Personal Finance	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4
GES250	Leadership Principles	4

TOTAL CREDITS: 116

* Successful completion of this course requires a grade of "C" or better.

** Students who complete the program in the evening will be scheduled for GSD011 Steps to Career Success Online and all General Education courses are offered online.

Associate in Science Degree

Medical Assisting

The Medical Assisting Program is 21 months in length and consists of seven quarters. The objective of the program is to prepare graduates for entry level positions as Medical Assistants working in an ambulatory care environment such as physicians' offices, clinics, and out-patient hospital settings. The program requirements will culminate with an unpaid practicum; the internship host may require a physical examination, TB testing, as well as drug screening at the expense of the student.

Detailed information regarding program matter is contained in the Medical Assisting Student Handbook.

A final grade average of "C" or better must be attained in all medical-related courses to meet program objectives.

MEDICAL ASSISTING CONCENTRATION

*MED106	Medical Terminology	5
*MED111	Clinical Techniques 1	4
*MED121	Clinical Techniques 2	4
*MED132	Clinical Techniques 3	4
*MED137	Communications in Healthcare	4
*MED139	Clinical Techniques 4	4
*MED144	Clinical Techniques 5	4
*MED145	Diseases and Diagnostic Methods	5
*MED147	Foundations of Health Insurance	4
*MED153	Computerized Practice Mgmt. & E.H.R.	3
*MED199	Healthcare Delivery in the Medical Office	5
*MED208	Coding for the Medical Assistant	4
*MED225	Pharmacology	5
*MED248	Medical Laboratory	4
*MED267	CMA Review	2
*MED268	Medical Seminar	3

PROGRAM REQUIREMENTS

GSD001	Steps to Career Success 1	1
GSD175	Career Development	2
MED002	Steps to Career Success 2	1
MED003	Steps to Career Success 3	1
GS1186	Medical Assisting Practicum	8

GENERAL EDUCATION

*BIO110	Anatomy and Physiology 1	5
*BIO125	Anatomy and Physiology 2	5
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GES100	Psychology	4
GES150	Critical Thinking	4

TOTAL CREDITS: 111

* Successful completion of this course requires a grade of "C" or better.

Associate in Science Degree

Medical Office Administration

The Medical Office Administration Program is a 21-month program that prepares graduates for responsible entry-level positions as medical front office assistant, receptionist, medical billing and collections, medical coding, or appointment scheduler, in a variety of healthcare settings, including physicians' offices, medical centers, clinics, hospitals, nursing homes, ambulatory care centers, and medical billing and collections agencies.

The program is competency-based in medical studies, along with general education courses that add to a well-rounded graduate who will be qualified to work in many fields of medical employment. A final grade average of "C" or better must be attained in all medical-related courses to meet program objectives. Upon completion of the program, students will be eligible to take a National Coding Certification examination. This program is offered both on ground and online.

MEDICAL OFFICE CONCENTRATION

*BUS111	Computer Applications	4
*MED106	Medical Terminology	5
*MED137	Communications in Healthcare	4
*MED145	Diseases and Diagnostic Methods	5
*MED147	Foundation of Health Insurance	4
*MED151	Diagnostic and Procedural Coding for Physicians 1	4
*MED153	Computerized Practice Mgmt. & E.H.R.	3
*MED161	Diagnostic & Procedural Coding for Physicians 2	4
*MED171	Diagnostic & Procedural Coding for Physicians 3	4
*MED199	Healthcare Delivery in the Medical Office	5
*MED203	Principles of Practice Management 1	4
*MED214	Advanced Coding 1	4
*MED224	Advanced Coding 2	4
*MED225	Pharmacology	5
*MED238	Principles of Practice Management 2	4
*MED268	Medical Seminar	3
*MED322	National Exam Preparation	2

PROGRAM REQUIREMENTS

**GSD001	Steps to Career Success 1	1
GSD175	Career Development	2
MOA002	Steps to Career Success 2	1
MOA003	Steps to Career Success 3	1
**GSI192	Internship	8

GENERAL EDUCATION

*BIO110	Anatomy and Physiology 1	5
*BIO125	Anatomy and Physiology 2	5
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GES100	Psychology	4
GES150	Critical Thinking	4

TOTAL CREDITS: 115

* Successful completion of this course requires a grade of "C" or better.

** Students who complete the program online will be scheduled for GSD011 Steps to Career Success Online and GSI212 Career Exploration Capstone

Multimedia Technologies – Concentration in Video Production

The Multimedia Technologies Program is 24 months in length and consists of eight quarters. The Video Production concentration specializes in teaching students a firm grounding in the basic design skills dedicated to video, television and related industries. Students will gain insight into aspects of preproduction, recording of audio and video under studio and field conditions, 2D and 3D graphics and animation along with editing and the postproduction processes.

VIDEO PRODUCTION CONCENTRATION

*GDA136	Photography	3
*MMA116	Audio/Video Editing 1	3
MMA117	Introduction to Digital Media	3
*MMA118	Cinematography	3
MMA119	Audio/Video Editing 2	3
*MMA120	Introduction to Post-Production	3
MMA122	Video Preproduction	3
MMA205	Motion Graphics 1	3
*MMA206	Videography	4
*MMA208	Audio Production 1	3
*MMA209	Audio Production 2	3
*MMA211	Motion Graphics 2	3
*MMA216	Video Senior Project	4
MMA227	Streaming & Podcasting	3
*MMA229	Video Portfolio Development	8
MMA231	Videography 2	3
MMA232	Live Production	3
MMA237	Visual Effects	3
MMA238	Field Audio	3
MMA239	Studio Audio	3

PROGRAM REQUIREMENTS

GSD001	Steps to Career Success 1	1
GDA002	Steps to Career Success 2	1
GDA205	Entrepreneurship	4
GSD175	Career Development	2
GSI192	Internship	8

GENERAL EDUCATION

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEH120	Art History	4
GEM204	Personal Finance	4
GES100	Psychology	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4

TOTAL CREDITS: 115

* Successful completion of this course requires a grade of "C" or better.

Multimedia Technologies – Concentration in Web Design & Development

The Multimedia Technologies Program is 24 months in length and consists of eight quarters. The Web Design and Development concentration specializes in web design, development, and interactive technologies. Students learn to write efficient standards-based code and to design interactions for screen-based delivery. They explore both "front end" and "back end" development technologies and techniques used for delivering dynamic content on the web. Advanced classes explore object-oriented programming, abstraction, and the latest interactive technologies. Students not only learn to program they also focus on design, user experience, typography, interactivity and animation. This unique blend of art and science prepares our students to devise, build and deploy websites, applications and interactive media.

**WEB DESIGN & DEVELOPMENT
CONCENTRATION**

GDA118	Compositional Drawing	1
*GDA129	Computer Illustration	3
*GDA130	Digital Imaging	3
GDA131	Design Foundations	3
GDA150	Behavioral Design	3
*MMA105	Web Authoring Design	3
*MMA106	Client-Side Web Development	3
MMA115	Web Design Concepts	3
MMA121	Data-Driven Projects	3
MMA145	Front-End Web Development	3
MMA190	Design Thinking	3
MMA202	Interactive Design	3
*MMA228	Web Portfolio Development	8
MMA233	Development Technologies 1	3
MMA234	Project Methods 1	3
MMA235	Development Technologies 2	3
MMA236	Project Methods 2	4
MMA241	Digital Marketing	3

PROGRAM REQUIREMENTS

GSD001	Steps to Career Success 1	1
GDA002	Steps to Career Success 2	1
GDA205	Entrepreneurship	4
GSD175	Career Development	2
GSI192	Internship	8

GENERAL EDUCATION

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEH120	Art History	4
GEM204	Personal Finance	4
GES100	Psychology	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4

TOTAL CREDITS: 106

* Successful completion of this course requires a grade of "C" or better.

Associate in Science Degree

Nursing

The Associate in Science, nursing program, which has been approved by the Pennsylvania State Board of Nursing, prepares graduates to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program is 7 quarters in length (21 months). The following high school courses (units) or their equivalent are required by the State Board of Nursing: 4 units of English, 3 units of Social Studies, 2 units of Mathematics (1 of which is Algebra), and 2 units of Science with a related laboratory or the equivalent. The total credits represented in the Nursing Degree are 120.

An advanced placement option is available for actively licensed practical nurses (LPNs) who meet certain criteria. LPNs who are not PTC graduates must achieve a minimum score of 75% on the Nursing Acceleration Challenge Exam (NACE) in order to be considered for advanced placement.

Detailed information about admission requirements for the 21-month ASN program and the LPN to ASN Track is contained in the School of Nursing Student Guidebook and under the Admissions Policies section of this catalog.

A final grade average of a “C” or better must be attained in all nursing-related courses to meet the program objectives.

NURSING CONCENTRATION

*RNU125	Introduction to Nursing & the Language of Medicine	5
*RNU181	Foundations in Nursing	3
*RNU184	Clinical Practice 1	2
*RNU186	Primary Care and Wellness	4
*RNU188	Clinical Practice 2	3
*RNU190	Lifespan Development	4
*RNU201	Care of Adults with Chronic Illness	5
*RNU211	Psychiatric/Mental Health Nursing	4
*RNU218	Clinical Practice 3	6
*RNU219	Clinical Practice 7	3
*RNU230	Acute Care of the Adult	6
*RNU231	Clinical Practice 4	5
*RNU240	Pediatric Professional Nursing	2
*RNU241	Clinical Practice 5	2
*RNU250	Maternity Professional Nursing	2
*RNU251	Clinical Practice 6	2
*RNU260	Professional Transition into Practice	6
*RNU261	Clinical Practice 8	8

PROGRAM REQUIREMENTS

NUR002	Steps to Nursing Success	1
*NUR129	Nutrition	4
*RNU193	Pharmacology in Disease Management	5

****GENERAL EDUCATION**

*BIO150	Anatomy & Physiology 1	4
*BIO151	Anatomy & Physiology 1 Lab	2
*BIO165	Anatomy & Physiology 2	4
*BIO166	Anatomy & Physiology 2 Lab	2
*BIO180	Microbiology	4
*BIO181	Microbiology Lab	2
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
**GEM120	College Math	4
*GEM165	College Algebra	4
GES100	Psychology	4

TOTAL CREDITS: 120

* Successful completion of this course requires a grade of “C” or better.

** Students are assessed through a placement exam to determine placement in math classes.

Smart Building Technology

The Smart Building Technology Program is 21 months in length and consists of seven quarters. A Smart Building is the integration of building technology, energy systems and advanced electrical controls to achieve significant energy savings, life safety, security, and occupant comfort. SBT technicians are changing the way people interact with the world in which they live.

Graduates will integrate, install, and provide field maintenance on video surveillance, access controls, security systems, fire alarms and energy management systems.

Graduates are prepared to work as entry-level installers and technicians with titles such as; Electronics Systems Technician, Home Security Installer, and Field Service Technician.

SMART BUILDING TECHNOLOGY CONCENTRATION

ELT101	Math for Electronics	4
ELT146	Computers and Network Systems	4
*SBT117	DC Circuits	4
*SBT118	Structured Wiring	4
SBT120	AC Circuits	4
SBT121	Low Voltage Cabling	4
SBT122	Introduction to Electrical Drawings	2
SBT130	Semiconductors and Integrated Circuits	4
SBT131	Commercial Audio/Video Systems	4
SBT144	Digital Electronic Systems	4
SBT143	Intrusion Detection Systems	4
SBT252	Life Safety Systems	4
SBT253	Smart Devices	4
SBT261	Project Management	4
SBT263	Telecommunications	4

PROGRAM REQUIREMENTS

GSD001	Steps to Career Success 1	1
ELT002	Steps to Career Success 2	1
GSD175	Career Development	2
GSI199	Internship	12

GENERAL EDUCATION

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM204	Personal Finance	4
*GEM165	College Algebra	4
GES130	Ethics	4
GES150	Critical Thinking	4
GES250	Leadership Principles	4

TOTAL CREDITS: 106

* Successful completion of this course requires a grade of "C" or better.

Surgical Technology

The Surgical Technology Program is 21 months in length and consists of seven quarters. Students in the Surgical Technology program are trained in both academic and clinical settings that prepare the graduate for entry-level positions in the operating room setting at various healthcare facilities such as hospitals and outpatient surgery centers. The program requirements will culminate with an unpaid internship at a professional healthcare facility. Students are required to maintain their own transportation to and from clinical assignments. The total credits represented in the Surgical Technology Degree are 107.

Admission into the Surgical Technology program is a 2-step process. As part of the admission process, applicants will be required to take the Accuplacer exam with a minimum score attained. Once the score is attained, the student will then be admitted as a Pre-Surgical Technology student. A two-step TB test must be completed prior to enrollment. In order to be fully admitted into the Surgical Technology Program, the student must complete a job shadow (with associated assignment), attend information session, meet with assigned Surgical Technology Instructor mentor and achieve a "C" or better in all classes during the 1st academic quarter. Clinical rotation is completed during the sixth quarter. Prior to going out to the clinical rotation, the student will need to complete a comprehensive physical examination, verification of vaccination history, as well as ACT 33, 34, and 73 clearances. All costs are assumed by the student.

SURGICAL TECHNOLOGY CONCENTRATION

*MED106	Medical Terminology	5
*MED145	Diseases and Diagnostic Methods	5
*MED226	Pharmacology for the Surgical Technologist	5
*SGT112	Surgical Instrumentation	3
*SGT116	Foundations of Surgery	3
*SGT121	Surgical Preparation, Equipment, & Supplies	4
*SGT128	Principles of Surgery	3
*SGT214	Surgical Procedures 1	4
*SGT224	Surgical Procedures 2	4
*SGT234	Surgical Procedures 3	4
*SGT244	Surgical Procedures 4	4
*SGT261	Clinical Rounds Review	2
*SGT263	Clinical Rotation	8
*SGT265	CST Review	2

PROGRAM REQUIREMENTS

**GSD001	Steps to Career Success 1	1
GSD175	Career Development	2
SGT002	Steps to Career Success 2	1
SGT003	Steps to Career Success 3	1
*GSI219	Surgical Technology Internship	12

**GENERAL EDUCATION

*BIO150	Anatomy and Physiology 1	4
*BIO151	Anatomy and Physiology 1 Lab	2
*BIO165	Anatomy and Physiology 2	4
*BIO166	Anatomy and Physiology 2 Lab	2
*BIO180	Microbiology	4
*BIO181	Microbiology Lab	2
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEM120	College Mathematics	4
GES100	Psychology	4

TOTAL CREDITS: 107

* Successful completion of this course requires a grade of "C" or better.

** Students who complete the program in the evening will be scheduled for GSD011 Steps to Career Success Online and all General Education courses are offered online

Associate in Science Degree

Welding Technology

The PTC Associate degree in Welding Technology is 21 months in length and consists of seven quarters. It provides foundation in SMAW, GMAW, and GTAW in both plate, pipe and tubes in all positions. It is designed to help meet the demand for skilled industrial and commercial welders, particularly in the dynamic oil and gas industry.

You will be trained on industry current equipment combined with theoretical and practical knowledge. The coursework is designed to help the student develop a diverse range of relevant and marketable skills.

WELDING TECHNOLOGY CONCENTRATION

WEL100	Gas Welding Plate and Pipe	5
WEL115	Metal Cutting and Fabrication	3
*WEL125	Blueprint Reading & Welding Symbols	3
*WEL216	General SMAW Practices (Equipment & Electrode ID)	6
WEL217	Advanced Pipe Welding	5
WEL235	General Exotic Metals	3
WEL305	WELDING Certification /Prep	4
WEL325	SMAW Pipe Welding	5
WEL335	Advanced Plate Welding	3
WEL400	Gas Metal Arc Welding	3
WEL405	GMAW Pipe Welding	2
WEL410	Gas Tungsten Arc Welding	3
WEL415	GTAW Pipe Welding	5
WEL420	AWS SENSE MIG and TIG Prep	2
WEL426	GTAW Tube	4
WEL430	Flux Core Inner and Outer Shield	2
WEL440	Advanced Exotic Metals	2

PROGRAM REQUIREMENTS

**GSD001	Steps to Career Success 1	1
WEL002	Steps to Career Success 2	1
GSD175	Career Development	2
GS1199	Internship	12

****GENERAL EDUCATION**

*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GEM204	Personal Finance	4
GES130	Ethics	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4

TOTAL CREDITS: 108

* Successful completion of this course requires a grade of "C" or better.

** Students who complete the program in the evening will be scheduled for GSD011 Steps to Career Success Online and all General Education courses are offered online

Certificate Training Programs of Study

Baking & Pastry

The American Academy of Culinary Arts Baking & Pastry Certificate Program is a 9 month in length and consist of three quarters. Culinary Arts students work under the direct supervision of industry recognized and honored chefs. The curriculum focuses on artisan breads, doughs, pastries, tortes, cakes, gateaux, chocolates and sugar techniques. Certain courses in this certificate program are fully transferable to the Culinary Arts Associate Degree program.

Graduates of this certificate will be prepared for positions within the baking and pastry industry.

PROGRAM CONCENTRATION

BKP100	Baking and Pastry Theory and Principles	4
BKP110	Artisan Breads and Doughs	7
BKP120	Basic Pastries and Dessert Presentations	7
BKP130	Cakes, Gateaux, and Torten	7
BKP135	Basic Professional Skills	2
BKP140	Chocolates and Sugar Techniques	7

PROGRAM REQUIREMENTS

*CUL114	Sanitation	2
CUL115	Basic Knife Skills	1
CUL142	Purchasing and Cost Control	4
GSD175	Career Development	2

TOTAL CREDITS: 43

Culinary Arts

The American Academy of Culinary Arts Certificate Program is 15 months in length and consists of five quarters. Culinary Arts students work under the supervision of industry recognized and honored chefs and managers. The curriculum focuses on healthy cuisine and nutrition, classical cuisine, and international cuisine instruction. The culinary arts certificate includes an internship so that students can practice first-hand the key aspects of their craft. Courses offered in this program are fully transferable to the Culinary Arts Associate Degree program.

Graduates of the Culinary Arts certificate will be prepared for positions in the culinary industry from restaurants to country clubs to bakeries.

PROGRAM CONCENTRATION

CUL100	Introduction to Culinary Arts	8
CUL113	Fundamental Concepts of Cooking	2
*CUL114	Sanitation	2
CUL115	Basic Knife Skills	1
CUL120	Effective Kitchen Design Principles	2
CUL125	Math for Culinary	4
CUL130	Introduction to Fish/Shellfish and Meats	8
CUL142	Purchasing and Cost Controls	4
CUL145	Culinary, Hospitality, and Supervision	4
CUL153	Culinary Elements of Wines & Spirits	2
CUL160	Baking and Pastry Fundamentals	8
CUL170	Nutrition and Menu Planning	4
CUL180	Fundamentals of Classical Cuisine/ Garde Manger	7
CUL200	Advanced Intercontinental Cuisine	7
CUL210	Advanced Cooking & Pastry	7

PROGRAM REQUIREMENTS

CUL001	Steps to Career Success 1	1
CUL002	Steps to Career Success 2	1
CUL155	Restaurant Management	2
GSD175	Career Development	2

TOTAL CREDITS: 76

Certificate

Electrician Technology

This certificate is a 15-month program consisting of four quarters of instruction and one quarter of internship. The program provides hands-on training necessary to gain an entry-level position as an electrical technician. Areas of training in the program include knowledge of safety, OSHA and NFPA standards; knowledge of National Electric Code (NEC); understanding of single phase residential circuits and three phase commercial wiring circuits; building and troubleshooting basic industrial controls; understanding of electrical tools, test equipment, and blueprints.

PROGRAM CONCENTRATION		
ELC100	Math for Electricians	4
ELC110	Electricity 1	5
ELC120	Residential Wiring	5
ELC130	Blueprint Reading	2
ELC140	Electricity 2	4
ELC150	Commercial Wiring	5
ELC160	Motor Controls	5
ELC170	Industrial Wiring	5
ELC180	Electricity 3	6
ELC190	Computers & Networking	3
ELC200	Electricity 4	4
ELC210	Programmable Controllers	4
ELC220	Troubleshooting Electrical Systems	3
ELC230	Project Management & Estimating	4
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
GSD175	Career Development	2
GSI199	Internship	12
TOTAL CREDITS:		74

Certificate

Heating, Ventilation and Air Conditioning Technology (HVAC)

This certificate is a 15 or 18-month program consisting of the equivalent of four or five quarters of instruction and one quarter of an internship. Coursework provides hands-on training necessary to gain entry level employment in the Heating, Ventilation, Air Conditioning, and Refrigeration fields. Students are trained in the following: customer service, ductwork and other tin /metal components, consultation on air distribution, control components, and interpretation of construction drawings, troubleshooting, testing and maintenance of equipment, installation and repair of residential and commercial equipment. Throughout the students education they will complete the following certifications necessary for entry-level employment: R-410A, EPA 608 Universal, and ICE. Prior to the completion of their Internship, all students will be encouraged to take the NATE® certification exam.

PROGRAM CONCENTRATION		
*HVA108	Fundamentals of Electricity	5
*HVA112	Heating Systems 1	5
HVA118	Welding and Sheet Metal Fabrication	4
HVA123	Customer Service/Career Development for HVAC	6
*HVA128	Heating Systems 2	6
*HVA133	Residential Refrigeration	6
*HVA137	Hydronics	4
HVA143	HVAC-R Controls	4
*HVA148	Commercial Refrigeration	5
HVA152	Load Calculations and Psychrometrics	6
HVA157	Troubleshooting and Diagnostics	3
HVA163	Chiller Systems	4
HVA168	Certification Preparation	5
GEM120	College Mathematics	4
GSI199	Internship	12
TOTAL CREDITS:		79

* Successful completion of this course requires a grade of "C" or better.

Certificate

Medical Coding

This program is a 12-month certificate program in Medical Billing and Coding for students seeking to enter the medical billing and coding profession. Coursework provides hands-on experience necessary to gain entry-level employment in the medical billing and coding field for both physician offices and outpatient hospitals. Students gain experience in transforming written descriptions of diseases, injuries, procedures, and services into alphanumeric designations. Graduates are prepared for a national coding certification examination and prepared to work as medical billing and coding specialists. A final grade average of a "C" or better must be attained in all medical-related courses to meet program objectives. This program is offered online. Courses offered in this program are fully transferrable to the Medical Office Administration Program.

PROGRAM CONCENTRATION		
BIO110	Anatomy and Physiology 1	5
BIO125	Anatomy and Physiology 2	5
MED106	Medical Terminology	5
MED145	Diseases and Diagnostic Methods	5
MED147	Foundation of Health Insurance	4
MED151	Diagnostic and Procedural Coding for Physicians 1	4
MED153	Computerized Practice Management & EHR	3
MED161	Diagnostic and Procedural Coding for Physicians 2	4
MED171	Diagnostic and Procedural Coding for Physicians 3	4
MED199	Healthcare Delivery	5
MED214	Advanced Coding 1	4
MED224	Advanced Coding 2	4
MED322	National Exam Preparation	2
GSD011	Steps to Career Success Online	1
GSD175	Career Development	2
TOTAL CREDITS:		57

Certificate

Practical Nursing

The Practical Nursing Program, which is a certificate program approved by the Pennsylvania State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, prepares graduates to sit for the National Council Licensure Examination for Practical Nursing (NCLEX-PN). The program is 12 months in length, consisting of four academic quarters, a total of 1,530 instructional hours. These requirements may need to be updated each year if enrollment extends beyond 12 months. Detailed information about admission requirements is contained in the School of Nursing Student Guidebook and under the Admissions Policies section of this catalog..

Upon successfully passing the NCLEX-PN, graduates are qualified to work as a Licensed Practical Nurse (LPN) in a variety of settings, such as a hospital or medical center, outpatient clinic, surgical center, physician’s office, hospice, home care, and long term care facility.

A final grade average of a “C” or better must be attained in all nursing-related courses to meet the program objectives.

PROGRAM CONCENTRATION		
*BIO150	Anatomy & Physiology 1	4
*BIO151	Anatomy & Physiology 1 Lab	2
*BIO165	Anatomy & Physiology 2	4
*BIO166	Anatomy & Physiology 2 Lab	2
*BIO180	Microbiology	4
*BIO181	Microbiology Lab	2
NUR001	Steps to Nursing Success	0
*NUR137	Pharmacology in Nursing	4
*NUR143	Pharmacology Applications in Nursing	2
*NUR151	Foundations of Nursing 1	4
*NUR152	Nursing Practice 1	6
*NUR161	Foundations of Nursing 2	4
*NUR162	Nursing Practice 2	6
*NUR165	Medical/Surgical Nursing Care of the Adult	4
*NUR166	Nursing Practice 3	6
*NUR170	Psychosocial and Psychiatric Issues	3
*NUR175	Gerontology and Nursing Practice	3
*NUR176	Nursing Practice 4	4
*NUR180	Maternity Nursing	2
*NUR181	Nursing Practice 5	3
*NUR185	Pediatric Nursing	2
*NUR186	Nursing Practice 6	3
*NUR190	Transition into Nursing Practice	4
*NUR191	Nursing Practice 7	6
TOTAL CREDITS:		84

Certificate

Therapeutic Massage Practitioner

This program offers a certificate to prepare individuals for a career in massage therapy. The program is 12 months in length. Coursework provides the necessary skills for applications and treatment goals of muscular and general relaxation, stress reduction, pain management, recovery from injury, health promotion, education, and body awareness. Graduates are prepared to work as entry level therapeutic massage practitioners in day spas, chiropractic offices, fitness centers, hospitals, and long-term nursing facilities. After completing the program, students are academically eligible to take the Massage and Bodywork Licensing Examination (MBLEX).

Because the laws governing massage and massage therapists vary widely from state to state, prospective students are strongly encouraged to research their state's requirements for licensure or certification at: <http://www.abmp.com> In addition, students in the program will be required to complete an Employment Background Investigation. Students graduating from the Therapeutic Massage program should be aware that they are responsible for meeting the training requirements in the state they wish to practice. A final grade average of a "C" or better must be attained in all courses to meet the program objectives. Courses in Clinic 1, 2, and 3 are held on Saturdays. The Pennsylvania Massage Therapy Licensure Section 20.21(c) requires Pittsburgh Technical College to submit the applicant's official transcript showing successful completion of study in the required subject matter and hours required by the licensure board. A student must attend 90% of all in-class supervised hours to meet the eligibility requirements for licensure. A student not meeting the 90% attendance requirement will be withdrawn from the class and will have to repeat the course.

Portions of some Therapeutic Massage Practitioner courses may be offered online. Refer to syllabus for detail.

PROGRAM CONCENTRATION

		Credits	Instructional Hours
*BIO110	Anatomy & Physiology 1	5	55
*BIO125	Anatomy & Physiology 2	5	55
*MED145	Diseases and Diagnostic Methods	5	55
*TMP109	Spa Modalities	3	55
*TMP118	Pregnancy and Infant Massage	3	44
*TMP122	Clinic 1	1	20
*TMP124	Introduction to Massage	4	44
*TMP132	Clinic 2	1	20
*TMP141	Kinesiology	5	55
*TMP142	Clinic 3	1	20
*TMP152	Swedish Massage	3	55
*TMP206	Business Ethics	5	55
*TMP223	Medical Massage	3	44
*TMP228	Clinical Massage	3	55
*TMP246	Deep Tissue Massage	3	55
*TMP252	Massage Seminar	4	44
**GSD001	Steps to Career Success 1	1	11
*GSD175	Career Development	2	22
*GSI191	Internship	5	150
TOTAL:		62	914

* Successful completion of this course requires a grade of "C" or better.

** Students who complete the program in the evening will be scheduled for GSD011 Steps to Career Success Online

Certificate

Welding Technology

The PTC certificate in Welding Technology is designed to help meet the demand for skilled industrial and commercial welders, particularly in the dynamic oil and gas industry. The program is 12 months in length.

Students will be trained on industry current equipment combined with theoretical and practical knowledge. The coursework is designed to help the student develop a diverse range of relevant and marketable skills.

PROGRAM CONCENTRATION		
WEL100	Gas Welding Plate and Pipe	5
WEL115	Metal Cutting and Fabrication	3
*WEL125	Blueprint Reading & Welding Symbols	3
*WEL216	General SMAW Practices (Equipment & Electrode ID)	6
WEL235	General Exotic Metals	3
WEL305	WELDING Certification /Prep	4
WEL325	SMAW Pipe Welding	5
WEL335	Advanced Plate Welding	3
WEL400	Gas Metal Arc Welding	3
WEL410	Gas Tungsten Arc Welding	3
WEL420	AWS SENSE MIG and TIG Prep	2
WEL430	Flux Core Inner and Outer Shield	2
WEL440	Exotic Metals Advanced	2
PROGRAM REQUIREMENTS		
**GSD001	Steps to Career Success 1	1
WEL002	Steps to Career Success 2	1
GSD175	Career Development	2
**GENERAL EDUCATION		
GEM120	College Mathematics	4
GEM204	Personal Finance	4
TOTAL CREDITS:		56

* Successful completion of this course requires a grade of "C" or better.

** Students who complete the program in the evening will be scheduled for GSD011 Steps to Career Success Online and all General Education courses are offered online

Student Elective Options

Courses listed under certificate programs may be taken as electives in the corresponding associate degree programs. Total credits may vary slightly from that listed under the associate degree programs of study on previous pages of this catalog.

Transferability of PN Courses to ASN Program

<i>Practical Nursing</i>		<i>ASN</i>	
BIO150	4	BIO150	4
BIO151	2	BIO151	2
BIO160	4	BIO160	4
BIO161	2	BIO161	2
BIO165	4	BIO165	4
BIO166	2	BIO166	2

Note: Course content does not vary by program completion date; however, total credits completed may vary depending on date of credit conversion process.

Course Descriptions

ACC

ACC100 Financial Accounting 1

4 Credits

This course introduces the basic principles and procedures of accounting. Emphasis is placed on analyzing business transactions, cataloging journal entries, posting to the general ledger, and preparing financial statements (income statement, owner's equity statement, and balance sheet).

ACC205 Financial Accounting 2

4 Credits

Prerequisite: ACC100

In this course students will examine additional accounting concepts as they relate to sales and purchase transactions, cash receipts, banking procedures, and payroll. Students will be introduced to accrual accounting. Students will gain an understanding of various subsidiary ledgers related to the topics covered and revisit financial statements and closing procedures.

ACC211 Accounting for Partnerships and Corporations

4 Credits

Prerequisite: ACC205

Student will transition from accounting for a sole proprietorship into accounting for partnerships and corporations. They will gain an understanding of the differences required for the specific entities, prepare forms and journal entries unique to each, and complete the accounting cycle for both partnerships and corporations. In addition, this course covers specialized accounting procedures for accounts receivable, promissory notes and interest, long-term assets, partnerships, corporate bonds, capital stock, and for corporations. Before ending the course we will take an in-depth look at financial statement analysis and prepare cash flow statements.

ACC212 Applied Accounting Theories

4 Credits

Prerequisite: ACC205

In this course, students will examine Generally Accepted Accounting Principles, accounts receivable and uncollectable accounts, notes payable and receivable, and merchandise inventory valuation. Property plant and equipment concepts of acquisition, depreciation and disposition will be taught.

ACC216 Government and Nonprofit Accounting

4 Credits

Prerequisite: ACC100, ACC205

This course is designed to introduce the student to some aspects of accounting and control in government units and other non-profit organizations. It emphasizes the issues related to fund accounting, long-term debt and fixed-asset accounting, and planning and control of cash and temporary investments. Students will gain a thorough understanding of the financial activities of non-profit and governmental agencies, budgetary accounting, and reporting procedures. Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) requirements are taught.

ACC221 Federal Taxes 1: Individual Taxation

4 Credits

Prerequisite: ACC205

In this course, students will learn basic individual and business tax law. Emphasis will be placed on research, tax law and tax form preparation for individuals, corporations, and partnerships. Students will complete various tax forms and schedules per case study activities.

ACC222 Federal Taxes 2: Tax for Business Entities

4 Credits

This course continues the study of the Internal Revenue Code as it affects partnerships, corporations (including S corporations), and estates and trust. Basic competence in tax research, terminology and tax calculations are emphasized.

ACC226 Payroll Accounting

4 Credits

In this course, students will learn all aspects of payroll procedures. Students will learn processing, tax withholding, pre-tax benefit plans, W-2 completion, W-4 completion, payroll tax filing, and journal entry recording while learning to complete a payroll register.

ACC230 Accounting Information Systems**4 Credits***Prerequisite: ACC205*

This course provides the students with hands-on experience in applying fundamental accounting principles within a computerized environment. Using computer technology, students gain experience setting up and maintaining accounts, recording transactions in the general and special journals, preparing payroll, completing the accounting cycle, and setting up accounting records for new companies.

ACC310 Managerial Accounting**4 Credits***Prerequisite: ACC205*

Study the concepts, theory and practice of the cost-control function of management. Learn what information is needed within an organization; where to obtain this information; and how managers can use this information to plan, control and make decisions. Topics include cost behavior and forecasting, capital budgeting, activity-based costing and management, costs of quality and productivity improvement programs, cost-volume analysis, tactical decision making and transfer pricing.

ACC350 Auditing**4 Credits***Prerequisite: ACC310*

This course is designed to provide an introduction to auditing. The objectives include principles and practices used by public accountants and internal auditors in examining financial statements and supporting data. Special emphasis is given to assets and liabilities. This course is a study of techniques available for gathering, summarizing, analyzing and interpreting the data presented in financial statements and procedures used in verifying the fairness of the information. Also emphasizes ethical and legal aspects and considerations.

ACC360 Cost Accounting**4 Credits***Prerequisite: ACC310*

This course examines in depth cost analysis and product costing for both the profit and not for-profit sectors of the economy. Accounting for labor, materials, and manufacturing overhead emphasizes the use of source documents to analyze and record cost data in both manual and computerized accounting systems. Methods of allocating indirect costs to products are introduced. Budgeting concepts are reviewed with emphasis on capital budget techniques. Reporting for segments and decentralized operations are also covered.

ACC400 Intermediate Accounting I**4 Credits***Prerequisite: ACC310*

This is the first course in the two-course Intermediate Accounting sequence. ACC400 covers the interpretation, use, processing, and presentation of accounting information and the preparation of principal accounting statements. Topics include an overview of the conceptual framework of accounting, valuation, recording, and presentation of the balance sheet, income statement, and statement of cash flows. Students are introduced to time value of money concepts, as well as, accounting for cash, receivables, and the first part of inventories.

ACC405 Intermediate Accounting II**4 Credits***Prerequisite: ACC400*

This course is the second of two courses in intermediate accounting. In this course students will learn how to account for the economic resources and liabilities of an enterprise. Topics studied will include, among others, receivables, inventories, operational assets, investments, stockholder equity, accounting for income taxes, statement of cash flow, accounting for pensions and postretirement benefits, current liabilities, bonds, and full disclosure of financial reporting.

AET**AET100 MicroStation****3 Credits**

This course is an introduction to the unique language, command methods and application of the MicroStation software. Topics included: display methods, view manipulation, drawing techniques, construction methods, manipulation methods, editing methods, dimensioning practices, and plotting techniques specific to this software.

- AET120 Architectural Drafting 1** **3 Credits**
Prerequisite: AET100
 This course is an introduction to the principles of commercial drafting and building materials as they apply to commercial structures. Students will apply proper drafting standards and construction material knowledge to create commercial floor plans, elevations, building sections, wall sections, details, and schedules.
- AET130 Architectural Application Software 1** **3 Credits**
Prerequisite: CAD113
 This course introduces students to the software Revit Architecture. Students will learn to navigate the building information software's project browser and create 3-dimensional commercial buildings and the corresponding construction documents as they apply to commercial drafting industry.
- AET140 Building and Life Safety Systems** **4 Credits**
Prerequisite: CAD113
 This course will introduce the drafting practices and techniques needed to create interior building systems such as HVAC and Electrical design. Including power and lighting. To also design systems to protect and evacuate the building population in emergencies, including fires, earthquakes, and less critical events, such as power failures.
- AET160 Materials and Construction Methods** **3 Credits**
Prerequisite: CAD113
 This course is an introduction to the construction principles of commercial construction and drafting. Students will apply proper drafting standards and construction material knowledge to create commercial drawings and documentation. Students will also obtain knowledge of materials in construction and how they are utilized properly. Relates to Architectural Drafting 1 course.
- AET170 Civil/Topographical Drafting** **3 Credits**
Prerequisite: CAD113
 This course is an introduction to the principals and practices specific to the civil and topographical drafting industries. Students will learn proper drawing methods as they relate to residential and commercial structures. Topics include: site planning and preparation, surveying methods, legal descriptions, contouring and the basics of landscaping.
- AET180 Civil Application Software** **3 Credits**
 This course introduces the student to the software Civil 3D. Students learn how this database driven software manipulates data specific to the creation of civil related drawings and construction documents.
- AET200 Architectural Application Software 2** **4 Credits**
Prerequisite: AET130
 This course is a continuation of AET130 Architectural Application Software 1. Students will be introduced to Revit MEP and continue to refine the standards and practices learned in AET130. The focus of this course will be placed on the HVAC, Plumbing, Electrical, and Fire Protection features that the student will apply to the commercial drafting industry.
- AET300 Architectural Capstone** **5 Credits**
Prerequisite: AET130, AET200
 Participation in this course requires the completion of a capstone project that integrates the student's knowledge and skills acquired during the completion of architectural concentration curriculum. Students will learn current design practices to incorporate sustainability and energy efficiency into their final project.

AMP

- AMP300 Business and Industry Essentials** **6 Credits**
 This course will encompass a broad range of business topics that will provide an overview of various organizational processes in the complex business environment. The course will look at the different areas that impact how a business

functions on a daily basis. External influencers and business environmental issues that affect decision-making will also be explored.

AMP325 Financial Decision Making

6 Credits

This course will explore financial and accounting topics that leaders use to make sound decisions on a daily basis. The course will examine financial statements to analyze the performance of a business. Selected managerial accounting and finance topics that assist in internal decision making will be reviewed through case study analysis.

AMP350 Strategic Human Resources

6 Credits

This course examines the role of human resource professional as a strategic partner in managing today's organizations. Leaders will gain an understanding of employment law, labor relations, recruitment, employee training and development, compensation and benefits, and policies and procedures. Best practices of employers of choice are considered.

AMP375 Foundations of Data Analytics

6 Credits

This course will provide a foundation for student to understand the concepts and applications of data analysis in an organization. Emphasis will be placed on the development of sound research questions, the identification and verification of data sources, the retrieval, cleaning, and manipulation of data, and the process for identifying the data elements that are relevant for a given audience.

AMP400 Corporate Innovation and Leadership

6 Credits

This course aims to provide students with an understanding of the nature of enterprise and innovation. The course will introduce students to the role of entrepreneurship, innovation, technology, strategic thinking and foresight needed to lead in a dynamic business environment. Leadership concepts related to innovative practices and competitive approaches will be emphasized.

AMP425 Strategic Marketing in a Global Workplace

6 Credits

Students will gain an understanding of strategic marketing topics that enable and organization to function in a global competitive environment. This course applies strategic marketing concepts, tools and techniques through the use of case study analysis and computer simulations. The focus will be on exploring practical and real-world solutions to the challenges businesses and leaders encounter.

BIO

BIO110 Anatomy & Physiology 1

5 Credits

This course introduces the student to concepts of anatomy and physiology including an introduction to the structural units of the body including cellular function and homeostatic transport mechanisms. Systems to be examined include: The integumentary system, skeletal system, muscular system, nervous, sensory system, and male and female reproductive systems.

BIO125 Anatomy & Physiology 2

5 Credits

This course continues the systemic review of concepts of anatomy and physiology. Systems to be examined include: the endocrine, cardiovascular, blood, lymphatic, respiratory, digestive, and urinary system.

BIO150 Anatomy and Physiology 1

4 Credits

Corequisite: BIO151

This course is a systemic review of human biology with emphasis on homeostatic mechanisms that allow for normal anatomic and physiologic function. References will be made to pathological conditions when appropriate. Topics of discussion will include directional and anatomical terminology, cellular form and function, tissues, integumentary, skeletal, muscular, nervous, and endocrine systems.

BIO151 Anatomy and Physiology 1 Lab

2 Credits

Corequisite: BIO150

This course is an introduction to the basic laboratory techniques used to observe and identify anatomical structures and demonstrate physiological principles. Students will examine dissected specimens, anatomical models, and charts to

achieve course competencies. Topics discussed include anatomical terminology, cellular form and function, tissues, integumentary, skeletal, muscular, nervous, and endocrine systems.

BIO165 Anatomy and Physiology 2**4 Credits**

Prerequisite: BIO150, BIO151

Corequisite: BIO166

This course is a systemic review of human biology with emphasis on homeostatic mechanisms that allow for normal anatomic and physiologic function. References will be made to pathological conditions when appropriate. Topics of discussion will include blood, cardiovascular, lymphatic and immunology, respiratory, urinary, digestive, and reproductive systems along with fluid/electrolyte and acid-base balance mechanisms.

BIO166 Anatomy and Physiology 2 Lab**2 Credits**

Prerequisite: BIO150, BIO151

Corequisite: BIO165

This course is an introduction to the basic laboratory techniques used to observe and identify anatomical structures and demonstrate physiological principles. Students will examine dissected specimens, anatomical models, and charts competencies. Topics discussed include blood, cardiovascular, lymphatic and immunology, respiratory, urinary, digestive, and reproductive systems along with fluid/electrolyte and acid-base balance mechanisms.

BIO180 Microbiology**4 Credits**

Corequisite: BIO181

The focus of this course is on the structure, function, and environment of microorganisms with emphasis on those which are pathogenic. Discussion topics will include an introduction to the basic principles of microbiology, the morphology and life cycle of bacteria, epidemiology, immunology, and control of microorganisms. The pathogenesis and progression of infectious disease will also be explored.

BIO181 Microbiology Lab**2 Credits**

Corequisite: BIO180

This course is an introduction to the basic laboratory techniques used to observe and identify microorganisms. Students will master the use of the microscope and the performance of the Gram Stain technique, along with the cultivation and identification of bacteria. In addition, adherence to laboratory safety rules and the maintenance of aseptic technique will be emphasized throughout the course.

BKP**BKP100 Baking and Pastry Theory and Principles****4 Credits**

This course provides students with fundamental cooking and baking techniques and mixing methods. Emphasis is placed on proper receiving, handling and identification of ingredients used in the pastry kitchen.

BKP110 Artisan Breads & Doughs**7 Credits**

This course provides an introduction to the skills and techniques of artisan bread production. Products covered include commercially rich, lean and laminated dough, rolls and savory quick breads. Properties and characteristics of ingredients and proofing skills are studied, as well as proper mixing techniques, controlled fermentation, and baking methodology.

BKP120 Basic Pastries and Dessert Presentations**7 Credits**

This course is designed to give the student fundamental working knowledge of the traditional methods of producing pate a choux, creams and custards, pies and tarts. This course also includes practical techniques of platter design and presentations. Emphasis is on the production of basic pie dough, short dough and a variety of pie and tart fillings. This course covers preparation and presentation of individual hot and cold plated desserts, using a variety of traditional and modern plating techniques. Plate design, station organization, frozen desserts, flavor, textural components, and portion control are emphasized.

BKP130 Cakes, Gateaux & Torten**7 Credits**

This course provides students with the skills and knowledge of producing cakes, butter creams and icings. Each student is taught proper mixing methods and assembling, icing and finishing techniques of a variety of cakes. This course also provides students with advanced methods of creating entremets and petits gâteaux that are contemporary and industry relevant.

BKP135 Basic Professional Skills**2 Credits**

This course provides the student with various skills required to be successful in the baking and pastry profession. Students will learn the baking percentage system and various scaling systems and why they are important to a profitable business. Students will also learn to identify the most commonly used ingredients and equipment and how they are used. The course will also cover a history of the baking profession.

BKP140 Chocolates & Sugar Techniques**7 Credits**

This course provides students with the skills and knowledge of chocolate tempering methods. Hand dipped and molded candies and truffles are produced utilizing different chocolates, fillings and decorating techniques. Emphasis is placed on the history and manufacturing techniques of the different qualities in chocolate. Students are also introduced to various sugar artistry techniques, including pastillage, poured, pulled and blown sugar. Emphasis is on the planning and production of individual showpieces using various shaping and molding methods.

BUS**BUS002 Steps to Career Success 2****1 Credit**

The purpose of this course is to develop an understanding of the nuances of the business and hospitality industries. Topics will include industry related organizations, social networking, employer expectations and other professional skills.

BUS003 Steps to Career Success 3**1 Credit**

The purpose of this course is to apply professional skills and to become actively involved in business and/or hospitality industry related activities.

BUS100 Introduction to Business**4 Credits**

This course provides a thorough survey of major business functions, focusing on modern business procedures. Topics include introducing and providing the business student with a foundation of international business, economics, management, accounting, social responsibility and ethics, innovation, and entrepreneurship.

BUS111 Computer Applications**4 Credits**

This course provides the student with an introduction to multiple office-based applications. The student will use the knowledge gained in this course as a foundation for implementing and developing projects in various Microsoft applications including spreadsheets, word processing, and presentation software.

BUS121 Business Law**4 Credits**

This course provides students with detailed knowledge of the laws relating to contracts, commerce, property, business crimes, and torts. Students develop an awareness of business situations requiring legal counsel and a familiarization with the overall structure of our legal system.

BUS145 Principles of Management**4 Credits**

This course provides an overview of the major functions of operational and human resources management. This course will explore the basic functions of management including: decision making, team building, leadership skills, management skills, human resources and organization diversity.

BUS200 International Business**4 Credits**

The study of international business concepts is designed to better prepare students to master the aspects of worldwide business functions. The course covers international trade, the international monetary system, and their relationship to business. Students also evaluate countries as potential sites for business operations.

BUS215 Spreadsheet Applications**3 Credits***Prerequisite: BUS111*

This course provides a comprehensive understanding of using spreadsheets using Microsoft Office. Through the use of applied hands-on examples, tutorials, projects, and practice students use critical thinking to design and develop spreadsheets to solve real world business and technical problems. Topics covered include functions, formatting, complex formulas, lookup tables, and data analysis tools.

BUS220 Human Resource Management**4 Credits***Prerequisite: BUS145*

This course is an introduction to the principles, policies, and procedures of personnel management. The course focuses on the acquisition, training, employee performance, and labor relations in organizations. Topics include: legal principles for human resource managers, salary and benefits, workplace diversity, equal employment opportunity, recruitment and selection, orientation/training, and appraisal of performance and discipline.

BUS232 Database Applications for Business**3 Credits***Prerequisite: BUS111*

This course introduces students to the design and use of databases for business applications. Using database computer software, students will plan and develop a variety of databases for business. Topics covered include database planning, creation of records, searching for data using database queries, development of forms for data entry, and report design.

BUS240 Small Business Management**4 Credits***Prerequisite: BUS100, MKT205*

This course introduces students to essential business skills required to successfully create and run a small business. Topics include uncovering, analyzing, and creating business opportunities, the role of the business plan, exploring markets, selling, and customer service. Students will explore the concepts of running a business through the use of simulation.

BUS290 Business Strategies**4 Credits**

This is a capstone course which incorporates the skills and material learned in the core courses of the Business Management Program. Students will analyze a business, make connections, and present findings to utilize their business knowledge, and make connections with the presented business, and the industry/external environment. Topics for analysis and recommendations include management strategies, marketing strategies, and financial strategies, including a SWOT analysis and a PEST analysis.

BUS300 Business & Employment Law**4 Credits***Prerequisite: BUS145*

This course focuses on the legal environment affecting business, as well as laws governing the employer-employee relationship. The depth of topics includes business ethical concerns; civil versus criminal law distinctions; laws pertaining to contracts, property, and torts; Uniform Commercial Code and the law of sales; court systems; and state and federal laws protecting workers' rights.

BUS305 Leading Organizational Change**4 Credits**

This course focuses on the crucial role leaders have in effectively leading change initiatives in the workplace. Students learn how to introduce a change initiative and lead discussions with employees to explore how best to implement the changes. In addition, they learn how to help others overcome their resistance to changes. These skills enhance a leader's ability to minimize the potentially negative effects of change on morale, processes and productivity. Blending theory and practice, students will work in teams, applying course material in the analysis of real-world change management challenges. The aim is to produce critically thinking, proactive change managers who have the tools to respond to the range of organizational issues emerging in workplaces today.

BUS325 Supply Chain Management**4 Credits***Prerequisite: MKT205*

This course will focus on strategic, tactical and operational issues of supply chain management and become familiar with the integration of various entities. Topics include: supply chain strategy, e-procurement, supply chain risk management,

supply chain coordination & integration, value of information, global supply chains, customer value, dynamic pricing, coordinated product design chain, and supply chain performance measures.

BUS350 Social Media in Communications

4 Credits

This course will explore the history, rise, and growth of social media as a 21st century communication practice. Students will study the advances that led to the creation of social media and just as importantly examine how the use of social media fed its growth. Students will develop social media communication plans and practice digital communication using current online tools such as Facebook, Twitter, LinkedIn, Kickstarter, YouTube, and Tumblr.

BUS365 Electronic Commerce Strategies

4 Credits

This course challenges students to explore the realities and implications of e-commerce from a marketer's perspective. Business-to-consumer (B2C) and business-to-business (B2B) e-commerce markets are examined. The course introduces students to a wide range of electronic commerce issues for marketers, as a foundation for continual learning in the dynamic e-commerce environment.

BUS375 Entrepreneurship and Innovation

4 Credits

Prerequisite: BUS240

The purpose of this course is to explore the many dimensions of new venture creation and growth and to foster innovation and new business formations in independent and corporate settings. The course appeals to individuals who have an existing strong desire to become an entrepreneur, or work in a startup or early stage or entrepreneurial minded company that may be expressed immediately or later in their careers. Students will formulate new venture ideas, develop a complete business plan, and present the plan for financial investment.

BUS385 Organizational Behavior

4 Credits

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change.

BUS390 Government and Public Policy

4 Credits

Prerequisite: BUS300

This course will introduce the policy process in U.S., needs and demands for public action; organization and nature of political support; process and the problems of decision making in major policy areas. Students will explore the economics and politics of public policy to provide an analytic framework for considering why, how, and with what success/failure government intervenes in a variety of policy areas. Particular attention will be paid to important policy issues relating to taxation, social security, low-income assistance, health insurance, education, the environment, and government deficits. The costs and benefits of alternative policies will be explored along with the distribution of responsibilities between the federal, state and local governments.

BUS400 Global Business Strategy

4 Credits

Prerequisite: FIN200, MKT205

This course provides an analysis of the international organizations and the effects of the foreign environment on international business. The course will focus on cultural differences; theories of international trade and economic development; international finance; marketing internationally and practical applications of starting and maintaining international business relationships.

BUS410 Operations Management

4 Credits

This course provides students with concepts, techniques and tools to design, analyze, and improve core operational capabilities, and apply them to a broad range of application domains and industries. It emphasizes the effect of uncertainty in decision-making, as well as the interplay between high-level financial objectives and operational capabilities. Topics covered include production control, risk pooling, quality management, process design, and revenue management.

BUS420 Labor Relations and Employment**4 Credits***Prerequisite: BUS300*

This course provides an analysis of the process of labor relations, in which management deals with employees who are represented by a union. The history of major labor unions and primary labor laws and court cases are covered, along with the general structure and operational aspects of today's labor organizations. Union certification, collective bargaining, and dispute resolution are discussed in detail. Students also participate in a mock labor contract negotiation project and analyze sample grievances.

BUS425 Managing Complex Projects**4 Credits***Prerequisite: BUS145, FIN200*

The course covers key components of project management including project integration, project scope management, project time and cost management, quality management, human resource considerations, communications, risk management, and procurement management.

BUS460 International Marketing**4 Credits***Prerequisite: MKT425*

This course will equip students with the tools and terminology to explore and understand marketing practices in a global environment. Students will act as international marketing managers, learn the scope and challenge of international marketing, the dynamic environment of international trade, the culture, political, legal, and business systems of global markets, the global market opportunities and finally, the ways to develop global marketing strategies. Students will also learn to develop a formal analytic framework of decision-making based on recent developments in the field of International Marketing through group project and case studies. This course is designed to provide students with the latest understanding of global issues, disciplines, competitions and the necessary skills in making strategic marketing decisions based on a global perspective.

BUS480 Business Intelligence and Analysis**4 Credits***Prerequisite: BUS425*

This course is intended to provide an integrative foundation in the field of business intelligence at the operational, tactical, and strategic levels. Topics such as value chain, customer service management, business process analysis and design, transaction processing systems, management information systems, and executive information systems will be covered, along with other topics relevant to the field of business intelligence.

BUS485 Capstone Strategic Corporate Management**8 Credits***Prerequisite: Must have received a "C" grade or better in all Business Foundation Courses*

This course introduces the key concepts, tools, and principles of strategy formulation and competitive analysis. It is concerned with managerial decisions and actions that affect the performance and survival of business enterprises. The course is focused on the information, analyses, organizational processes, and skills and business judgment managers must use to devise strategies, position their businesses, define firm boundaries and maximize long term profits in the face of uncertainty and competition. Students will work in a team environment and utilize a third-party simulation package.

CAD**CAD103 Engineering Graphics****3 Credits**

This course is an overview of the practice and techniques utilized within the drafting and engineering fields. Topics include: oblique perspective, isometric and orthographic sketching, sectioning, dimensioning practices, basic outline assemblies and basic print reading.

CAD113 AutoCAD**3 Credits**

This course is an introduction to the unique language, command methods and application of the AutoCAD software. Topics included: display methods, view manipulation, drawing techniques, construction methods, manipulation methods, editing methods, dimensioning practices, and plotting techniques specific to this software.

CAD153 Industrial Pipe Drafting**4 Credits***Prerequisite: CAD103, CAD113*

This course is an introduction to the principals of pipe drafting as applied to commercial and industrial structures. Topics include material and connection types, creation of commonly used pipe drawings, selection of drafting symbols and pipe and instrumentation diagrams, methods, and techniques.

CAD217 Structural Drafting**3 Credits***Prerequisite: CAD103, CAD113*

This course is an introduction to principles and practices specific to the structural drafting industries. Students will learn proper drawing methods as they relate to commercial structures. Topics include steel frame construction, beam and column connection detailing and fabrication drawings.

CAD260 Statics & Strengths of Materials**3 Credits**

This course is an introduction to principles of mechanics of structures as they relate to the engineering industries. Topics include the calculation of: stress and strain of material, static equilibrium, support reactions, beam analysis, design properties and the effect of materials on a structure.

CJU**CJU002 Steps to Career Success 2****1 Credit**

The purpose of this course is to develop an understanding of the nuances of the criminal justice field and related industries. Topics will include industry related organizations, social networking, employer expectations and other professional skills.

CJU003 Steps to Career Success 3**1 Credit**

The purpose of this course is to apply professional skills and to become actively involved in the criminal justice field and related industry activities.

CUL**CUL001 Steps to Career Success 1****1 Credit**

The purpose of this course is to acclimate students to the available resources to maintain their focus on achieving career goals within the culinary arts. The course is scheduled for all students in the 1st quarter, one hour per week.

CUL002 Steps to Career Success 2**1 Credit**

The purpose of this course is to develop an understanding of the nuances of the culinary arts industries. Topics will include industry related organizations, social networking, employer expectations and other professional skills.

CUL100 Introduction to Culinary Arts**8 Credits**

In this introductory course, students get their first hands-on experience in a professional kitchen. Topics include the fine art of sauce making (stocks, glazes, essences and all major soup categories), proper techniques for preparing salads, dressings and garnishes, and the principles of vegetable, starch and breakfast cookery. As they practice fundamental cooking techniques, students acquire basic knife skills and have an opportunity to prepare breakfast and mid-day meal classics. Throughout the course, strong emphasis is placed on safety, creativity and plate presentation.

CUL113 Fundamental Concepts of Cooking**2 Credits**

This course introduces the student to the underlying principles of the culinary arts profession. Students will become familiar with culinary terminology, industry standards, high-end kitchen equipment, and the many varieties of fruits, vegetables and herbs at their disposal. The hierarchy of the professional kitchen is discussed, including various staff member roles and responsibilities. Students are also exposed to the complex selection, planning and time management procedures involved in daily kitchen operations.

- CUL114 Sanitation** **2 Credits**
This course introduces the student to the various components of sanitation and safety in a food production environment. After studying the origins of food borne diseases and preventative measures enforced by regulatory agencies, students learn proper procedures for handling food, cleaning and sanitizing their work area, and safely using and maintaining kitchen equipment. Upon successful completion of this course, students are prepared in sanitation procedures approved by the American Culinary Federation and/or the National Restaurant Association.
- CUL115 Basic Knife Skills** **1 Credit**
This course teaches the student fundamental knife skills used in the culinary arts. Students will learn to identify the different types of knives, their construction and their use in the kitchen. Students will learn to identify the different types of products used in production and how to prepare them using the classical cuts used in culinary preparations.
- CUL120 Effective Kitchen Design Principles** **2 Credits**
The course outlines the best practices for designing a safe and effective professional kitchen, based on functional relationships, equipment space, and operating efficiencies. Students then get an opportunity to apply these principles to the design of their own mock kitchen.
- CUL125 Math for Culinary** **4 Credits**
This course links the world of mathematics to the culinary profession. Students will learn and understand math fundamentals relevant to the foodservice industry. Topics to be discussed include the application of addition, subtraction, multiplication, and division operations to whole numbers, fractions, decimals, percentages, ratios, and measurement (both weight and volume). Basic and advanced unit conversion is also covered. Students will be introduced to initial concepts of facility cost control and foodservice purchasing, including determining food cost and profitability, inventory, yield, and sales forecasts.
- CUL130 Introduction to Fish/Shellfish and Meats** **8 Credits**
In this course, students learn the intricacies of round/flat fish and shellfish fabrication, preparation, and garnishing. Emphasis is placed on knife skills, yield results and proper storage for various types of fish. A sister unit covers the fabrication, preparation and garnishing of red meats, poultry, and game. Students become knowledgeable in muscle and bone structure of various meats, proper knife selection, and butchery equipment. Through lectures, demonstrations and hands-on activities, students gain experience in the preferred methods for cooking meats and fish, with emphasis on portion control, creativity and plate presentation. As a follow-up to earlier sanitation training, students learn the special requirements associated with handling and storing meats and seafood.
- CUL142 Purchasing and Cost Control** **4 Credits**
This course exposes students to the process of planning, purchasing and controlling supplies in a food service environment, with the ultimate goal of cost containment. Students gain practical experience in the entire purchasing cycle, from supplier selection, forecasting, price negotiation and ordering, to inventory, storage and disbursement of food and kitchen supplies.
- CUL145 Culinary, Hospitality, and Supervision** **4 Credits**
This course focuses on managing people from the hospitality supervisor's viewpoint. It includes techniques for increasing productivity and controlling labor costs, time management, and managing change. It also stresses effective communication and charts key responsibilities of a supervisor in a lodging or food service operation. Students refine strategies designed to motivate employees and resolve conflicts with staff, guests, and suppliers.
- CUL153 Culinary Elements of Wines and Spirits** **2 Credits**
Students gain an understanding of the important role of wines and spirits in the professional kitchen. They learn to differentiate between the chief wine regions of Europe and America and how to match specific wines to specific foods. Students gain exposure to proper techniques for wine tasting, bottle reading and front-of-the-house wine service.
- CUL155 Restaurant Management** **2 Credits**
The students learn all aspects of effectively managing a restaurant. Topics include development of a marketing plan, restaurant promotion, menu pricing, menu design and cost control. The critical human resource factor of managing a restaurant will also be discussed, including employee selection, training and development, and employee motivation.

CUL160 Baking and Pastry Fundamentals**8 Credits**

In this course, students learn the unique principles and chemistry involved in professional baking. They become versed in baking terminology, equipment, ingredients, weights and measures, and formula conversions. Special baking and design techniques are used to prepare a variety of baked goods and pastries, including basic breads, quick breads, cookies, pies and tarts, creams and mousses, cakes and frostings and pate a choux, and crepes. Students also learn the delicate technique for tempering chocolate and its use in soufflés and other classic pastries. The preparation and storage of ice creams and sorbets will also be covered. Specific sanitation requirements for the bakeshop are emphasized throughout the course.

CUL170 Nutrition and Menu Planning**4 Credits**

This course introduces students to fundamental nutrition principles and how to apply these concepts to the planning of healthy, yet appealing menus. Topics include basic nutrients, label reading, and recipe analysis. Students will be familiarized with special dietary needs and how to skillfully adapt menus to address these restrictions. As a final project, students apply course principles to the design and cost of a cycle menu.

CUL180 Fundamentals of Classical Cuisine/Garde Manger**7 Credits**

The goal of this advanced course is to build upon the students' solid foundation in culinary arts by delving into classical French, Italian and Spanish cuisine. In addition to studying specific terminology, cooking techniques and presentations associated with each classical style, students gain an appreciation for the history and global influence of each cuisine type. This course also explores the organization, responsibilities, and equipment of the cold kitchen. Students get hands-on experience preparing simple platter layouts, cold hors d'oeuvres, and advanced salads in classical forms for receptions and buffets. Training includes exposure to tools for sausage making, grinding and smoking. Proper sanitation procedures are reinforced throughout the course.

CUL200 Advanced Intercontinental Cuisine**7 Credits**

In this higher-level course, the students' previous training in classical European cuisine is complemented by an exploration of selected global cuisines of Asia, Middle East, Latin America and Central Europe. Emphasis is placed on gaining familiarity with the history, culture, indigenous ingredients, and food presentations of each region. Students have an opportunity to prepare, taste and evaluate dishes from these regions using traditional and contemporary cooking techniques and ultimately put their skills and creativity to the test in high-end culinary competitions. Kitchen sanitation requirements are emphasized throughout the course.

CUL210 Advanced Cooking and Pastry**7 Credits**

In this capstone course, students get the chance to apply their full range of culinary skills to the design and preparation of a full menu, complete with appetizer, fish course, entrée, salad and dessert. The focus is on contemporary American cuisines and the hottest culinary trends sweeping the nation. Students participate in a series of other industry-based projects, including confection design, and creating original recipes.

ELC**ELC100 Math for Electricians****4 Credits**

This course provides students with the basic math tools necessary to solve problems in electrical and electronic circuit applications. The course consists of a review of arithmetic and the application of basic algebra. Students will also use right triangle solutions for evaluating AC circuits.

ELC110 Electricity 1**5 Credits**

This course introduces the students to electricity, and how to work with it safely. This class will cover static electricity and magnetism. Learn about resistors, and how measuring instruments are constructed, and how they operate. Learn about series, parallel and combination circuits with a strong understanding of Ohm's law.

ELC120 Residential Wiring**5 Credits**

This is a course on residential wiring methods, which will include practical application and hands-on implementation of NEC code requirements. Students receive practical instruction on today's residential electrical systems ranging from basic household wiring to special circuits.

- ELC130 Blueprint Reading** **2 Credits**
 This course introduces students to reading and interpreting blueprints for residential and commercial wiring.
- ELC140 Electricity 2** **4 Credits**
Prerequisite: ELC110
 This course introduces the students to additional electrical components and theories. Learn to determine conductor sizes using wire tables. How conduction in liquids and gases exist. Sources of electricity from batteries and magnetic induction. Alternating current (AC), induction, resistance and capacitance in an AC circuit, Capacitors and Filters.
- ELC150 Commercial Wiring** **5 Credits**
Prerequisite: ELC120
 The student will be able to read commercial blueprints and apply the National Electrical Code to commercial wiring systems. Students will also receive training in conduit bending and conduit runs for circuits.
- ELC160 Motor Controls** **5 Credits**
Prerequisite: ELC110
 The course will focus on the principles and practices of various types of electrical motors. The course will also cover preventative maintenance, repair and troubleshooting of various types of electrical motors and controls.
- ELC170 Industrial Wiring** **5 Credits**
Prerequisite: ELC150
 This course will focus on electrical skills students will need to perform first-line electrical maintenance tasks including the safe isolation, replacement and testing of a range of common electrical devices (motors, sensors, heating elements, solenoids, etc.)
- ELC180 Electricity 3** **6 Credits**
Prerequisite: ELC110, ELC140
 This course applies knowledge of electrical fundamentals to the advanced study of electricity. Three phase power, three phase motors, generators and three phase transformers. Single phase motors and transformers will be covered along with harmonics. Also, this will be the perfect time to cover direct current (DC) motors and generators.
- ELC190 Computers and Networking** **3 Credits**
 This course is designed to advance students' computer and network knowledge and skills. Current Windows operating systems are introduced and used as the training environment throughout the course. Hands-on lab activities reinforce classroom lectures. All internal components of the PC, including standard interfaces, are thoroughly explored. Basic networking skills, such as Ethernet cabling, routers, Wi-Fi, and IP addresses are also explored.
- ELC200 Electricity 4** **4 Credits**
Prerequisite: ELC110, ELC140, ELV180
 This course provides the students with the time and ability to take all that we learned in the Electricity 1-3 and apply it to practical application in our field of work. We will test this knowledge and theorems in a work environment, and use lab experiments to reinforce what has been covered.
- ELC210 Programmable Controllers** **4 Credits**
Prerequisite: ELC200
 This course covers the basic hardware and operating principles of PLC's, their inputs and outputs, maintenance/troubleshooting and networking.
- ELC220 Troubleshooting Electrical Systems** **3 Credits**
Prerequisite: ELC110, ELC140, ELC180, ELC200
 This course introduces troubleshooting methods and students practice their skills by troubleshooting working electrical systems.

ELC230 Project Management and Estimating

4 Credits

This course introduces the student to the duties of the project manager. These include customer expectations, cost estimation, equipment selection, personnel management and project oversight.

ELT

ELT002 Steps to Career Success 2

1 Credit

In this course, students study Multisim, an electronics circuit simulator. One hour per week.

ELT003 Steps to Career Success 3

1 Credit

In this course, students review their electronics fundamentals. Upon completion, they can sit for the CET certification test.

ELT101 Math for Electronics

4 Credits

This course provides students with math skills necessary to solve problems in electricity and electronics. It consists of a review of arithmetic, algebra, equations, right triangle solutions and complex numbers.

ELT115 Electricity

7 Credits

Electricity and electronic systems are explored through the study of DC fundamentals. Practical experience in parallel and series circuit analysis is gained by means of electronic bench test equipment and troubleshooting.

ELT125 Electronics 1

7 Credits

Prerequisite: ELT101, ELT115

This course is an introduction to transformers, diodes, rectifiers, filters, and regulators. Semiconductor fundamentals are presented and learners master competencies in constructing, measuring, troubleshooting and analyzing filter and basic semiconductor circuits. Students build a power supply as their final project.

ELT128 AC Fundamentals

4 Credits

Prerequisite: ELT101, ELT115

The course will cover the fundamentals of AC circuits, inductors, capacitors, RL/RC, and RCL circuits, passive filters, and resonance circuits. The course will cover AC calculations, measurements, and troubleshooting. In addition, usage of Oscilloscopes, function generators, and frequency counters will be addressed.

ELT135 Electronics 2

7 Credits

Prerequisite: ELT125, ELT128

This is a course to expand the competencies of semiconductor concepts. FET, Operational amplifier and BJT circuits are explored as they apply to real world electronic systems. Students construct, analyze, and troubleshoot complete switching and amplifier circuits. Students build a soldering iron as their final project.

ELT145 Digital Electronics

7 Credits

Prerequisite: ELT135

This course introduces students to logic gates, flip-flops, counters, registers, and code converters. Students gain practical experience by constructing, testing and troubleshooting digital circuits and systems.

ELT146 Computer & Network Systems

4 Credits

This course is designed to advance students' computer knowledge and skills. Current Windows operating systems are introduced and used as the training environment throughout the course. Hands-on lab activities reinforce classroom lectures. Internal PC components, operating systems, and networking components are thoroughly explored.

ELT254 Communication Systems**7 Credits***Prerequisite: ELT145*

Students survey all fundamental aspects of modern electronic communication and telecommunications. Basic concepts in AM, FM, TV, RF, telephone, pulse encoding, and fiber optics are covered and applied to contemporary wired and wireless systems. Students build a Super Heterodyne Receiver as their class project.

ELT266 Control System Electronics**7 Credits***Prerequisite: ELT145*

This course introduces students to industrial automation and control methods. Hardware includes Programmable Logic Controllers, industrial sensors, conveyor systems and robotics. Theoretical concepts are reinforced through group-based Design Challenges.

ELT267 Microcontrollers**4 Credits***Prerequisite: ELT145*

Students are introduced to programming the BASIC Stamp Microcontroller. The program techniques control LEDs, switches and robotic motion and are reinforced through individual Design Challenges.

FIN**FIN200 Principles of Finance****4 Credits**

This course focuses on financial techniques used in making business decisions. Students are introduced to financial analysis regarding income statements, balance sheets and cash flows statements. Cash management and return on investment are explored. Fundamental principles of finance provides students with the basic tools necessary to analyze projects and justify investment in them.

FIN210 Financial Management**4 Credits***Prerequisite: FIN200*

This course continues building on foundational financial topics in corporate finance. Students are introduced to the concept of Time Value of Money, Capital Budgeting, Financial Planning, and Working Capital Management. Students will also examine the role of stock and bonds in corporate financing. Case studies are used to explore the financing decisions and capital structure of businesses.

FIN320 Investment Management**4 Credits***Prerequisite: FIN200*

This course presents applied theory alongside real-world examples and provides a survey of the important areas of investments: valuation, the marketplace, fixed income instruments and markets, equity instruments and markets, derivative instruments, and a cross-section of special topics, such as international markets and mutual funds. Students will utilize a software package to simulate investment and trading of a portfolio.

FIN325 Corporate Finance & Investments**4 Credits***Prerequisite: FIN200, ACC205*

This course provides an introduction to the theory, the methods, and the concerns of corporate finance and investments. The main topics include the time value of money and capital budgeting techniques; uncertainty and the trade-off between risk and return; security market efficiency; optimal capital structure, dividend policy decisions; portfolio analysis; financial assets. Students will learn how to establish appropriate investment objectives, develop optimal portfolio strategies, estimate risk-return tradeoffs, and evaluate investment performance. Many of the latest quantitative approaches are discussed.

FIN400 Financial Institutions and Markets**4 Credits***Prerequisite: FIN325*

This course examines financial institutions and systems as well as the relationship of U.S. capital markets to global markets. This involves the effects of interest rates and asset demand including stocks, bonds, options and futures, and their fundamental relationships within the financial market structure. The course analyzes the efficiency of financial

markets and the role of central banks (especially the Federal Reserve System); in addition, the course examines the conduct of monetary policy to determine its effect on financial markets. Emphasis is given to the bond, stock and money markets, and their relationship to the management of financial institutions and financial regulations. The functions of the mutual fund industry, insurance companies and pension funds are discussed and evaluated for risk and ethical considerations.

GDA

GDA002 Steps to Career Success 2

1 Credit

This course introduces students to the employment opportunities in their chosen degree and the professionalism needed for employment. The course utilizes graduates and employers to discuss employment, professionalism and the skillsets needed to be a successful employee. The students will see examples of what the industries have to offer and will learn 1st hand the skills needed to be successful and what it takes to maintain a career.

GDA118 Compositional Drawing

1 Credit

This course introduces the foundation of drawing for the representation of advertising and the graphic arts. A series of exercises and projects will focus on visual creation of gesture drawing, trace and transfer, and the collaboration to represent compositional ideas that would replicate the initial designer to client interaction.

GDA129 Computer Illustration

3 Credits

In this course students use the computer as a drawing tool. Students will become aware of the industry markets of cartooning, technical illustration, and typography and how these can work in different designs and page layouts.

GDA130 Digital Imaging

3 Credits

This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, working toward finished results primarily for print and Web.

GDA131 Design Foundations

3 Credits

This course focuses on the fundamentals of compositional design. The student will learn to identify the hierarchy of a graphical layout. Areas of focus in this course include color theories, models, digital production, recognition and manipulation of the best type for graphic design applications. There is a strong emphasis on creative thinking and problem solving using various techniques and methods.

GDA136 Photography

3 Credits

This course provides an introduction to the concepts, techniques, procedures, and application of photography. Students will use cameras in studio and field conditions to capture images to meet the requirements of assignments designed to develop specific skills and competencies. Emphasis is placed on basic compositional rules, common features of a DSLR camera with appropriate lenses, lighting, and exposure.

GDA137 Web Design 1

3 Credits

This course introduces the processes of designing web pages for publishing on the World Wide Web. Students learn to apply their visual design skills within the constraints and limits specific to this medium. Students gain an understanding of the Internet environment and the process of website design and development. Students learn basic HTML programming, image creation, and page layout with graphics and web design applications.

GDA138 Computerized Page Make-Up

3 Credits

This course focuses on the capabilities of the Macintosh computer as a working tool in producing graphic art. The emphasis will be on using the computer and software as design tools and learning to merge text and graphics to create ads, newsletters, and logos for desktop publishing.

- GDA143 Production** **3 Credits**
 This course introduces the principles and methods needed to prepare traditional and electronic artwork. Specific areas of study include art rescaling, photo cropping, color separation, digital photography, file management, and a basic introduction to electronic separations and printing.
- GDA144 Advertising Processes** **3 Credits**
 This course examines the creative side of advertising, through foundation theories and practical applications. Students are challenged to closely observe and understand advertising in today's market.
- GDA150 Behavioral Design** **3 Credits**
 This course will assist students in advancing their approaches to effective visual communication using elements of design, imagery and a wide range of creative processes. Students will examine the Gestalt Principles for a project directed at a specific target audience.
- GDA200 Portfolio Development 1** **4 Credits**
 This course focuses on advanced layout and design skills. The student explores more complex visual communication theories and apply them to a variety of appropriate media. Creative problem solving and presentation skills are reinforced using reliable design principles and skillful digital and conventional methods.
- GDA201 Corporate Design** **3 Credits**
 This course examines corporate identity programs and the use of trademarks and logos from concept to presentation. Emphasis is on the use of type and design and how it is applied in the corporate environment.
- GDA203 Portfolio Development 2** **4 Credits**
Prerequisite: GDA200, GDA255
 This course will enable students to further develop their portfolio and presentation skills for potential employers. Students will also develop an electronic portfolio using industry preferred software to demonstrate their familiarity and proficiency with the computer.
- GDA204 Multi-Page Documents** **3 Credits**
 This course highlights the study, examination and use of typography when creating page layouts and how to prepare and design multiple-page documents. The students develop skills in a computer page layout program to prepare for the industry's need for competence in magazine, booklet, brochure and catalog design.
- GDA205 Entrepreneurship** **4 Credits**
 This course provides a thorough survey of business practices from a creative professional perspective. Topics include contracts, invoicing, copyrights, freelancing, client relations, operations, management, proposals, and accounting.
- GDA206 Advanced Production** **3 Credits**
 This course will focus on students advancing their knowledge in direct marketing and commercial print production. Students will examine the project phases, sourcing materials, appropriate device output selection and print management supply chain.
- GDA207 Animation for Designers** **3 Credits**
 This course introduces the art of advertising using basic animation principles with text, graphics, and motion. Students will produce videos for screen-based advertising while continuing to focus on good design principles. The use of storyboards and pre-visualization will also be emphasized in order to maintain a consistent message and branding across all media platforms.
- GDA210 Portfolio Web Development** **4 Credits**
Prerequisite: GDA255, GDA268
 In this course, students create a comprehensive and original campaign to complete their portfolio. This submission is fully researched, proposed, designed and produced by the individual student, down to planning and incorporating their own

photographs and support elements. As an individualized assignment, students are encouraged to explore concepts and processes that advance their current design skills using print, web and interactive media.

GDA255 Web Design 2

3 Credits

Prerequisite: GDA137

This course builds on the students' basic web authoring skills by focusing on the demands, details, and subtleties of designing and creating web pages. The processes of graphic creation, color use, web typography, file management and formats, testing, publishing and publicizing are addressed.

GDA268 Web Design 3

3 Credits

Prerequisite: GDA255

This course will build upon the students' front-end coding ability to further develop their problem solving and webpage creation skills. The focus will be on new web trends, research, troubleshooting, and refining their code according to web standards. Students pull all their knowledge of coding and interactivity to design and develop a commercial website.

GEE

GEE099 Principles of Writing

0 Credits

This class focuses on fundamental writing elements needed to succeed in college level courses. Mastery of sentence structure, grammar and usage, punctuation, and mechanics will be emphasized with a focus on improvement of basic writing skills at both the sentence and paragraph levels. *This class is graded as a pass/no pass course. Based on student scores on the institutional placement exams, a determination will be made as to whether this class remains on the student layout. Students placed in GEE099 must pass this course concurrently with GEE100 English Composition 1 before proceeding to GEE150 English Composition 2.*

GEE100 English Composition 1

4 Credits

Corequisite: GEE099, if needed based on performance on the writing proficiency exam

This writing course focuses on various writing assignments and essays from the initial stage of freewriting to final revisions and editing. Topics included are purpose, audience, development, focus and organization, as well as word usage and sentence structure. Elements of grammar, spelling, and punctuation are reviewed. Peer editing is used for critiquing students' essays. Assigned readings are part of class discussion and writing assignments.

GEE150 English Composition 2

4 Credits

Prerequisite: GEE100

This writing course is a continuation of the fundamentals introduced in GEE100 English Composition 1. Library and electronic research techniques and guidelines are thoroughly covered. Advanced persuasive writing and research-based persuasion are emphasized using citations and works cited according to APA guidelines. Analytical and critical thinking skills are developed through students' evaluation of their own writing and assigned readings.

GEE211 Effective Speech

4 Credits

Prerequisite: GEE150

This course emphasizes audience analysis, reasoning, organization, evidence, and delivery. Students will become acquainted with various types of speeches through critical and analytical reading, individualized and group exercises and projects, and class discussions. Students will then have the opportunity to deliver informative and persuasive speeches, as well as improve their small group interactive skills.

GEE300 American Literature

4 Credits

Prerequisite: GEE150

This course will survey a range of work produced in the United States and engage students with a variety of periods, disciplines, and rhetorical contexts. Students will be given the opportunity to read and appreciate a wide variety of poetry, fiction, and drama.

GEE315 Technical Report Writing**4 Credits**

This course is designed to provide students with the opportunity to design effective documents that include description, instruction, and analysis. Course emphasis will be on creating technical reports that can be shared with key stakeholders in an organization to assist with problem-solving and decision-making.

GEE400 Professional Communications**4 Credits**

Prerequisite: GEE100, GEE150

This course focuses on the writing and speaking skills essential for clear communication within professional, business, and organizational contexts. Emphasis is placed on the principles and practical application of professional communication behaviors and rhetorical sensitivity. The course involves research, writing, and speaking assignments that lead to a professional report and formal presentation.

GEH**GEH120 Art History****4 Credits**

This course will provide a chronological examination of Western Art and Architecture from prehistoric times to the present. The students will come to recognize the major styles and artists of each period. Attention will be paid to the relationship between artistic elements and their various cultural and historic contexts.

GEH121 History of Technology**4 Credits**

This general studies course exposes students to the evolution of technology and its impact on society. The course will emphasize the overall impact of major technological innovations and inventions that fundamentally altered the world, as well as look at some of the great thinkers that helped technologies throughout history.

GEH325 American Government & Politics**4 Credits**

This course involves the study of U.S. political institutions at the national level, state and local government and politics, political parties, policy making, elections, and the field of public administration. Students will gain knowledge of the founding principles and structure of American government, political institutions, political processes, political behavior, and public policy.

GEH400 Social & Cultural History of the United States**4 Credits**

In this course, American cultural history will be examined through the relationships that religion, art, music, literature, and food have with politics, economics, ethnicity, and gender.

GEH405 International Relations**4 Credits**

This course will examine the field of international and global politics. The course provides an analysis of the fundamentals of international law, organization, and politics particularly as relevant to contemporary international relations.

GEM**GEM095 Supplementary Mathematics****0 Credits**

This course focuses on providing students with supplementary instruction in the following topics: whole numbers, fractions, decimals, percentages, ratios, measurement (both English and Metric systems), and an introduction to Algebra. *This course is graded as a pass/no pass course. Instructional delivery will be given in both a traditional classroom as well as an instructional computer lab with the utilization of learning software. Based on student scores on the institutional placement exams, a determination will be made as to whether this class remains on the student layout. Students placed in GEM095 Supplementary Mathematics must pass this course concurrently with GEM120 College Mathematics.*

GEM120 College Mathematics**4 Credits**

Corequisite: GEM095, if needed based on performance on the mathematics proficiency exam

This general studies course involves a review of the basic skills in arithmetic and algebra. Topics from arithmetic include: real numbers, number line and the concepts of ratio, proportion, percent, and measurement system. Topics from algebra include: signed numbers, algebraic and exponential expressions; applications or word problems; linear equations and

their graphs. For programs that require additional mathematics classes, students must earn a “C” or better grade in this course to advance to the next required math course.

GEM165 College Algebra**4 Credits**

Prerequisite: Satisfactory performance on the mathematics proficiency exam or GEM120

This course is an introductory course presenting the principles of elementary algebra. Topics covered will include: the real number system, solving linear equations and inequalities, operations with polynomials, exponents and radicals, and an introduction to functions and the Cartesian coordinate system.

GEM170 Physical Science**4 Credits**

Prerequisite: GEM165

This course surveys the basic concepts behind Classical Physics, exploring basic principles of mechanics, thermodynamics, waves and heat. This course is intended for programs that require little or no science background.

GEM204 Personal Finance**4 Credits**

This course blends financial theory with financial applications while providing an understanding of the U.S. financial structure. Emphasis is placed on budgeting, personal income and expenditures, present and future value calculations, personal financial statements and finance and credit alternatives.

GEM250 Pre-Calculus**4 Credits**

Prerequisite: GEM165

This course explores definitions and concepts of functions and graphs. Topics include properties of absolute value, polynomial, rational, exponential, logarithmic and trigonometric functions, techniques for solving equations and inequalities, and an introduction to the concept of limits and the difference quotient.

GEM300 Statistics**4 Credits**

Prerequisite: GEM250

Students will gain an understanding of data analysis; correlation and regression; sampling and experimental design; basic probability (random variables, expected values, normal and binomial distributions); hypothesis testing and confidence intervals for means, proportions, and regression parameters; use of spreadsheet software. These concepts will be applied to business applications through case study analysis, and practical application problems.

GEM305 Business Statistics**4 Credits**

This course will introduce students to the application of statistics in the workplace. A focus of the course will be to introduce a new of thinking about data and understand how to use, interpret, and communicate statistical topics in the workplace. The course will examine the fundamental procedures for data organization and analysis with a focus on descriptive statistics.

GEM351 Applied Calculus**4 Credits**

Prerequisite: GEM250

This course covers the Calculus topics of limits, derivatives, and integrals as pertaining to polynomial, logarithmic, exponential, and trigonometric functions, with an emphasis on applications of these topics to business, management and finance.

GES**GES100 Psychology****4 Credits**

This course introduces the student to basic psychological principles. Topics include neuroscience and behavior, states of consciousness, learning, development, personality, health psychology, psychological disorders and social psychology.

- GES130 Ethics** **4 Credits**
This general studies course focuses on ethical and legal principles and social responsibilities as they relate to everyday challenges. Students explore modes of applying ethical standards to issues, such as personal accountability, environmental problems, interpersonal relations, and emerging social systems.
- GES150 Critical Thinking** **4 Credits**
In today's information age, critical thinking skills are vital for success. This course utilizes case studies to teach reasoning, analysis and evaluation skills in everyday situations. Students learn the importance and benefits of critical and creative thinking, steps to understand, analyze and evaluate specifics of argument and persuasion and practice solving problems using critical thinking skills.
- GES175 Social Problems** **4 Credits**
Analysis of major social problems confronting American society with special emphasis on critical thinking abilities in evaluating causes, effects, and various approaches in dealing with social problems. Discussion includes such topics as wealth and poverty, immigration, media, crime, and influences detrimental to family stability: divorce, abuse, and addiction.
- GES200 Human Relations in Organizations** **4 Credits**
This course focuses on effective human relations in organizations. Specific topics include: work relationships, ethical choices, team building, conflict management strategies, and diversity in the workplace.
- GES210 Principles of Microeconomics** **4 Credits**
Prerequisite: GEM120 or GEM165
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention.
- GES230 Cultural Diversity** **4 Credits**
This course examines how diversity, in its many forms, presents significant challenges and opportunities in the workplace and in a global world. While introducing individual and small group process, this course extends the study and practice of multicultural skills into global contexts. This course explores strategies for working with groups comprised of persons having different ethnic gender, racial, religious, organizational, and professional backgrounds and perspectives. The course examines topics of ethical awareness, leadership styles, collaboration processes, and problem-solving methods that are pertinent to collaborate with others as members of socially diverse organizations and communities to meet the demands of today's global environment.
- GES250 Leadership Principles** **4 Credits**
Students will understand the concepts of leadership and the supervisory roles, planning, decision-making, performance management, strategic management, team building, group and organizational dynamics, and functions in an organization. This class teaches how to be an effective leader in a dynamic, diverse, and continuously evolving business environment. Concepts of goal setting, motivation, time management, and other interpersonal skills are taught. Students will become familiar with successful leadership practices through case studies and research practices.
- GES300 Principles of Macroeconomics** **4 Credits**
Prerequisite: GEM120 or GEM165
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade.
- GES305 Social Psychology** **4 Credits**
Prerequisite: GES100
This course is a study of how individuals think, feel and behave in social situations and what influences the social behavior of individuals. The course will examine interpersonal and group dynamics, communications, social and personal roles, and practices of large and small groups in business situations.

GES325 Ethical Issues in Business & Industry**4 Credits**

Introduces principles of ethical thinking and applies them to situations and models for business decision-making. Provides an analysis and examination of significant contemporary ethical issues and challenges that exist throughout business and industry. Ethical dilemmas and decision-making frameworks and approaches at the personal, organizational and societal levels will be explored. Student engagement in real-world applications and issues are a critical portion of the course.

GES350 Business Ethics and Social Responsibility**4 Credits**

Making ethical decisions are paramount when working in an organization. The course will explore how the relevance of ethics and social responsibility. This course will examine the principles and standards that guide the behavior of an organization when making ethical decisions that affect them, the business, and society.

GOE**GOE141 Overview of the Oil and Gas Industry****4 Credits**

This course provides a non-technical overview of the oil and gas industry. Topics include geological process related to the formation of hydrocarbons, drilling and completing wells, managing oil and gas production, transportation, processing, and the conversion into various products.

GOE250 Industrial Communications 1**4 Credits**

Prerequisite: ELT125

This course explores the theory of industrial automation communication techniques. Wired communication methods such as: RS485, RS232, HART, Ethernet, Field Bus, and other industrial communication protocols will be examined. The foundations of wireless industrial communications include radio, cellular, and satellite technology. The course prepares the learner for hands-on application of this technology with instrumentation, analyzers, and flow computers involved with Supervisory Control and Data Acquisition (SCADA) based systems.

GOE251 Process Control I**7 Credits**

Prerequisite: ELT125

An exploration of the fundamental concepts regarding closed loop control systems. From terminology to methodologies, the learner is introduced to the typical concepts and equipment involved in a process control system. The learner will explore the essential physical principles governing thermal energy and pressure. Temperature and pressure instrumentation theory is supported through a variety of projects with our high-tech Process Control Trainers utilizing Emerson/Rosemount and Endress+Hauser instrumentation. Calibration and troubleshooting of the instrumentation are accomplished using Fluke® 754 calibration equipment.

GOE267 Process Control 2**7 Credits**

Prerequisite: GOE250, GOE251

The learner's basic knowledge of process instrumentation is expanded upon with an in depth theory and hands-on analysis of Flow and Level measurements. Student project work includes Differential Pressure flow via Orifice and Venturi, Coriolis Mass Flow, Magnetic Flow, Vortex Flow, DP Level, Ultrasonic Level, and Guided Wave Radar Level. Installation, setup, measurement verification, and control loop troubleshooting are an integral part of the learner's unique hands-on experience.

GOE274 Process Control 3**6 Credits**

Prerequisite: GOE267

Advanced concepts involving pressure, flow, and level finalize the learner's general instrumentation knowledge base. The course transitions into advanced Electronic Flow Metering and Analyzers. The learner will configure, calibrate, and troubleshoot Emerson's FloBoss 107 flow computer installed on a fully functional metering run with compressed air as the process fluid. ABB's NGC8206 Gas Chromatograph is utilized for the learner's study of natural gas analysis measurements.

GOE276 Industrial Communications 2

3 Credits

Prerequisite: GOE250, GOE267

Application of the learner's knowledge base acquired in Industrial Communication I, through the utilization of Serial and Ethernet communications technology. Serial 900 MHz Spread Spectrum transceivers are utilized in point to point networks and multipoint networks as the foundation of a SCADA communication system with FloBoss 107 RTUs. The Process Trainer's local area networks serve as the basis for industrial Ethernet communications training. System Integration experience with radio communication networks using FloBoss 107 and the NGC8206 Gas Chromatograph provides additional communications training.

GOE277 Industrial Controllers

4 Credits

Prerequisite: GOE250, GOE251

Digital Logic concepts, Relays, Relay Ladder Logic and PLC Ladder Logic are the core subjects of study in this course. Logic Functions, logic gates, numbering systems, flip-flop basics, counters, and shift registers are the starting point in the course. From basic On/Off control via RLL to designing PLC ladder logic, the learner will gain hands-on experience with discrete and analog input/output operations. Ladder Logic programming via RSLogix 500, communications, and system diagnostics/troubleshooting complete the study of PLC controller operations.

GSD

GSD001 Steps to Career Success 1

1 Credit

The purpose of this course is to acclimate students to the available resources to maintain their focus on achieving career goals. The course is scheduled for all students in the 1st quarter, one hour per week.

GSD011 Steps to Online Career Success 1

1 Credit

The purpose of this course is to acclimate students to the available resources to maintain their focus on achieving career goals and being successful in the online classroom. The course is scheduled for all online students in the 1st quarter.

GSD175 Career Development

2 Credits

The focus of this course is on preparing students for the upcoming job search process. They will produce a series of critical job search documents, including a resume, reference page, cover letter and thank you letter. These documents are applied to job search activities that give students the opportunity to hone their interview skills, research potential employers, complete an online job application, and experience a mock interview scenario.

GSD300 Career Development

2 Credits

Students examine samples for creating results-oriented resumes. Students explore options through a resume workbook, templates, and research during scheduled labs. They also create a reference page and response letters (cover letter, thank you letter, and resignation letter) customized to a discipline specific job description which they will be able to utilize the remainder of their career to conduct effective job searches.

GSD325 Steps to Career Success

1 credit

The purpose of this course is to develop an understanding of the nuances of industry. Topics will include industry related organizations, social networking, employer expectations and other professional skills.

GSI

GSI186 Medical Assisting Practicum

8 Credits

The practicum experience is a cooperative effort between the College and the professional community. It is designed to provide students with an opportunity to apply the knowledge and skills acquired through their studies to a related work experience. **Please note that the program's accreditor, CAAHEP through the recommendation of MAERB, requires a NON-paid practicum experience.*

- GSI191 Internship** **5 Credits**
 The Internship is a cooperative effort between the College and the professional community. It is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in a related working environment. *This internship requires 150 hours work experience.*
- GSI192 Internship** **8 Credits**
 The Internship is a cooperative effort between the College and the professional community. It is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in a related working environment. *This internship requires 240 hours work experience.*
- GSI193 Internship** **4 Credits**
 The Internship is a cooperative effort between the College and the professional community. It is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in a related working environment. *This internship requires 120 hours work experience.*
- GSI199 Internship** **12 Credits**
 The internship is a cooperative effort between the College and the professional community. It is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in a related working environment. *This internship requires 360 hours work experience.*
- GSI203 Internship** **6 Credits**
Prerequisite: The student is required to successfully complete all courses and requirements in the Therapeutic Massage Program prior to internship placement.
 The student will gain therapeutic massage experience in an actual practice to help implement the knowledge and competencies acquired in previous courses. The unpaid internship experience is supervised by an on-site supervisor in conjunction with the Medical Academic Chair. *Students may not accept tips or get paid during their internship experience.*
- GSI206 Internship** **12 Credits**
 The internship is a cooperative effort between the College and the professional community. The combination of internship work experience and coursework is designed to provide the students with an opportunity to apply the knowledge, skills, and attitudes learned in their major in a related working environment.
- GSI208 Simulated Internship** **8 Credits**
 This in-house internship is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in an environment that simulates the responsibilities of an actual workplace. *This internship requires 240 hours of employment.*
- GSI209 Internship** **9 Credits**
 This internship is a cooperative effort between the College and the professional community. It is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in a related working environment. *This internship requires 256 hours work experience.*
- GSI212 Career Exploration Capstone** **8 Credits**
 This course is designed to provide opportunities for students to integrate knowledge from their core and concentration courses, to gain insight into the meanings of professionalism and professional practice, and to reflect on the norms of their profession. Students will apply theory, concepts, and skills involving specialized interactions within and among different professionals in their field.
- GSI213 Career Exploration Capstone** **4 Credits**
 This course is designed to provide opportunities for students to integrate knowledge from their core and concentration courses, to gain insight into the meanings of professionalism and professional practice, and to reflect on the norms of their profession. Students will apply theory, concepts, and skills involving specialized interactions within and among different professionals in their field.

GSI214 Career Exploration Capstone 9 Credits

This course is designed to provide opportunities for students to integrate knowledge from their core and concentration courses, to gain insight into the meanings of professionalism and professional practice, and to reflect on the norms of their profession. Students will apply theory, concepts, and skills involving specialized interactions within and among different professionals in their field.

GSI215 Career Exploration Capstone 12 Credits

This course is designed to provide opportunities for students to integrate knowledge from their core and concentration courses, to gain insight into the meanings of professionalism and professional practice, and to reflect on the norms of their profession. Students will apply theory, concepts, and skills involving specialized interactions within and among different professionals in their field.

GSI216 Career Exploration Capstone 6 Credits

This course is designed to provide opportunities for students to integrate knowledge from their core and concentration courses, to gain insight into the meanings of professionalism and professional practice, and to reflect on the norms of their profession. Students will apply theory, concepts, and skills involving specialized interactions within and among different professionals in their field.

GSI219 Surgical Technology Internship 12 Credits

Prerequisite: The student is required to successfully complete all courses and requirements in the Surgical Technology Program prior to internship placement.

The 360-hour Internship experience will be conducted in a facility where there is an opportunity to observe, assist, learn, and perform in an on-the-job setting. It is a cooperative effort between the College and the professional community. It is designed to provide the students with an opportunity to apply the knowledge and skills learned in the classroom and while on their clinical rotation. It must be noted that some internships begin at 6:00 a.m. Students are responsible for transportation to and from their affiliated site, via their own reliable automobile. Students are responsible for parking at their own expense. The CST examination will be administered at PTC prior to the end of the internship.

GSI400 Internship 9 Credits

The Internship is a cooperative effort between the College and the professional community. It is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in a related working environment. This internship requires 270 hours work experience.

GSI490 Applied Capstone 12 Credits

Prerequisite: Successful completion of AMP300, AMP325, AMP350, AMP375, AMP400, AMP425

The Applied Capstone course will allow students to demonstrate integrated knowledge between their Associate degree and Bachelor degree course work at the college. The course aims to assess growth through the completion of courses and overall learning experiences. Students will be required to complete a culminating business project that will allow them to apply skills learned in the program.

HMA

HMA106 Introduction to Hospitality 4 Credits

This course prepares the students for careers in the hotel, restaurant, travel and tourism fields. Students will gain insight into each of the specific areas as well explore challenges facing the industry.

HMA138 Introduction to Reservations 4 Credits

This course provides instruction, demonstration and hands-on application using the simulated SABRE global distribution system. Students will gain an understanding on how to create and modify passenger name records, reserving airline reservations. Topic discussed include the five mandatory fields and pricing domestic itineraries.

HMA200 Front Office Procedures 4 Credits

This course presents a systematic approach to front-office procedures by detailing the flow of business through a hotel, from the reservation process to check-out and settlement. The course also examines the various elements of effective

front-office management, paying particular attention to the planning and evaluation of front-office operations and to human resources management.

HMA206 Food and Beverage**4 Credits**

This course focuses on leadership within food and beverage operations. Focusing on a variety of staff needed to run a variety of food and beverage operations to include restaurants, hotels, banquet facilities, and on-site food and beverage operations. Responsible alcohol service will also be introduced in this class.

HMA207 Hospitality Supervision**4 Credits**

This course focuses on managing people from the hospitality supervisor's viewpoint. It includes techniques for increasing productivity and controlling labor costs, time management, and managing change. It also stresses effective communication and charts key responsibilities of a supervisor in a lodging or food service operation. Topics include recruiting, selection, orientation, compensation and benefits, motivation, teamwork, coaching, employee training and development, performance standards, discipline, employee assistance programs, health and safety, conflict management, communicating and delegating, and decision making and control. Students refine strategies designed to motivate employees and resolve conflicts with staff, guests, and suppliers.

HMA222 Resort Management**3 Credits**

This course provides an overview of resort management and operations. The scope of these industries will be discussed along with the principles of successful marketing, management, and development of a resort. This course will introduce students to the operations of modern-day resorts, including ski, golf, and gaming resorts. This will include a review of the history of the growth of resorts in the United States, expansion of resorts worldwide, and their operations and characteristics. Students will gain exposure to the wide range and high level of services and activities expected by resort guests and offered by today's resorts. The course will address management topics through a combination of lectures, guest speakers, writing assignments, and student-led discussions.

HMA250 Meeting and Event Planning**4 Credits**

This course is designed to be a resource and learning tool for today's beginning meeting and event planning professionals. It will define the scope of the industry, while evaluating the components of the event planning process. Students will conduct a feasibility study and design a proposal for a given scenario.

HMA257 Rooms and Facilities Management**4 Credits**

This course presents a systematic approach to managing housekeeping and maintenance operations within the specified facility. Planning, staffing and organizing will be discussed. Technology used in the rooms and throughout the facility will be covered. As part of the course, the students will tour the facilities of a hotel and/or casino.

HMA264 Wines and Mixology**3 Credits**

This course is an introduction to the traditions and production methods behind each major category of alcoholic beverage (vodka, gin, rum, tequila, whiskey, bourbon, Scotch, beer, and wine). Students will explore flavor profiles and common uses of popular brands through discuss. The very hands-on session will cover mixing techniques for different types of drinks (straight and rocks; highballs; juice drinks, multi-liquor drinks; martinis; frozen drinks; pousse cafés; hot drinks; beer and wine cocktails), as well as recipes for classic and modern cocktails. Students will learn about bar setup, glassware, pouring and how to correctly build each type of drink. Emphasis will be placed on proper sanitation procedures for beverage service in addition to the fundamentals of responsible alcohol management. Students will have the opportunity to become for responsible alcohol management.

HMA300 Hospitality Facilities Management**4 Credits**

This course focuses on the principles and practices for the efficient management of a hospitality facility. An overview of the management of different types of hospitality venues will be explored. Case studies are used to explore the design and management of hospitality venues.

HVA

- HVA002 Steps to Career Success 2** **1 Credit**
The purpose of this course is to develop an understanding of the nuances of industry. Topics will include industry related organizations, social networking, employer expectations and other professional skills. The course offering will vary by quarter depending on the program offered, one hour per week.
- HVA108 Fundamentals of Electricity** **5 Credits**
This course will provide the student with working knowledge and theory of electrical safety and various types of HVAC-R electrical components used in the HVAC-R industry.
- HVA112 Heating Systems 1** **5 Credits**
This course is designed to give the student a working knowledge of various types of heating systems: gas furnaces, both natural gas and propane fuels, oil heat. This course will provide the student with theory connected to the installation, service, and troubleshooting.
- HVA118 Welding and Sheet Metal Fabrication** **4 Credits**
This course will introduce the students to the skills associated with construction drawings, welding and sheet metal fabrication needed for the HVAC industry.
- HVA123 Customer Service and Career Development for HVAC** **6 Credits**
This course will provide the students with the skills and working knowledge associated with the interaction with customers and clients in the HVAC industry. The course will also provide the students with the tools needed to develop a resume for positions in the HVAC career field.
- HVA128 Heating Systems 2** **6 Credits**
This course is designed to give the student a working knowledge of various types of heating systems: heat pumps and electrical furnaces. This course will provide the student with theory connected to the installation, service, and troubleshooting of heat pumps and electrical furnaces.
- HVA133 Residential Refrigeration** **6 Credits**
This course is designed to give the student the ability to understand refrigeration theory. The student will understand the basic refrigeration cycle; have the working knowledge of residential refrigerators and air conditioning systems. The student will be able to braze copper tubing and demonstrate the ability to use hand tools that is required in the HVAC-R field.
- HVA137 Hydronics** **4 Credits**
Prerequisite: HVA128
This course will provide the student with the working knowledge of low-pressure boilers, zoning applications relative to hot water heat application of electronic and mechanical controls specific to hot water heating.
- HVA143 HVAC-R Controls** **4 Credits**
This course will provide the student with working knowledge and theory of DDC and pneumatic controls used in the HVAC-R industry.
- HVA148 Commercial Refrigeration** **5 Credits**
Prerequisite: HVA128, HVA133
This course will provide the student with the working knowledge of refrigeration theory and operation for commercial refrigeration, Ice Machine and commercial roof top units.
- HVA152 Load Calculations and Psychrometrics** **6 Credits**
This course will provide the student with the working knowledge of tools to hand calculate heating and cooling loads and determine heating and air conditioning equipment size. They will also understand air and its properties.

HVA157 Troubleshooting and Diagnostics**3 Credits**

This course will provide the student with the working knowledge necessary to identify and troubleshoot problems that occur in HVAC-R equipment.

HVA163 Chiller Systems**4 Credits**

Prerequisite: HVA148

This course will provide the student with the working knowledge of low-pressure and high pressure chillers, Chiller application of electronic and mechanical controls specific to chillers systems. Students will prepare and take the EPA 608 Universal Exam.

HVA168 Certification Preparation**5 Credits**

This course will prepare the students to take the Industry Competency Exam (ICE), and the North American Technician Excellence exam (NATE®). The successful completion of these certification exams will provide the opportunity for the students to illustrate their knowledge and competency when entering the HVAC-R industry.

ISC**ISC100 Independent Study****4 Credits**

The independent study option provides students the opportunity to work with an instructor on a particular planned topic or creative project not addressable through any other course format. The student and an instructor identify the subject of study; design a strategy for investigation, plot manageable milestones and plan appropriate assessments. Proposals for the Independent Study option must be accepted for supervision by a faculty member and be approved by the Academic Chair.

IST**IST300 Network Systems Management****4 Credits**

This course provides the student with the details of networking systems management and techniques. Topics covered include the theoretical knowledge of networking, topologies, protocols, network design, layout, network implementation and analysis and support.

IST310 Cyber Security**4 Credits**

This course is designed to provide students with essential concepts of Cyber Security. Student will be familiarized to languages and systems related to providing cyber – web confidentiality, integrity and availability of web data information in how it is impacted to security.

IST340 Network Operating Systems Management**4 Credits**

Prerequisite: IST300

This course introduces a diversity of network operating systems. The student develops an understanding of the straightforward functions of network administration, configuration, installation, network devices and network wire management.

IST350 Database Management**4 Credits**

This course offers the conception of a database environment and the range of capabilities considered to be part of the database management system. The course provides an outline of subjects and related details in development, designing, executing and managing a database. The course highlights and provides knowledge with the relational model and with an SQL database management structure.

IST360 Information Systems Management**4 Credits**

This course provides an outline to the role and function of information systems technology within business. Topics include the impact of computers on society, ethical issues, application delivery, system software implementation and use, external & internal hardware devices, and the connection and use of the Internet.

IST370 Information Systems Business Intelligence for Industry**4 Credits***Prerequisite: IST350*

This course examines current information systems business intelligence (BI) practices and tools. Topics include creating an intelligent data-driven company, the role of decision-management tools, information silo busting, and BI design techniques for information dashboards. This course examines current IT and business intelligence topics in order to assist students in their development as IT professionals. Concepts are taught in the context of project management, database structures, programming, business analytics, and IT governance and ethics. This course also introduces the key aspects of conducting business analytics using Microsoft Excel's advanced features. Students examine real-world case studies.

IST380 Governance & Security in Technology**4 Credits***Prerequisite: IST310*

This writing-intensive course studies the role of governance and ethics within information technology. Topics include understanding and satisfying Sarbanes/Oxley, COBIT, PCI DSS and preparing for an information technology audit, complying with government regulations such as HIPAA, and understanding data-privacy issues. Students examine real-world case studies.

IST390 Scripting Languages for Technology**4 Credits**

This course explores the use and implementation of a modern scripting language to automate and streamline routine procedures utilized in today's technology workplace. Introduces both the PowerShell scripting language for Windows, and the BASH shell used as an interface to the Linux operating system kernel. Builds on the student's existing programming skills, enabling students to write, test, and execute complex administrative scripts for the Windows and Linux operating systems.

IST400 Systems Analysis & Design**4 Credits**

This course introduces the intricacies of systems analysis and design. The purpose is to provide an understanding of the systems view of a product, service, or process to include a generic representation of its elements, security, and dynamics. The skills, tools and methodologies needed to quantitatively and systematically analyze and optimize systems, and to make decisions as technology managers. It provides the opportunity to design, implement, and document the System Development Life Cycle (SLDC). Additional processes and techniques which can be covered are: UML, Agile and RUP. Through collaborative learning approaches, lectures, peer-learning activities, and real-world projects, students receive a dynamic experience in developing business systems analysis documents, as well as in analyzing and designing systems. Course includes analysis of current systems, logical and physical systems design, system implementation, testing, maintenance, and documentation.

IST405 Web Development and SEO Management**4 Credits**

This course assimilates Hyper Text Markup Language (HTML), Cascading Style Sheets (CSS), and JavaScript into a workable computer and mobile web-based interface website. Students will understand how the functions for CSS's presentation and print functions are offered over several practical browser-based and mobile web development assignments. Student will be able to establish intricate web page designs, position HTML features, control appearance and demonstration of HTML and JavaScript in an information systems and technology venue. Students will also comprehend how Search Engine Optimization (SEO) is implemented and managed for delivery of the web to the end users.

IST410 Information Systems Architecture and Technology**4 Credits**

This course provides a conceptual survey of general systems theory followed by a conceptual and technological survey of the structure of distributed information systems architectures, operating systems, network operating systems, peripheral technology and user interfaces. Interoperability between these architectural components will be explored and current technology and trends in each architectural element will be reviewed. This course will de-emphasize, although not ignore, mainframe architectures in favor of information architectures more applicable to client/server computing. The various interacting categories of client/server computing as well as the benefits and implications of such a system will be fully explored.

IST420 IT Project Management**4 Credits***Prerequisite: IST405*

This course provides leadership and management guidelines for the project manager in a variety of situations. Principles of effective planning, communication, and motivation throughout the project life cycle are the focus of this course. Advance Project Management presents principles of project control from initiation through execution to closure in a clear and practical manner. The course exposes the key computational, analytical, and decision-making tools used by businesses. Students also develop an understanding of the social, cultural drivers of successful IT investments, and their effect on business strategy and models. A special emphasis is placed on the symbiotic relationship between information technology and business and on international case studies, as manifested in information pricing, technological lock-in and network effects.

IST430 Problems in Information Systems**4 Credits**

This course is designed to discuss the problems and issues associated with the practice of information systems and information technology, use-case perspective. As a result, this course will continuously introduce students to applied and practical problems, theoretical issues, as well as methods for answering different types of IT difficulties. It will provide learners to hypothesize on the problem issues and principles within information technology organization and administration. Emphasis is placed on the understanding and development of effective skills in leadership, motivation, ethical and team building techniques one can use in the practice of problems in information systems management.

IST440 Information Management and Data Loss Prevention**4 Credits**

This course prepares students to plan and implement processes to ensure proper assessment, management, and mitigation of data loss prevention and risks essential to any information security strategy. Data loss prevention and risks are not just related to IT assets, but to the overall business that the IT organization is supporting, thus, business continuity planning and impact analysis is also important. In this course, you will learn how to identify and analyze risks, determine impacts, and develop plans to mitigate issues. Topics include threats, vulnerabilities, exploits, and countermeasures; US compliance laws; risk assessment and mitigation; business impact analysis; and business continuity and disaster recovery planning.

IST460 Computer and Network Security**4 Credits**

The course covers philosophies of computer systems and network security. We will discuss various malicious threats and how to protect against them. Topics include computer and network attacks and preventions, operating system insecurities, mobile, web, e-mail, malware, social manufactured attacks, privacy, and digital signatures and access management, security standards, encryption procedures, access control, wireless, LAN security, firewall, proxies, TCP/IP, Internet security, and security policies. Course projects will focus on building reliable infrastructure for computers and networks by understanding preventing measures.

ITA**ITA104 Introduction to Information Technology****4 Credits**

This course provides an introduction to the role and function of computers in business. Topics include the impact of computers on society, ethical issues, application/system software, external/internal hardware, and the Internet.

ITA112 Desktop Operating Systems**5 Credits**

This course introduces students to a variety of computer operating systems. The course focuses on the installation of operating systems, major components of each of these systems, resource and memory management, and basic operations. Students gain an understanding of each operating system's advantages, differences, and requirements.

ITA124 Hardware Technology 1**3 Credits***Prerequisite: ITA104*

This course is designed to provide the comprehensive knowledge and skills necessary to install, maintain, upgrade, and repair computer hardware and software on PC workstations and networked systems. Upon successful completion of this course, students will be able to build and configure microcomputer systems, diagnose system hardware or software problems and perform actions necessary to make corrections. *Prerequisite: ITA104*

- ITA126 Networking 1** **5 Credits**
This course provides the student with the fundamentals of networking concepts and techniques. Topics covered include the theoretical models of networking, topologies, protocols, network design, layout, network implementation and troubleshooting.
- ITA142 Network Operating Systems 1** **5 Credits**
Prerequisite: ITA112, ITA126
This course provides the foundation for installing and supporting current versions of Microsoft Windows Operating Systems used in a network environment. The goal of the course is to provide the necessary skills to install, configure, troubleshoot and support desktop and server versions of these operating systems.
- ITA195 Network Operating Systems 2** **5 Credits**
Prerequisite: ITA142
This course provides the foundation for installing and supporting current versions of Microsoft Windows Operating Systems used in a network environment. The goal of the course is to provide the necessary skills to install, configure, troubleshoot and support desktop and server versions of these operating systems.
- ITA203 Network Infrastructures** **5 Credits**
This course provides the student with the knowledge and techniques for setting up directory services and network infrastructures in a corporate environment. Emphasis is on networking services such as DHCP, DNS, WINS, as well as routing and directory services. This high-level course integrates knowledge attained in several prior courses and synthesizes it into a complex simulation of real-world situations. Students are provided with typical business scenarios that require them to analyze alternative solutions and recommend strategic processes.
- ITA206 Customer Service and Process** **3 Credits**
This course introduces students to customer service and processes used to ensure the skills and work practices needed to successfully interact with customers and achieve work related success. This course supports the IT student to comprehend the customer service business impact, delivering the soft skills, and self-management skills required to deliver effective technical customer service-related support. This course also assists students in providing proven, how-to techniques, processes and systems implemented for mastering customer service issues. The latest ITIL[®] vocabulary, concepts and other similar processes may be used as reference for the class.
- ITA211 Server Applications** **3 Credits**
This course introduces the student to common applications found on most modern networks, ranging from mail servers to database and back-up servers. The course focuses on major functions of these applications and prepares the student to provide the necessary entry-level support.
- ITA236 Networking 2** **5 Credits**
Prerequisite: ITA126
This course focuses on servicing and supporting CISCO routers and switches. Upon completion, student will possess the knowledge, skills and understanding needed to configure, maintain and troubleshoot routers, routing and routing protocols on networks.
- ITA265 Database Development** **5 Credits**
Prerequisite: ITA104
This course presents full coverage of planning, creating and manipulating records using database computer software. Topics include managing, arranging, and searching for data of existing databases using database software to create reports, labels and letters, and linking databases.
- ITA274 Information Security 1** **4 Credits**
This introductory course is designed to provide students with fundamental concepts of Network Security. Student will be introduced to terms and techniques related to providing confidentiality, integrity and availability of information.

ITA296 Network Operating Systems 3**5 Credits**

This course is designed as a hands-on, complete overview of the many aspects of the UNIX/Linux operating systems. Students will gain knowledge in such areas as basic commands, system commands, shells, editors, the Graphical User Interface, user management and administration.

ITA309 Enterprise Systems Deployment**5 Credits**

This project-based, capstone course examines the methods and procedures used in the design, implementation, configuration and maintenance of modern virtual and non-virtual computer systems. Topics include the planned deployment for hardware and software installations, performance monitoring, analysis and benchmarking system configurations, implementation of troubleshooting procedures and the use of change controls used to evaluate computer systems. Additional emphasis will focus on the individual and group communication process, documentation of system related issues and the strategic management issues unique in the information technology environment.

ITA315 Cloud & IoT**3 Credits**

The course introduces students to Cloud Computing and Internet of Things (IoT). The course examines the implementation and delivery of using the Cloud. Several technologies will be discussed or applied: such as Microsoft Azure Cloud Services and Amazon (AWS) for examples. Internet of Things (IoT) is also reviewed in applying this service and solution within the Cloud. Students understand how to transfer existing applications into the cloud by steering through stages such the creation of a private cloud; attaching to the Cloud, Cloud security, implementations and usages of both private cloud and public clouds, management and controlling of assets via the Cloud. Other topics such as load balancing, caching, distributed transactions, identity and authorization management, and data encryption will also be reviewed and discussed.

ITA331 Information Systems Administration**5 Credits**

This hands-on capstone course is a culmination of methods and procedures used in installation, configuration, troubleshooting, support and maintenance of client/server technologies and network deployment. This broad understanding course integrates knowledge attained in several prior courses and synthesizes it into a complex simulation of real-world situations. Students are provided with typical business scenarios that require them to analyze alternative solutions and recommend strategic processes.

ITG**ITG002 Steps to Career Success 2****1 Credit**

The purpose of this course is to develop an understanding of the nuances of industry. Topics will include industry related organizations, social networking, employer expectations and other professional skills. The course offering will vary by quarter depending on the program offered, one hour per week

ITG003 Steps to Career Success 3**1 Credit**

The purpose of this course is to apply professional skills and become actively involved in industry related activities. The course offering will vary by quarter depending on the program offered, one hour per week.

ITP**ITP100 Introduction to Microcomputer Applications****3 Credits**

This course is anticipated to introduce students to the concepts of desktop microcomputer application software used on personal computers. The course will cover desktop microcomputer applications, for example: word processing, presentation, spreadsheet, and database software. The class will also cover the Internet, browsers, mobile, email and the Windows operating system.

ITP110 Introduction to HTML/CSS**3 Credits**

This course introduces students into web development. This class will utilize Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS) to build both web and mobile based websites. Students will be able to create their own website, starting with HTML formatting, meta tags and doctypes. After developing a basic web structure, students will learn how to apply CSS rules to HTML, build pages with embedded JavaScript, as well as include other elements such as audio, video and social media connections.

- ITP153 Introduction to Information Systems** **4 Credits**
 This course introduces students to computer-based information systems through an introduction to programming of Web-based software. Students are introduced to the modern model of the computer in the context of a network. Programs are written in JAVA, an object-oriented language designed in part to write Web-based applications. Students create Web pages and JAVA servlets.
- ITP202 Project Management** **3 Credits**
 This course focuses on teamwork, projects analysis, and collaborative problem solving as it relates to the information technology field. Students will be exposed to a variety of project management principles, practices, and technical tools.
- ITP211 Programming Mobile Applications** **3 Credits**
 This course serves as an introduction to the development of applications for mobile devices including the techniques necessary to create both basic and advanced programs. The discussion topics will include but are not be limited to: User Interface Components, User Interaction, Multi-view Applications and Basic Data Persistence.
- ITP252 GUI Development** **3 Credits**
 This course uses visual programming techniques to develop GUI applications. Emphasis is on the development of GUI applications that use advanced programming to combine database, data structure, and robust programming techniques to produce programs that have the look and feel of commercial applications developed in industry.
- ITP253 Introduction to Computer Systems** **4 Credits**
 This course introduces students to the fundamentals of using and maintaining computer systems in a networking environment. The basic components and functions of the computer and the network are introduced, along with tools and procedures for their operation and maintenance.
- ITP262 Programming Enterprise Applications** **4 Credits**
 This capstone course requires the student to work in a group environment, creating an enterprise application utilizing the concepts, techniques, and skills developed in the computer programming curriculum.
- ITP276 Object-Oriented Programming** **5 Credits**
Prerequisite: ITP153
 This course introduces students to problem solving by means of object-oriented design and implementation. Emphasis is on problem analysis and solution design documentation and implementation. Students use commercial software libraries and create Web-centric projects. Programming assignments are carried out in JAVA.
- ITP301 Introduction to Game Design** **5 Credits**
 This course introduces students to the rigorous field of interactive simulation and video game design in a 2D environment. Topics of discussion include the issues inherent in the process of game design and the skills and tools necessary for story and character development. The focus of the course will be hands-on development of 2D computer games.
- ITP306 Game Development 1** **4 Credits**
 This course is a continuation of ITP301 Introduction to Game Design and will focus on 2D Graphics and Animation, User Interface, Interactivity, Game States, Levels, Sound Effects and Music. The focus of the course will be hands-on development of 2D computer games.
- ITP312 Game Development 2** **7 Credits**
 This course deals with the study of the technology, science, and art involved in the creation of computer games. The focus of the course will be hands-on development of 3D computer games.
- ITP360 User-Centered Design and Testing** **3 Credits**
 This course focuses on human-computer interaction, providing training in the basic skills of task analysis, and interface evaluation and design. Students learn to develop designs that are usable and useful for people. Students learn how to empirically evaluate user interfaces (leading to better ones). Visual Basic is used in programming assignments.

ITP362 Web Service Development 3 Credits

This course introduces concepts, structures, and architectural models of web services. Students will study evolving standard protocols such as: Representational State Transfer (REST); Extensible Markup Language (XML); Simple Object Access Protocol (SOAP); Web Services Description Language (WSDL); and Universal Description, Discovery, and Integration (UDDI) in an architectural style designed for applications that utilize web services.

ITP371 Data Structures and Algorithms 7 Credits

This course provides the students with a foundation in data structures and algorithms. Students will learn how to apply data structures and algorithms that are appropriate for the problems that they will encounter. The course will cover basic data structures and algorithms such as: searching, sorting, stacks, queues and heaps. All of the coding is done within an object-oriented framework.

ITP380 Database Systems 4 Credits

This course introduces students to database concepts including database design. Relational data models are emphasized. Students develop client-server applications in JAVA and/or Visual Basic, using commercial database management systems. Example applications include E-commerce systems.

ITP382 Advanced Mobile Development 3 Credits

This course is an advanced course that will build on the knowledge obtained in 'Programming Mobile Applications.' The focus of the course includes a review of object-oriented programming principles and advanced topics relevant across mobile development. Students will create apps with advanced user interfaces using Android Studio. Some of the specialized areas of study include: Geo-positioning, databases, and event handling for User Interfaces. Security of the mobile environment and business models will also be discussed.

ITS**ITS264 Digital Forensics 5 Credits**

This course is designed to provide the student with an introduction to the Computer Forensics field of study. Topics covered in this course will assist the student with the proper collection, analyzing and storage of digital evidence. Students will also learn the process of completing a computer investigation using various computer forensic utilities and software applications throughout the course.

ITS274 Information Security 4 Credits

This course is designed to provide the student with an awareness of security related issues and the essential skills they need to implement information security policy, compliance, and organizational standard within both computer and network systems.

ITS280 Regulatory Compliance 3 Credits

Prerequisite: Acceptance into the Network Security and Computer Forensics Concentration or Academic Chair approval

This course is designed to provide students with knowledge of Federal legislation in the business environment, as well as the impact of such on companies and agencies, particularly with regard to technology and privacy rights. Emphasis in this course will focus on the following Federal legislation: The Health Insurance Portability and Accountability Act (HIPAA), Sarbanes-Oxley Act, and the Gramm-Leach-Bliley Act (GLBA) and other regulatory bodies and compliance issues.

ITS281 Information Security 2 5 Credits

Prerequisite: Acceptance into the Network Security and Computer Forensics Concentration or Academic Chair approval

This course is designed to increase the depth of knowledge and skills of the Network Security and Computer Forensics student charged with administering and securing information systems and networks. The student will learn host system hardening, system availability monitoring, network access control and applied encryption technologies, intrusion detection systems, as well as logging, forensics, and incident analysis and response techniques.

ITS309 Information Systems Auditing**5 Credits***Prerequisite: Acceptance into the Network Security and Computer Forensics Concentration or Academic Chair approval*

This course introduces the concepts of Information Systems audits and controls based on related standards, guidelines and best practices. Instruction in policy review will enable students to apply appropriate controls to enterprise governance, ensuring confidentiality, integrity and availability of information. Students will learn business continuity and disaster recovery planning techniques.

ITS310 Ethical Hacking**4 Credits***Prerequisite: Acceptance into the Network Security and Computer Forensics Concentration or Academic Chair approval*

This course is designed to provide the student with the terminology and acceptable practices associated with ethical hacking techniques. Students will learn the role and skillsets required to become an ethical hacker for the purpose of vulnerability research. Additionally, students will become familiar with the legal implications of hacking and the specific law(s) pertaining to this practice.

MED**MED002 Steps to Career Success 2****1 Credit**

Students taking this course will review key concepts that were presented in previous quarters in order to ensure proficiency. Topics to be reviewed include: medical record management, medical record documentation, medical terminology, concepts of professionalism, HIPAA regulation, concepts of anatomy, verbal and non-verbal communication skills, blood borne pathogen standards, as well as a review of core clinical competencies.

MED003 Steps to Career Success 3**1 Credit**

Students taking this course will review key concepts that were presented in previous quarters in order to ensure proficiency. Topics to be reviewed include: medical office administrative functions, medical terminology, concepts of anatomy, physiology, and pathology, medical coding, concepts of professionalism, best communication practices for the medical environment, fundamentals of health insurance, as well as a review of all core clinical competencies.

MED106 Medical Terminology**5 Credits**

This course introduces the student to the language of medicine. Using a systematic approach, medical terms will be broken down to the Greek and Latin prefixes, suffixes, and root words from which most originate. Using word parts to build medical terms, students will acquire a working knowledge of the medical vocabulary used by healthcare professionals to communicate accurate and precise medical information. Medical abbreviations as they pertain to medicine will also be a topic of focus.

MED111 Clinical Techniques 1**4 Credits**

This course introduces medical assisting students to basic clinical skills. Emphasis is placed on learning the fundamentals of procedures that relate to patient care. Topics to be covered include: medical asepsis, infection control, OSHA Bloodborne Pathogen Standards, interviewing patients to obtain medical histories and chief complaints, the role of the medical assistant in emergency preparedness, as well as the proper technique to obtain accurate vital signs.

MED121 Clinical Techniques 2**4 Credits***Prerequisite: MED111*

This course provides the students with additional knowledge of clinical skills. Emphasis is placed on assisting the physician. Topics to be covered include: assisting with the patient examination, disinfecting and sterilizing equipment, and assisting with surgical procedures.

MED132 Clinical Techniques 3**4 Credits***Prerequisite: MED111*

This course provides the medical assisting student with an understanding of office procedures specific to working with the eye and ear, pediatric patients, and gynecology. Concepts of hydrotherapy and ambulatory aids will be examined and students will practice these to perform competencies. The medical assistant will demonstrate proficiency by completing competencies assessed by the instructor. *Prerequisite: MED111.*

- MED137 Communications in Healthcare** **4 Credits**
This course will focus on the skills needed for the medical professional to provide excellent customer service in healthcare. This course will examine communication skills, both written and verbal, problem-solving, conflict resolution, attitude, team work, and measuring customer satisfaction.
- MED139 Clinical Techniques 4** **4 Credits**
Prerequisite: MED111, GEM120
This course provides the medical assisting student with clinical skills specific to administration of medication. Topics to be covered include the administration of oral medication, administering intradermal, subcutaneous and intramuscular injections, dosages, and calculations. The medical assistant will demonstrate proficiency by completing competencies assessed by the instructor.
- MED144 Clinical Techniques 5** **4 Credits**
Prerequisite: MED111
This course provides the medical assisting student with clinical skills specific to phlebotomy and introduction to medical lab procedures, and cardiopulmonary testing. The medical assistant will demonstrate proficiency by completing competencies assessed by the instructor.
- MED145 Diseases and Diagnostic Methods** **5 Credits**
This course examines the etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention of selected diseases and disorders of each body system. The subjects of congenital abnormalities, pediatric illnesses, and pain and its management are included.
- MED147 Foundations of Health Insurance** **4 Credits**
This course will introduce the student to the history of health insurance. The student will be introduced to government healthcare plans and legal and regulatory requirements that govern physician billing.
- MED151 Diagnostic and Procedure Coding for Physicians 1** **4 Credits**
This course is designed to teach students the basic principles of ICD-10-CM diagnostic coding and CPT-4 procedural coding. The student will be provided with hands-on experience through application of coding principles with examples and exercises based on actual case documentation. This course is part one of a three-part course.
- MED153 Computerized Practice Management & E.H.R.** **3 Credits**
This multimedia learning course uses Medisoft software that covers all aspects of computerized registration and patient accounts management performed in the medical office. Tasks include creating patient accounts, patient scheduling, charge entry, insurance and patient payment applications, various types of adjustments, and insurance and patient collections. This course also introduces the student to the electronic health record (EHR) software, including documenting in an EHR.
- MED161 Diagnostic and Procedure Coding for Physicians 2** **4 Credits**
Prerequisite: MED151
This course builds on the knowledge gained in Diagnosis and Procedure Coding for Physicians 1. This course is designed to teach students intermediate coding for ICD-10-CM diagnostic coding and CPT-4 procedural coding. The student will be provided with hands-on experience through application of coding principles with examples and exercises based on actual case documentation. This course is part two of a three-part course.
- MED171 Diagnostic and Procedure Coding for Physicians 3** **4 Credits**
Prerequisite: MED151
This course continues the student's study of ICD-10-CM and CPT-4 coding systems. This course also introduces students to HCPCS coding. Students will be provided with hands-on experience through application of coding principles with examples and exercises based on actual case documentation. This course is part three of a three-part course.

MED199 Healthcare Delivery in the Medical Office **5 Credits**

This course provides students with a basic understanding of responsibilities and functions of the medical office. Students will learn the history of medicine and apply these concepts to current healthcare practices. Students will be introduced to medical law and ethics concepts and case scenarios. Students will learn about functions needed to perform administrative office duties, such as medical records, drafting documents, and filing patient documents. Students will learn about patient privacy and the importance of upholding laws in regard to patient records and healthcare information.

MED203 Principles of Practice Management 1 **4 Credits**

The course introduces the student to basic office management. Flow of the medical office, application of management principles, leading the office team, managing quality and performance, and office marketing are topics that will be covered throughout this course. In addition, the student will be introduced to office practices involving office inventory and supplies, office policy and procedure development, Medicare compliance, maintaining staff schedules, and time management skills.

MED208 Coding for the Medical Assistant **4 Credits**

This course is designed to teach students the basic principles of the International Classification of Disease, 10th edition, Clinical Modification (ICD-10-CM), and CPT coding for the physicians' office. The student will be provided with hands-on experience through application of coding principles with examples and exercises based on actual case documentation.

MED214 Advanced Coding 1 **4 Credits**

Prerequisite: MED151, MED161, MED171

This course introduces the student to advanced coding for both diagnoses (ICD) and procedures (CPT/HCPCS) by reviewing medical records. Students will become familiar with reading and interpreting medical record information to confidently abstract the right information from documents to select the correct codes, as well as, determine the accurate sequencing of those codes. The student will receive simulated real-world experience to code independently with instructor-led facilitation.

MED224 Advanced Coding 2 **4 Credits**

Prerequisite: MED151, MED161, MED171

This course continues to introduce students to advanced coding for both diagnoses (ICD) and procedures (CPT/HCPCS). As students become experts in retrieving relevant and pertinent information from medical records to assign accurate codes, they will be introduced to the auditing process. Students will examine medical records and become familiar with auditing techniques and learn how to prepare and present auditing findings to healthcare providers. Encoder software will be utilized.

MED225 Pharmacology **5 Credits**

This course uses a systems approach in learning major classifications of medications and medications of choice for selected disease processes and pathological conditions. The student will also learn to calculate the dose administration for parenteral and non-parenteral medications.

MED226 Pharmacology for the Surgical Technologist **5 Credits**

This course introduces pharmacological aspects that correlate with the operating room and surrounding settings. The student will compare and contrast methods, agents, and techniques of administration and preparation of various medications and solutions. Topics to be covered will include surgical team roles during administration, anesthesia concepts, medications needed for surgical procedures, care and handling of medications and solutions, medication measurements and calculations, packaging and delivery sources of medications, and classification of agents used in surgery.

MED238 Principles of Practice Management 2 **4 Credits**

This course provides students with a knowledge of human resource processes such as the interview process, hiring and termination of employees, and employee productivity. In addition, the course will introduce students to the fundamental concepts and practice of medical office accounting. Topics include basic accounting principles and bookkeeping procedures, professional fees, accounts receivable, accounts payable, payroll, banking processes, petty cash, and billing and collection procedures.

MED248 Medical Laboratory **4 Credits**

This course provides the students with additional knowledge of laboratory procedures. Topics to be covered include: hematology studies, blood chemistry, CLIA waived rapid tests, urinalysis, microbiology, and fecal occult blood testing.

MED267 CMA Review **2 Credits**

This course is designed to prepare the student to take the American Association of Medical Assistant's Certified Medical Assistant examination at the completion of their program. This class will provide review materials, sample test questions, and sample CMA exams to help the student be successful when taking the certification exam. *This is a pass/fail course.*

MED268 Medical Seminar **3 Credits**

Prerequisite: The student is required to successfully complete all courses and requirements in the Medical Assisting or Medical Office Administration Program.

This course is designed to explore the role of medical personnel within the framework of the health care profession and to assist the student in the transition from student to health care team member. Library research, guest speakers, review of skills, patient simulation, and job search techniques are utilized.

MED322 National Exam Preparation **2 Credits**

This course culminates the student's academic experience and prepares students to sit for a national coding exam. Students will be provided with comprehensive reviews of medical terminology, anatomy and physiology, pathology, principles of health insurance and regulatory guidelines as they pertain to reimbursement. ICD-10-CM and CPT-4 classification systems will also be reviewed.

MET**MET100 Introduction to Manufacturing** **3 Credits**

This course will introduce students to the prototype machines in the lab. Students will learn how to operate the machines, hand tools and lab equipment safely to allow them to utilize the prototype lab to construct prototype designs. Students must complete this course to use the lab and equipment that will be used in all Mechanical Engineering Technology courses.

MET110 Introduction to Parametric Modeling **3 Credits**

This course is an introductory course to parametric modeling using Inventor software. Students will create 3-dimensional parametric models, assemblies and construction documents as they relate to industry standards.

MET120 Introduction to Mechanical Design **3 Credits**

Prerequisite: CAD103, CAD113

This course introduces students to the design process and how to integrate and discover how standard fasteners, holes, thread types, cams, gears and pulleys relate to the overall design. Students will create mechanical documents to include part details, assembly drawings and parts lists.

MET130 Energy Technology **3 Credits**

This course will introduce the student to different types of energy such as renewable, fossil fuels and new energy trends worldwide. Topics to include the extraction, conversion, transportation, storage, distribution and the usage of energy as it relates to the energy fields.

MET140 Mechanical Application Software 1 **4 Credits**

Prerequisite: MET120

This course introduces students to the software call CREO. Students use advanced techniques to create 3-dimensional parametric models, assemblies and construction documents as they relate to industry standards.

MET200 Mechanical and Fabrication Design **4 Credits**

Prerequisite: MET110, MET120

This course introduces the student to sheetmetal design, welding design, jigs and fixtures, castings, finish parts, and the use of material types in the design of parts and assemblies.

MET220 Mechanical Application Software 2 **3 Credits**

Prerequisite: MET120

This course introduces students to the software call SolidWorks. Students use advanced techniques to create 3-dimensional parametric models, assemblies and construction documents as they relate to industry standards.

MET230 Geometric Tolerance **3 Credits**

Prerequisite: MET120

This course introduces the student to the fundamentals of geometric dimensioning and tolerancing. Topics include form control, datums, orientation control, location control, profile control and runout control as it relates to the mechanical industry.

MET300 Mechanical Capstone **5 Credits**

Prerequisite: MET120, MET140, MET200

Participation in this course requires the completion of a capstone design project integrate skills acquired from the Mechanical Engineering Technology and implementing new advanced topics in the CREO software such as but not limited to mechanisms, advanced modeling and design techniques.

MKT**MKT201 Professional Selling** **4 Credits**

This course provides students with an understanding of the principles and techniques necessary to sell a product, service, or idea. Students develop sales strategies including researching and selecting a sales presentation method, reviewing steps to secure a sales call, developing a sales presentation, and closing a sale. Students will do a comprehensive sales presentation as part of this course.

MKT205 Principles of Marketing **4 Credits**

This course features an introduction to the marketing environment, marketing research, and the role of marketing in organizations today. Topics include the role of marketing, strategic planning, consumer behavior, product decisions, distribution and supply chain decisions, pricing strategies, and promotional strategies. Students analyze marketing concepts and apply strategies in the movement of products from the business to the consumer.

MKT235 Advertising and Promotions **3 Credits**

Prerequisite: MKT205

This course investigates various promotional tools used in the communication mix, such as advertising, sales promotion, and publicity, to sell products and services. Concepts include: advertising planning processes, determining advertising and promotional goals and objectives, control and evaluation of advertising and promotional programs, the social, ethical, and legal issues of advertising, historical influences, strategies, and media decision processes. Students will develop a comprehensive advertising campaign for a real or imaginary product.

MKT425 Strategic Marketing **4 Credits**

This course provides students with solid experience in creating market-driven and market driving strategies for the future success of a business. A focus is on discovering and developing a set of unique competencies for a firm that, through strategic differentiation, leads to sustainable competitive advantage in the marketplace. Students are provided ample opportunity to develop and practice creative problem-solving and decision-making skills to simulate the requirements of today's complex market environment. Industry analyses will be performed that include the following: internal/external analysis, customer analysis, competitor analysis, market/submarket analysis, and comparative strategy assessment.

MMA**MMA105 Web Authoring Design****3 Credits**

This course focuses on the student's basic authoring skills by concentrating on the demands, details, and subtleties of creating web pages. Semantic and structural markup and style sheets are the primary focus of this course, adhering to modern web standards. The course touches on the addition of graphics and interactivity to webpages, as well as file management, file formats, testing, and publishing.

MMA106 Client-Side Web Development**3 Credits**

Prerequisite: MMA105

This course is an introduction to basic programming concepts such as data types, functions, and events. Students learn to use a front-end language to manipulate web pages and add interactivity. An emphasis will be placed on the logical flow of code and problem-solving common errors. A 70% grade must be attained.

MMA115 Web Design Concepts**3 Credits**

This course is designed to provide the student with an overview and exposure to basic web concepts and software. Students examine fundamental theories and concepts of web pages and interactivity as they practice adjusting and improving existing web projects.

MMA116 Audio/Video Editing 1**3 Credits**

Prerequisite: MMA120

Students learn the theory and processes of modern audio/video editing using non-linear editing software. Digital post-production techniques are emphasized, as is the basics of motion picture editing theory. The concept of visual storytelling is explored, along with pacing, scoring, montage, and the relationship between image and audio. Students utilize these techniques and theories in various projects that include in-class demonstrations.

MMA117 Introduction to Digital Media**3 Credits**

Students will learn how to utilize proper file management and data backup while introduced to video applications, such as Adobe Photoshop, Illustrator, Audition, Premiere and After Effects. Students will also be introduced to proper handling of computers and video gear, such as hard drives, cameras, and other components essential to the video production industry. Throughout the course the importance of communication through email and online learning resources will be stressed as a vital component for success.

MMA118 Cinematography**3 Credits**

Prerequisite: GDA136

Students will learn the role and execution of camera movements in video production. Students will also increase their base knowledge of lighting and grip equipment and their use in practical photographic situations. Hands-on activities involve jib arms, camera stabilization, and advanced lighting techniques for the moving image. Industry terminology, hardware and safety issues, simple troubleshooting, safety, care, and maintenance will also be emphasized.

MMA119 Audio/Video Editing 2**3 Credits**

This course is a continuance of MMA116 Audio/Video Editing 1 and refines the theory and processes of modern audio/video editing using non-linear editing software. Digital postproduction techniques are emphasized, as is the basics of motion picture editing theory. The concept of visual storytelling is explored, along with pacing, scoring, montage, and the relationship between image and audio. Students utilize these techniques and theories in various projects that include in-class demonstrations.

MMA120 Introduction to Post-Production**3 Credits**

Students are instructed on proper project set up, asset management, preparing bins for editing, working with time code, and asset retrieval. Students are taught how to work with mixed media types within a single project. Good editing habits, along with a clear understanding of project troubleshooting/recovery are emphasized in this class

MMA121 Data Driven Projects**3 Credits***Prerequisite: MMA105, MMA106*

This course is an introduction to 'back-end' web development. Students learn the rudiments of a server-side scripting language and how it interacts with HTML. Then they learn to store information in a relational database and connect their web pages to the data. Students hand-code a web site from scratch that uses a server-side language to run SQL queries to interact dynamically with data in a database, the way professional websites and apps do.

MMA122 Video Preproduction**3 Credits**

This course immerses students in the key principles of the video production pipeline. From concept to completion, student will be introduced to script writing, story boarding, location scouting and branding. Throughout this course, the principles of design will be an integral part of the learning process as the students learn color theory, typography, form, shape, and animation principles.

MMA145 Front-End Web Development**3 Credits***Prerequisite: MMA105, MMA106*

This course introduces further features and capabilities that students can add to web pages to enrich the user experience. Students integrate interactivity, imagery, sound and video content into browser-based applications. Efficient delivery of web projects over the Internet is emphasized.

MMA190 Design Thinking**3 Credits**

How should one start a project and ensure that the results will be successful? This course introduces procedures, practices, and tools useful for approaching any task that involves problem solving, with a particular focus on screen-based projects. Students practice collaborative team-based problem solving and a phased, iterative design process to build solutions for client needs.

MMA202 Interactive Design**3 Credits***Prerequisite: MMA105, MMA106*

This course emphasizes the theory and practices of screen design and user interactivity in interactive projects. Students improve their knowledge of scripting languages to dynamically manipulate data.

MMA205 Motion Graphics 1**3 Credits**

Students will explore and create assignments utilizing basic animation principles. They will learn how to pre-visualize and produce animated sequences through a series of exercises. Industry-standard animation software is utilized for the creation of animations in the class with a focus on 2D and 3D animations.

MMA206 Videography**4 Credits***Prerequisite: MMA118*

This course continues and further cements basic cinematography principles and lighting techniques. Students are introduced to professional grade video cameras and custom frame rate, shutter speed, exposure and incorporating quality audio capture. Students will explore more in depth the pre-production and production of quality video lighting, in particular interview lighting, set up and capture. Further exploration into narrative sequencing of storytelling through video and audio is explored. Students will work together and individually in the creation of high quality, in-depth video production.

MMA208 Audio Production 1**3 Credits**

This course familiarizes students with microphones, mixers, recording devices, and other audio hardware vital to the basic principles of sound recording. Students learn the proper protocol and practices for sound recording on a professional video production. Students will experiment with different sound recording techniques and various types of equipment, getting hands-on experience in and out of the classroom. Multi-track recording, signal routing and mixer consoles are covered in-depth.

MMA209 Audio Production 2**3 Credits**

This course introduces the art of sound manipulation in post-production to support the development of soundtracks for visual media such as videos and animations. Audio post-production techniques are taught, with a clear understanding of frequency ranges, sample rates, and bit depth. Advanced waveform editing, loop creation, multitrack mixing, stereo field

utilization, and other techniques are emphasized. Students also learn the use of sound processes most common to video editors, such as equalization, reverb, limiting, normalization, compression, and time and pitch based effects. Noise reduction and restoration techniques are also emphasized in this course.

MMA211 Motion Graphics 2**3 Credits**

This course focuses on the creation of text-based motion graphics packages for various editing, animation, and motion graphics productions. Adobe After Effects techniques are utilized to create advanced text animations using the classic and ray-trace 3D render engines. Title design, lower thirds, and a host of other screen based text devices are explored along with the concept of consistency of design, motion, and effects.

MMA216 Video Senior Project**4 Credits**

This advanced level course provides students with hands-on experience by developing projects directly related to the video industry. Following best practices in project management, workflow and communication, students will focus on problem solving, experimentation, and execution of project deliverables. As students prepare to enter the industry, they are educated in how to present their work and organize and execute job searches.

MMA227 Streaming and Podcasting**3 Credits**

Students are immersed in the exploration of internet-based live video distribution, including on-line chats, virtual meetings, and other events. Students are also taught the terms and concepts used in live streaming media and how streaming differs from uploaded video, broadcast signals, and other delivery methods. Technical concepts are such as encoding, streaming vs. progressive download, and adaptive streaming are also taught. Students also learn essential content that includes audio and lighting best practices, and the incorporation of videos, graphics, and music during a live stream. This course will teach you how to plan, produce, and record a seamless live broadcast. Troubleshooting and testing of live streaming feeds will also be covered.

MMA228 Web Portfolio Development**8 Credits**

Prerequisite: To be taken after all other concentration classes are completed.

In this course, students create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. A 70% grade must be attained for completion of this final class.

MMA229 Video Portfolio Development**8 Credits**

Students will create an industry-quality portfolio consisting of original projects from previous classes and/or newly created projects. Students provide their sample works, along with an approved resume and other information through the use of an online delivery mechanism.

MMA231 Videography 2**3 Credits**

Prerequisite: MMA206

This course further teaches students how to plan and successfully execute video productions under field and studio conditions while utilizing advanced features of modern, professional grade video cameras. Students are taught more advanced camera techniques such as: custom paint setting creation, interval recording, custom frame rate, shutter speed, and exposure settings. Proper pre-production is also emphasized, along with safety and basic legal issues related to modern videography. High quality audio techniques are stressed throughout the course, as well as the vital relationship between production and post-production. Students will work together in the creation of high quality, in-depth video production.

MMA232 Live Production**3 Credits**

Prerequisite: MMA208, MMA209

This course explores the audio and visual aesthetic and technical aspects of the small-scale live performance. Students will learn how to engineer sound, lights and projection for live events such as; meetings, conferences, theater and live music. Students also learn how to use hardware including mixers, microphones, outboard gear, follow spots, stage lighting, projectors and other live presentation equipment. Students must demonstrate how to plan, set-up, and strike an event for audio/visuals, as well as provide proper cable and gear management. Troubleshooting techniques for solving common performance-related problems are also emphasized. Students are "hands-on" as they learn how to produce audio and visual for live events while applying effects such as equalization, reverb, and dynamics processing and setting

mood with proper lighting and use of color theory. In addition to the lighting and audio aspects of live production, students will be introduced to multicamera video recording during events.

MMA233 Development Technologies 1**3 Credits**

Prerequisite: MMA121

This course teaches technologies and practices that streamline web development, such as the use of preprocessors and frameworks. As the distinctions between model, view, and controller are explored, students gain further experience with server-side scripting languages and command line methodology.

MMA234 Project Methods 1**3 Credits**

Prerequisite: MMA105, MMA190

This course focuses on the development of interactive projects, with an emphasis on teamwork and a phased project development process. Students increase their knowledge of web standards and technologies.

MMA235 Development Technologies 2**3 Credits**

Prerequisite: MMA233

In this course, students learn advanced aspects of programming languages that allow for scripting of complex interactive applications. Students are encouraged to explore emerging technologies to create stimulating user experiences.

MMA236 Project Methods 2**4 Credits**

Prerequisite: MMA202, MMA234

In this advanced level course, students work on team projects as they relate to the web industry, following best practices in project management, workflow and communication. Students focus on problem solving, experimentation, prototyping, and execution of project deliverables in a team environment. In addition, each student uses this course to produce a portfolio website to display his or her best web work.

MMA237 Visual Effects**3 Credits**

Prerequisite: MMA211

Students will focus on the seamless integration of real-world, live-action video footage of human and inanimate subjects with computer-generated virtual elements. Students are introduced to compositing and integration techniques commonly utilized by video professionals, as well as the cinematography particular to photographing green screen subjects. Advanced animation and visual effects are utilized to create industry quality presentations. Students will also perform simple motion and camera tracking tasks.

MMA238 Field Audio**3 Credits**

This course will introduce students to the tools and the proper techniques of capturing correct audio produced out in the field, ie, non-studio audio capture. They will learn the tools of the trade which includes different microphones and their purposes, windscreens and recorders. Students will learn and practice pre-recording procedures such as watching for weather, time management, power planning, self-care and more. When they are in the field, they will be addressing issues such as transport, scouting, location conditions, set up, levels, recording and file management, and simple postproduction delivery.

MMA239 Studio Audio**3 Credits**

Prerequisite: MMA208, MMA209

This is a combined recording and mixing class based on a large-scale sound effects (Foley) project where students use professional grade audio hardware and software to create and process voice recordings and custom sound effects. Various recording methods are utilized, including Foley, automatic dialogue replacement (ADR), stereo mic techniques, and looping. The media generated by the class is processed, using advanced sound mixing and editing techniques, to construct a custom sound mix with special sound effects, voice work, and music.

MMA241 Digital Marketing**3 Credits***Prerequisite: MMA105*

In this course, students explore a variety of media channels that might help meet the needs of clients seeking to promote products, services, or events. Students learn various ways to utilize social media, HTML emails, and streaming media effectively. Modern marketing strategies are discussed and practiced.

MOA**MOA002 Steps to Career Success 2****1 Credit**

Students taking this course will review key concepts that were presented in previous quarters in order to ensure proficiency. Topics to be reviewed include: medical record management, medical record documentation, medical terminology, concepts of professionalism, HIPAA regulation, concepts of anatomy, verbal and non-verbal communication skills, and basic coding principles.

MOA003 Steps to Career Success 3**1 Credit**

Students taking this course will review key concepts that were presented in previous quarters in order to ensure proficiency. Topics to be reviewed include: medical office administrative functions, medical terminology, concepts of anatomy, physiology, and pathology, medical coding, concepts of professionalism, best communication practices for the medical environment, fundamentals of health insurance, and medical record abstracting.

NUR**NUR001 Steps to Nursing Success (PN Program)****0 Credit***Corequisite: NUR151*

This course provides the beginning nursing student with an introduction to the resources available to maximize learning progress and achieve career goals. Students receive an orientation to the technologic resources used throughout the nursing curriculum to enhance knowledge. The course also introduces the student to the NCLEX exam process and success strategies to utilize when confronting NCLEX-style questions on course exams. Additional units of content include: note-taking and study skills, math review workshop, writing skills workshop, test-taking strategies, and time management tactics.

NUR002 Steps to Nursing Success (ASN Program)**1 Credit***Corequisite: RNU125*

This course provides the beginning nursing student with a comprehensive overview to the academic technological resources utilized throughout the nursing curriculum in order to maximize the student's learning process while providing strategies to assist the student in achieving career goals. An introduction to the college library and electronic data base is presented to assist the student in the process of locating, evaluating, and applying information effectively. A synopsis of NCLEX success strategies to employ to NCLEX-style questions is presented in the course to provide the student with skills required to be successful in a nursing program. Additional units of content include: note-taking and study skills, writing skills workshop, testing-taking strategies, and time management tactics.

NUR129 Nutrition**4 Credits**

This course focuses on the relationship between nutrition and health/illness across the lifespan. Discussion will include the function, digestion and absorption of essential nutrients: carbohydrates, fats, protein, vitamins, minerals, fiber and water. Students will be introduced to the principles and techniques of nutrition assessment as well as individualizing health education and plan of care for the patient. Students will explore lifecycle nutrition and food safety through pregnancy, lactation, infancy, childhood, adolescence and adulthood. Current dietary guidelines and health promotion resources will be reviewed. Students will be introduced to concepts in clinical nutrition including nutrient delivery, weight management, eating disorders, and specific nutrition requirements in the management of chronic diseases.

NUR137 Pharmacology in Nursing**4 Credits***Prerequisite: BIO150, BIO151, NUR151, NUR152**Corequisite: BIO165, BIO166, NUR143, NUR161, NUR162*

This course provides the nursing student with an introduction to drug therapy. Units of content include: drug classifications, common medications, pharmacologic principles, and legal and ethical considerations in administering medications. Emphasis is placed on patient safety, along with health teaching regarding medication uses, actions, interactions, and side effects.

NUR143 Pharmacology Applications in Nursing**2 Credits***Prerequisite: BIO150, BIO151, NUR151, NUR152**Corequisite: BIO165, BIO166, NUR137, NUR161, NUR162*

This laboratory learning experience accompanies NUR137: Pharmacology and focuses on the application of Pharmacology information within the Practical Nurse scope of practice. Units of content and skill practice include: dosage calculation; methods of medication administration; intravenous therapy administration; adaptations for particular age groups and/or populations; nursing responsibilities for documentation; nursing responsibilities for assessment and evaluation of patient responses to medication; principles of patient teaching related to pharmacologic approaches to health and illness; and legal, regulatory, and ethical aspects related to the PN scope of practice in relation to Pharmacology. Emphasis is placed on patient safety, along with health teaching regarding medication uses, actions, interactions, and side effects.

NUR151 Foundations of Nursing 1**4 Credits***Corequisite: BIO150, BIO151, BIO180, BIO181, NUR001, NUR152 (Must be passed concurrently with NUR151 or both must be repeated concurrently)*

This course provides an introduction to practical nursing, including the following units of content: history of practical nursing, the importance of patient safety and quality care, the impact of environment on health and illness, nursing's core values, concepts basic to the practice of nursing such as communication and ethics, infection control, introduction to planning nursing care utilizing the nursing process, basic concepts of nutrition and dietary adaptations for treatment of health issues, and basic patient care skills.

NUR152 Nursing Practice 1**6 Credits***Corequisite: BIO150, BIO151, BIO180, BIO181, NUR001, NUR151 (Must be passed concurrently with NUR152 or both must be repeated concurrently)*

This clinical practicum course accompanies Foundations of Nursing 1. It provides learning experiences in the nursing skills laboratory and simulation center, as well as in long term care facilities. The goal of these experiences is to provide the beginning student with the opportunity to develop basic assessment, planning, and care giving skills that assist patients with activities of daily living and health care needs.

NUR161 Foundations of Nursing 2**4 Credits***Prerequisite: BIO150, BIO151, NUR151, NUR152**Corequisite: BIO165, BIO166, NUR137, NUR143, NUR162 (Must be passed concurrently with NUR161 or both must be repeated concurrently)*

This course builds on the knowledge and skills gained in NUR151: Foundations of Nursing 1. In this course, there is continued emphasis on the mastery of skills fundamental to nursing practice. Units of content focus on: completing a health history with various types of patients; physical, psychosocial, and nutritional assessment techniques; adaptation of assessment techniques for various cultures and developmental levels; and planning for nursing care based on analysis of patient assessment data. Additional emphasis will be placed on health education for patients and families based on identified or potential health needs.

NUR162 Nursing Practice 2**6 Credits***Prerequisite: BIO150, BIO151, NUR151, NUR152**Corequisite: BIO165, BIO166, NUR137, NUR143, NUR161 (Must be passed concurrently with NUR162 or both must be repeated concurrently)*

This clinical practicum course provides students with opportunities in various healthcare settings to refine nursing skills associated with focused assessment, clinical reasoning, and nursing care planning. Students gain experience in

contributing to the planning and implementation of nursing care in response to health and illness needs of residents in independent and assisted living settings, as well as patients in skilled nursing units. In addition, there is an emphasis on applying principles of health education in various settings in order to address identified and potential learning needs of residents, patients, and families.

NUR165 Medical/Surgical Nursing Care of the Adult **4 Credits**

Prerequisite: BIO180, BIO181, NUR137, NUR143, NUR161, NUR162 – Please reference all prior prerequisite requirements

Corequisite: NUR166 (Must be passed concurrently with NUR165 or both must be repeated concurrently)

The focus of this course is on common health concerns of adults. Frequently occurring medical and surgical disorders of adults will be examined. Physical, psychological, nutritional, and spiritual needs of patients and their families will be explored. The application of nursing process to promote safe, high quality care in medical/surgical care settings will be emphasized, including clinical judgment and decision making as a result of effective critical thinking and clinical reasoning.

NUR166 Nursing Practice 3 **6 Credits**

Prerequisite: BIO180, BIO181, NUR137, NUR143, NUR161, NUR162 – Please reference all prior prerequisite requirements

Corequisite: NUR165 (Must be passed concurrently with NUR166 or both must be repeated concurrently)

This clinical practicum course accompanies NUR165: Medical/Surgical Nursing Care of the Adult. Students will have clinical opportunities to provide nursing care and health education in short- and long-term acute care settings, with an emphasis on patient-centered care for acute and chronic illness. An introduction to the application of skills associated with evidence-based practice will be provided.

NUR170 Psychosocial and Psychiatric Issues **3 Credits**

Prerequisite: BIO180, BIO181, NUR137, NUR143, NUR161, NUR162 – Please reference all prior prerequisite requirements

Corequisite: NUR176

This course introduces the practical nursing student to the study of mental health and mental illness, and the impact on the individual, family, and community. A holistic approach is used in understanding the individual in his/her environment, including discussion of motivation, social influences, and cultural impact. Content will include definitions of mental health and mental illness; personality development; types of mental disorders and their symptoms, characteristics, and treatments; explanations of cognition, perception, and feelings; therapeutic communication skills and relationship development; psychosocial issues in patients with health problems; and the application of nursing process in working with patients experiencing alterations in mental health.

NUR175 Gerontology and Nursing Practice **3 Credits**

Prerequisite: BIO180, BIO181, NUR137, NUR143, NUR161, NUR162 – Please reference all prior prerequisite requirements

Corequisite: NUR176

The focus of this course is on the theories and concepts of aging, including physiological, psychological, social, and spiritual changes. Issues critical to providing safe, high quality nursing care to older adults will be discussed, including: safety strategies, quality of life, culture, symptoms and treatment for dementia, activity, sleep, adequate nutrition, home care, palliative care, and end-of-life care. Clinical experiences will provide the student with an opportunity to examine holistic nursing care for individuals and groups in a variety of geriatric settings across the health care continuum.

NUR176 Nursing Practice 4 **4 Credits**

Prerequisite: BIO180, BIO181, NUR137, NUR143, NUR161, NUR162 – Please reference all prior prerequisite requirements

Corequisite: NUR170, NUR175

This clinical practicum course accompanies NUR170: Psychosocial and Psychiatric Issues and NUR175: Gerontology and Nursing Practice. Clinical experiences will emphasize the application of nursing process and will provide the student with an opportunity to provide holistic care designed to preserve or restore health for adults and aging adults. Each student will be able to identify health needs of adults and provide nursing care to individuals and groups in a variety of psychiatric and geriatric settings across the healthcare continuum.

NUR180 Maternity Nursing **2 Credits**

Prerequisite: NUR165, NUR166, NUR170, NUR175, NUR176 – Please reference all prior prerequisite requirements

Corequisite: NUR181 (Must be passed concurrently with NUR180 or both must be repeated concurrently)

The focus of this course is on the basic needs and associated nursing care of patients and families in maternity settings. An emphasis is placed on the physical, nutritional, and psychological changes experienced by a woman during the antepartal, intrapartal, and postpartal periods. The impact on the family is explored, along with strategies for providing developmentally and culturally appropriate health education.

NUR181 Nursing Practice 5 **3 Credits**

Prerequisite: NUR165, NUR166, NUR170, NUR175, NUR176 – Please reference all prior prerequisite requirements

Corequisite: NUR180 (Must be passed concurrently with NUR181 or both must be repeated concurrently)

This clinical practicum course accompanies NUR180: Maternity Nursing. Clinical experiences are provided in inpatient and community-based settings with a maternity focus, including labor and delivery and postpartum care of mothers, babies, and families. Application of clinical reasoning and nursing process are emphasized with the select patient population.

NUR185 Pediatric Nursing **2 Credits**

Prerequisite: NUR165, NUR166, NUR170, NUR175, NUR176 – Please reference all prior prerequisite requirements

Corequisite: NUR186 (Must be passed concurrently with NUR185 or both must be repeated concurrently)

The focus of this course is on the basic needs and associated nursing care of patients and families in pediatric settings. Emphasis is placed on growth and development, the nutritional needs of children and adolescents, health issues, and common medical and surgical disorders in children and adolescents. Parental needs and the impact of health concerns on the family are explored along with strategies for providing developmentally and culturally appropriate health education.

NUR186 Nursing Practice 6 **3 Credits**

Prerequisite: NUR165, NUR166, NUR170, NUR175, NUR176 – Please reference all prior prerequisite requirements

Corequisite: NUR185 (Must be passed concurrently with NUR186 or both must be repeated concurrently)

This clinical practicum accompanies NUR185: Pediatric Nursing. Clinical experiences are provided in inpatient and community-based settings with a pediatric and/or family focus. Application of clinical reasoning and nursing process is emphasized in settings where well children and adolescents are seen, as well as settings where children and adolescents with chronic illness concerns are being treated. In addition, practical nursing students have the opportunity to explore community-based services for women, children, and families in distress that may impact the health of the family unit.

NUR190 Transition into Nursing Practice **4 Credits**

Prerequisite: NUR165, NUR166, NUR170, NUR175, NUR176 – Please reference all prior prerequisite requirements

Corequisite: NUR180, NUR181, NUR185, NUR186, NUR191 (Must be passed concurrently with NUR190 or both must be repeated concurrently)

This course focuses on the transition from being a student to assuming the responsibilities of the practical nurse. Units of content include: current trends and issues in practice, opportunities and challenges facing the Licensed Practical Nurse, skills for successful beginning practice, organization and financing of health care delivery systems, leadership theories and skills that promote safe and high quality nursing care, management theories and skills, strategies for lifelong learning, preparing for the first position in nursing, successful completion of the licensure examination, and adaptation to the work environment.

NUR191 Nursing Practice 7 **6 Credits**

Prerequisite: NUR165, NUR166, NUR170, NUR175, NUR176 – Please reference all prior prerequisite requirements

Corequisite: NUR180, NUR181, NUR185, NUR186, NUR190 (Must be passed concurrently with NUR191 or both must be repeated concurrently)

This clinical practicum course accompanies NUR190: Transition into Nursing Practice, and provides the student with opportunities to refine assessment, clinical reasoning, and patient care skills with groups of patients. In addition, the student will examine leadership/management skills and the responsibilities of the practical nurse in a selected health care environment, will communicate significant information to members of the healthcare team and patients' families, and will administer medications and document patient responses to those medications, for groups of patients.

RNU

RNU125 Introduction to Nursing and the Language of Medicine**5 Credits***Corequisite: GEM120 (if Accuplacer \leq 45) or GEM165 (if Accuplacer $>$ 45), NUR002, BIO150, BIO151*

This course introduces the students to the concepts of nursing and the language of medicine, as well as its application to the field of nursing. Concepts to be explored are standards and scope of nursing practice, nursing ethics, theoretical nursing foundations, nursing process, and medical terminology. The goal of this course is to prepare the beginning student for success in subsequent terms of this program by facilitating a solid foundation for students to assimilate fundamental knowledge. Students will acquire word-building skills by learning prefixes, suffixes, and roots as component word parts that afford students the ability to define medical terms by reading the term as if it were a sentence. Students will dissect patient health histories reinforcing contextual vocabulary application skills and provide facilitated discussions through ethical and theoretical frameworks. Emphasis will be placed on term context and appropriateness, spelling, and proper pronunciation. In addition, students will be exposed to the SOAP documentation model used by healthcare professionals to organize the diagnostic process. Abbreviations as they pertain to each body system will also be highlighted.

RNU181 Foundations of Nursing**3 Credits***Prerequisite: BIO150, BIO151, NUR002, RNU125**Corequisite: GEM120 (if Accuplacer \leq 45) or GEM165 (if Accuplacer $>$ 45), BIO165, BIO166, RNU184 (Must be passed concurrently with RNU181 or both must be repeated concurrently)*

This course introduces the student to the foundational elements of nursing practice that underpin future clinical practice. The role and scope of RN practice are examined with emphasis on the components of the nursing process. Concepts related to nursing fundamentals and nursing care are integrated throughout this course. Values and ethics are applied to designated patient care situations. The influence of legal guidelines and regulatory processes that govern nursing practice are explored. Effective methods of communicating with patients and staff are discussed and opportunities for patient care documentation are provided. Students will be introduced to the principles of safe medication administration including non-parenteral dosage calculation.

RNU184 Clinical Practice 1**2 Credits***Prerequisite: BIO150, BIO151, NUR002, RNU125**Corequisite: GEM120 (if Accuplacer \leq 45) or GEM165 (if Accuplacer $>$ 45), BIO165, BIO166, RNU181 (Must be passed concurrently with RNU184 or both must be repeated concurrently)*

This practicum accompanies RNU181: Foundations of Nursing and provides the student opportunities to practice and perform basic nursing care skills and procedures in a laboratory, simulated and on-site clinical patient care environments. Content from RNU181 is applied using written instruction, performance videos, demonstration and hands-on practice of nursing skills and procedures. Skill and procedural checklists provide evidence of student mastery of the skill and procedure. Students learn and practice basic nursing skills in personal care, sterile technique, patient safety, documentation, and non-parenteral medication administration. There is major emphasis on the critical elements of nursing procedures and the scientific rationale for performing the procedures correctly.

RNU186 Primary Care and Wellness**4 Credits***Prerequisite: BIO165, BIO166, GEM165, NUR129, RNU181, RNU184 – Please reference all prior prerequisite requirements**Corequisite: BIO180, BIO181, RNU188 (Must be passed concurrently with RNU186 or both must be repeated concurrently), RNU193*

This course provides the ASN student with foundational content specific to the primary care and wellness needs of the adult, including collection of health histories and performance of physical assessments. Healthcare delivery systems and inter-professional collaboration of healthcare team members are discussed in relation to health promotion and maintenance of wellness. Stress effects on health and wellness is examined and coping strategies are reviewed. Students will be given opportunities to identify health promotion needs and design health promotion and wellness plans. Emphasis of this course is on the use of the nursing process and in developing competence in coordinating nursing care. Students will be introduced to the principles of safe medication administration of the parenteral route including dosage calculation.

RNU188 Clinical Practice 2**3 Credits**

Prerequisite: BIO165, BIO166, GEM165), NUR129, RNU181, RNU184 – Please reference all prior prerequisite requirements

Corequisite: BIO180, BIO181, RNU186 (Must be passed concurrently with RNU188 or both must be repeated concurrently), RNU193

This course provides the ASN student with content and hands on guided practice in conducting comprehensive health histories and spiritual, cultural, psychosocial and physical assessments. Emphasis is placed on evaluation of normal and abnormal health data and assessment findings to identify patient problems and needs, as well as to identify nursing interventions geared toward assisting in promoting health and maintaining wellness. Students will practice performing and documenting comprehensive health and physical assessments using high fidelity simulation and clinical environments. Students will learn and practice the safe administration, documentation, and evaluation of parenteral medications in the laboratory setting. There is major emphasis on the critical elements of nursing procedures and the scientific rationale for performing the procedures correctly.

RNU190 Lifespan Development**4 Credits**

Prerequisite: GES100

Within this course, the student has the opportunity to explore common elements of human growth and development across the lifespan. Units of content include: theories of development, prenatal development and birth, infancy, early childhood, middle and late childhood, adolescence, early adulthood, middle adulthood, late adulthood, and death. In each unit, the physiological, cognitive, and psychological changes that occur with normal growth and development are presented. Implications for nursing practice will be highlighted.

RNU193 Pharmacology in Disease Management**5 Credits**

Prerequisite: BIO165, BIO166, GEM165, RNU181, RNU184 – Please reference all prior prerequisite requirements

This course combines two interrelated nursing concepts; pathophysiology and pharmacology. Pathophysiology relates to manifestations of disease, risk factors for disease, and the principles of pathology underlying illness and injury to therapeutic nursing interventions and outcomes. Pharmacology focuses on the basic drug classification, concepts, and principles of pharmacology with special consideration for the nursing role in developing a comprehensive approach to the clinical application of drug therapy using the nursing process. Nursing implications relative to the utilization of drug therapy are examined.

RNU199 LPN to ASN Transition into Professional Nursing**7 Credits**

Corequisite: GEM120 (if Accuplacer \leq 45) or GEM165 (if Accuplacer $>$ 45), RNU129, RNU193

This course is designed to assist the licensed practical nurse to transition (LPN) to the role of the associate degree nursing student. The course content is designed to prepare students to participate as primary care providers to promote patient adaptation in a structured health care environment. Content includes health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem-solving process, pharmacology skills applications, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. The focus of the clinical lab is to validate and assess expertise in fundamental skills expected of first level nursing students. Emphasis in the clinical portion of the course is placed on establishing core concepts, clinical competency with diverse populations, and professionalism in a variety of settings.

RNU201 Care of Adults with Chronic Illness**5 Credits**

Prerequisite: BIO180, BIO181, NUR129, RNU193, RNU186/RNU188 or RNU199 – Please reference all prior prerequisite requirements

Corequisite: RNU218 (Must be passed concurrently with RNU201 or both must be repeated concurrently)

This course focuses on assisting adults with chronic illnesses to successfully develop self-management goals, plans and strategies to prevent and/or limit chronic illness associated complications and improve quality of life. Content information on common chronic illness disease progression, complications, and treatment strategies is discussed. Evidence-based tools and collaborative strategies for assisting patients to develop and implement a chronic illness self-management plan are examined. The role of the registered nurse in assisting the patient in goal setting, action planning and problem solving chronic illness self-management will be emphasized.

RNU211 Psychiatric/Mental Health Nursing**4 Credits**

Prerequisite: GEM165, RNU201, RNU218 – Please reference all prior prerequisite requirements

Corequisite: RNU219 (Must be passed concurrently with RNU211 or both must be repeated concurrently)

This course focuses on nursing care for patients and families experiencing an altered behavioral response to stress or illness, and/or a psychiatric disorder. Units of content include: therapeutic nurse-patient relationships within a patient-centered care approach, therapeutic care environments, biological bases for behavioral and psychiatric disorders, symptoms of various psychiatric disorders, intervention strategies, mental health issues that commonly co-occur in patients within non-psychiatric health care settings, and the impact of mental health issues on families. Application of the nursing process in psychiatric and non-psychiatric settings will be emphasized, along with advocacy for vulnerable populations experiencing psychosocial or psychiatric problems.

RNU218 Clinical Practice 3**6 Credits**

Prerequisite: BIO180, BIO181, NUR129, RNU193, RNU186/RNU188 or RNU199 – Please reference all prior prerequisite requirements

Corequisite: RNU201 (Must be passed concurrently with RNU218 or both must be repeated concurrently)

This clinical practicum course provides the student with opportunities to apply the nursing process and nursing skills within the registered nurse scope of practice, for simulated and actual patients with chronic illness in both inpatient and outpatient settings. Direct patient care experiences and scheduled outpatient field experiences provide the student with opportunities to apply content and concepts learned in the Care of Adults with Chronic Illness course. Through assessing comprehensive and focused patient data and developing plans of care focusing on patient self-management goals, strategies, and processes, students are able to define the role of the registered nurse in the comprehensive management of patients experiencing a chronic illness. Opportunities for collaborating with healthcare team members and participating in patient health education, as a function of patient self-management, are provided. The role of the registered nurse within the context of caring and patient advocacy is embedded within the simulation and direct patient care experiences.

RNU219 Clinical Practice 7**3 Credits**

Prerequisite: GEM165, RNU201, RNU218 – Please reference all prior prerequisite requirements

Corequisite: RNU211 (Must be passed concurrently with RNU219 or both must be repeated concurrently)

This clinical practicum course accompanies RNU211. The student is provided opportunities to apply the nursing process in the care of patients and families experiencing psychosocial and/or psychiatric issues.

RNU230 Acute Care of the Adult**6 Credits**

Prerequisite: GEM165, RNU201, RNU218 – Please reference all prior prerequisite requirements

Corequisite: RNU231 (Must be passed concurrently with RNU230 or both must be repeated concurrently)

This course focuses on caring for adults (1) with acute medical conditions, and (2) undergoing surgical procedures. Evidence based practices are analyzed as the foundation for planning quality and safe patient care. Comprehensive and focused patient assessment is emphasized. Clinical reasoning is threaded throughout the course as applied to analysis of patient specific data and care information, development of nursing interventions and the evaluation of associated patient outcomes. Ethical and legal concepts are applied to designated patient care issues. Core nursing values of caring, teamwork, patient advocacy and therapeutic communication are embedded in course content. Patient and family health education will be included as an essential component of the registered nurse role.

RNU231 Clinical Practice 4**5 Credits**

Prerequisite: GEM165, RNU201, RNU218 – Please reference all prior prerequisite requirements

Corequisite: RNU230 (Must be passed concurrently with RNU231 or both must be repeated concurrently)

This clinical practicum course provides the student with opportunities to apply the nursing process and nursing skills for simulated and actual patients with acute medical and surgical conditions. Students will apply content and concepts learned in the Acute Care of Adults course in obtaining and assessing comprehensive and focused patient data, developing plans of care with evidence based nursing interventions and evaluating patient responses and outcomes. Processes of clinical reasoning, and evaluation of quality of care indicators and patient safety issues are threaded within both the clinical and simulation settings. Opportunities for application of effective communication strategies with the healthcare team, therapeutic communication with patients and families and performance of health education are provided. The role of the registered nurse within the context of caring, patient advocacy and working as a healthcare team member are embedded within the simulation and direct clinical patient care experiences.

RNU240 Pediatric Professional Nursing **2 Credits**

Prerequisite: GEM165, RNU190, RNU201, RNU218 – Please reference all prior prerequisite requirements

Corequisite: RNU241 (Must be passed concurrently with RNU240 or both must be repeated concurrently)

This nursing course is focused on the theory and practice of pediatric nursing with emphasis on the nursing process, physical and cognitive growth and development theory-based concepts through evidence-based competent care. In this specialty area, students are assisted to further their knowledge and expertise in the development of the core competencies of family-centered care; evidence-based practice; leadership & professionalism; communication, collaboration & teamwork; and safety & quality improvement by analyzing complex health problems occurring during childhood.

RNU241 Clinical Practice 5 **2 Credits**

Prerequisite: GEM165, RNU190, RNU201, RNU218 – Please reference all prior prerequisite requirements

Corequisite: RNU240 (Must be passed concurrently with RNU241 or both must be repeated concurrently)

Nutrition, diagnostic studies, pharmacology, dosage calculations, medication administration, and cultural awareness are integrated throughout this clinical component to pediatric professional nursing. Clinical reasoning, communication skills, delegation, and enhancing technology skills are emphasized. Clinical practice experiences along with human patient simulation complement the theory portion of the course. Pediatric clinical time will be held in a long-term pediatric care facility, simulation lab, and community settings.

RNU250 Maternity Professional Nursing **2 Credits**

Prerequisite: GEM165, RNU190, RNU201, RNU218 – Please reference all prior prerequisite requirements

Corequisite: RNU251 (Must be passed concurrently with RNU250 or both must be repeated concurrently)

This nursing course is focused on the theory and practice of women's health and newborn nursing with emphasis on the nursing process through evidence-based competent care. In this specialty area, students are assisted to further their knowledge and expertise in the development of the core competencies of family-centered care; evidence-based practice; leadership & professionalism; communication, collaboration & teamwork; and safety & quality improvement by analyzing complex health problems occurring during the antepartal, intrapartal, and postpartal periods.

RNU251 Clinical Practice 6 **2 Credits**

Prerequisite: GEM165, RNU190, RNU201, RNU218 – Please reference all prior prerequisite requirements

Corequisite: RNU250 (Must be passed concurrently with RNU251 or both must be repeated concurrently)

Maternity clinical time will provide the students the experiential opportunity to complete a detailed mother-baby assessment, be involved in clinical simulations, and participate in these experiences by observing and/or directly providing care. Experiential learning offers opportunities to provide care during the antepartal, intrapartal, and postpartal periods of the maternity cycle. Maternal clinical time will be held in an acute care setting and simulation lab.

RNU260 Professional Transition into Practice **6 Credits**

Prerequisite: RNU211, RNU219, RNU230, RNU231, RNU240, RNU241, RNU250, RNU251 – Please reference all prior prerequisite requirements

Corequisite: RNU261 (Must be passed concurrently with RNU260 or both must be repeated concurrently)

This course focuses on the transition from student to practicing nurse. Core competencies for leading and managing the delivery of quality care are emphasized, using recommendations from the Institute of Medicine (IOM) and the Quality and Safety Education in Nursing (QSEN) initiatives. Units of content include: leadership and change concepts and theories, strategies for building effective teamwork in the practice environment, structure and financing of health care delivery systems, patient-centered care, and management responsibilities of the nurse, quality improvement, leading evidence-based practice initiatives, health care information management, and ethical use of technology.

RNU261 Clinical Practice 8 **8 Credits**

Prerequisite: RNU211, RNU219, RNU230, RNU231, RNU240, RNU241, RNU250, RNU251 – Please reference all prior prerequisite requirements

Corequisite: RNU260 (Must be passed concurrently with RNU261 or both must be repeated concurrently)

This clinical course is designed to facilitate the student's transition into practice through a precepted experience, providing safe care to multiple patients, and to assist with the integration of all components of professional nursing practice. The

goal of the clinical experience is to assist with the integration and application of knowledge and skills from previous classroom and clinical work in order to facilitate the effective transition from student to professional registered nurse.

SBT

- SBT117 DC Circuits** **4 Credits**
Offers a general introduction to the electrical concepts used in Ohm's law as applied to DC series circuits. Includes atomic theory, electromotive force, resistance, and electrical power formulas. Introduces series, parallel, and series-parallel circuits. Covers Kirchoff's voltage and current laws and circuit analysis.
- SBT118 Structured Wiring** **4 Credits**
This course explains and discusses safety in the workplace. It then introduces students to the proper and safe use of hand and power tools. It finishes with basic electrical wiring, codes and standards.
- SBT120 AC Circuits** **4 Credits**
Provides an introduction to AC theory, circuits, and components, including inductors, capacitors, and transformers. Covers the calculation of reactance and impedance in RL, RC, LC, and RLC circuits using math and vector analysis.
- SBT121 Low Voltage Cabling** **4 Credits**
Covers the makeup, identification, and application of various types of conductors and cables used in telecommunications and security systems. Describes the tools, materials, and procedures for pulling cables through conduit and raceways.
- SBT122 Introduction to Electrical Drawings** **2 Credits**
Introduces electrical prints, drawings, and symbols. Teaches the types of information that can be found on schematics, one-line drawings, and wiring diagrams.
- SBT130 Semiconductors and Integrated Circuits** **4 Credits**
Provides an introduction to the principles of electronics and semiconductor theory, components, and applications.
- SBT131 Commercial Audio/Video Systems** **4 Credits**
Introduces and explains audio components, including input sources, amplifiers, signal processors and output equipment. Various video systems are also examined.
- SBT143 Intrusion Detection Systems** **4 Credits**
Describes devices such as sensors, notification, control panels, and programming. Covers system design and installation guidelines, wiring, testing, and troubleshooting. Emphasizes codes and standards. Also covers access control and CCTV systems.
- SBT144 Digital Electronic Systems** **4 Credits**
This course introduces students to systems implemented with Logic Gates, Flip-flops, Counters, Registers, & Code Converters. Students gain practical experience by constructing, testing and troubleshooting Digital Circuits and Systems.
- SBT252 Life Safety Systems** **4 Credits**
Covers the basics of life safety systems, including devices, circuits, system design and installation guidelines, power requirements, control panel programming, testing, and troubleshooting. Explores integration of fire alarm systems with other systems.
- SBT253 Smart Devices** **4 Credits**
This course focuses on the design, implementation, and automation of lighting and climate controls using interactive voice controlled smart devices.

SBT261 Project Management**3 Credits**

This course will prepare the student for the duties of project manager. Project managers in smart building technology and systems integration must understand customer needs and expectations. Project managers appraise, recommend, and select equipment, perform estimates, understand equipment interface issues, and supervise installation.

SBT263 Telecommunications**4 Credits**

This course focuses on the theory, installation and programming of telecommunication systems, including broadband, wireless, and fiber optics.

SGT**SGT002 Steps to Career Success 2****1 Credit**

Students taking this course will review key concepts that were presented in previous quarters in order to ensure proficiency. Topics to be reviewed include: medical terminology, microbiology, and surgical instruments, as well as a review of all core clinical competencies such as gowning, gloving, and scrubbing.

SGT003 Steps to Career Success 3**1 Credit**

Students taking this course will review key concepts that were presented in previous quarters in order to ensure proficiency. Topics to be reviewed include: concepts of anatomy, physiology, and pathology, as well as a review of the surgical procedures covered in previous quarters and all core clinical competencies.

SGT112 Surgical Instrumentation**3 Credits**

This course introduces the student to the basic instruments of surgery. The student will prepare supplies and equipment for surgery. Topics to be covered include classification, safe usage, care, decontamination and sterilization of surgical instruments. Hands-on practice selecting instruments and accessories will be provided.

SGT116 Foundations of Surgery**3 Credits**

Prerequisite: Admission to Surgical Technology program

This course introduces the student to basic concepts and procedures related to surgery. Topics to be covered include functions and responsibilities of the Surgical Technologist, historical development of the Surgical Technologist and ethics in the operating room. In addition, the students will become familiar with the structure and design of the operating room as well as occupational hazards, safety precautions and infection control standards set forth by OSHA and the CDC. The students will also become familiar with patient psychological and emotional concerns regarding surgery. The students will gain hands on experience with aseptic technique, handwashing, the surgical scrub and surgical gowning techniques. Lab exercises will be conducted to provide hands-on practical experience.

SGT121 Surgical Preparation, Equipment, and Supplies**4 Credits**

Prerequisite: SGT112, SGT116

In this course, the student will become familiar with the procedures necessary for patient preparation for surgery. It will include preparation of the surgical site, draping, and wound management. The student will also become familiar with the various equipment and supplies used in the operating room. Topics to be covered include equipment and precautions used in electrosurgery and laser surgery, vacuums, sutures, stapling devices, catheters and drains and hemostatic agents. Endoscopic Surgery and Robotics in the operating room will also be reviewed. The students will gain hands-on experience with the various machines and equipment used in surgery. The students will learn how to properly drape the patient prior to surgery.

SGT128 Principles of Surgery**3 Credits**

Prerequisite: SGT112, SGT116

This course incorporates the daily procedures and protocols of the surgical process. The student will become familiar with the various routines in the operating room such as case assignments, gathering supplies, surgeon's preference cards, operating room records; back table and Mayo stand set-up, hand signals, safe handling of specimens, and the required sponge counts. Medication acceptance and delivery devices are also reviewed. The student will gain knowledge of transporting and positioning patients. Lab exercises will be conducted to provide hands-on practical experience.

SGT214 Surgical Procedures 1**4 Credits***Prerequisite: SGT121, SGT128, BIO150, BIO151*

This is the first course that will cover the specific requirements of the main surgical procedures. Surgical Procedures to be covered include general surgery, gastrointestinal surgery, biliary tract, pancreas and spleen surgery, rectal surgery, hernia repair, breast surgery, obstetrics/gynecology surgery, laparoscopic surgery, robotics, and surgical stapling. Skills that have been previously mastered will be integrated in this course. The student will be provided with hands-on experience in preparing the necessary surgical instrumentation and supplies for these procedures and then practice following steps involved in the surgical procedure from beginning to end.

SGT224 Surgical Procedures 2**4 Credits***Prerequisite: SGT214, BIO165, BIO166*

This course is the second course that will cover the specific requirements of the main surgical procedures. Surgical procedures to be covered include orthopedic surgery, neurosurgery, and plastic surgery. Skills that have been previously mastered will be integrated in this course. The student will be provided with hands-on experience in preparing the necessary surgical instrumentation and supplies for these procedures and then practice following steps involved in the surgical procedure from beginning to end.

SGT234 Surgical Procedures 3**4 Credits***Prerequisite: SGT214, BIO165, BIO166*

This course is the third course that will cover the specific requirements of the main surgical procedures. Cardiac, Thoracic, Vascular and Genitourinary surgical procedures will be covered. The student will be provided with hands-on experience in preparing the necessary surgical instrumentation and supplies for these procedures and then practice following steps involved in the surgical procedure from beginning to end.

SGT244 Surgical Procedures 4**4 Credits***Prerequisite: SGT214, BIO165, BIO166*

This course is the fourth course that will cover the specific requirements of the main surgical procedures. Surgical procedures to be covered include otorhinolaryngology surgery, ophthalmic, dental, oral and maxillofacial surgery. This course will also help prepare the students for the clinical experience by reviewing all previously mastered concepts and by providing the students with First Aid and CPR instruction provided by the American Heart Association.

SGT261 Clinical Rounds Review**2 Credits***Corequisite: SGT263*

The purpose of this course is to utilize prior knowledge and experience, as well as construct knowledge related to advanced clinical decision making, as it applies to surgical technology. All clinical documentation including evaluations and case logs will be completed at this time. The students will demonstrate, through their reflections, the process of obtaining a higher order of critical thinking. The students will have the opportunity to share experiences from their Clinical Rotation with the rest of the class to gain an appreciation of multiple perspectives on problems they may have encountered in the operating room. Students will also begin preparation for SGT265 (CST review) by completing brief reviews of previously mastered surgical technology concepts.

SGT263 Clinical Rotation**8 Credits***Prerequisite: Successful completion of Surgical Technology core classes through term 6; passage of a 10-panel drug screen; Act 33, 34, 73 criminal clearances; completion of physical exam, titers, and all required immunization must be completed prior to clinical placement.*

This course is conducted in a surgical facility and provides students a clinical experience with a variety of perioperative assignments. The student will experience a wide variety of operating room situations where he/she will use the skills learned in the classroom. Under the supervision of the clinical preceptor, the student will take part in surgical procedures and work as a member of the surgical team. Students will complete their clinical rotation at an affiliated site for three eight-hour days per week. Students will be assigned to a site according to their abilities and the needs of the affiliated site. No guarantee will be made that the student will be assigned to a specific hospital of their choice. It must be noted that some rotations begin at 6:00 a.m. Students are responsible for parking and transportation to and from their affiliated site.

SGT265 CST Review**2 Credits***Prerequisite: Completion of all core courses**Corequisite: GSI219*

The purpose of this course is to prepare the students to sit for the Certified Surgical Technologist Examination at the end of the student internship. The preparation will be completed through 11 weeks of online coursework. The online portion of the class will prepare the students by having class discussion and mock CST examinations. The final portion of this class will be to sit for the certified surgical technologist exam.

SSA**SSA100 Introduction to Criminology and Criminal Justice****4 Credits**

This course describes specific crimes and examines the major theories that attempt to explain the reasons for criminal behavior. The course also examines the organizations that comprise the criminal justice system (including police, courts, and corrections institutions), and defines the roles of these groups within the system.

SSA110 Introduction to Policing**4 Credits**

Through this course, students will gain a knowledge of the history of policing and what is involved with being a police officer today. Topics examined will include the role of police officers in today's society, approaches to police operations, and critical issues in policing, such as stress, ethics, diversity in hiring, and technology in policing.

SSA115 Introduction to Homeland Security**4 Credits**

This course is an introduction to the extremely complex nature of terrorism and homeland security. Students will investigate the context, causes, consequences, and responses to the crime of terrorism from a variety of perspectives. Individual, group and organizational factors that shape terrorism and responses to terrorism will be explored. Strategies for reducing the threat of terrorism and its consequences will be examined. The students will also be introduced to the National Incident Management System.

SSA120 Criminal Procedure**4 Credits**

This course will show the relationship of law enforcement and individual constitutional rights. Students will define probable cause and study what constitutes a valid arrest, search, seizure, admission, and confession.

SSA130 Principles of EOC/Dispatch**4 Credits**

This course prepares the student for the role of a communication specialist/dispatcher. Focus areas include: FCC rules and regulations; basic telecommunications techniques; law enforcement, fire, and emergency medical dispatch; Computer Aided Dispatch; crisis intervention strategies; and professionalism. NIMS protocol is also examined. The student will be introduced to a real-life communication center environment through simulation lab exercises which will be incorporated as a significant component of the course.

SSA200 Criminal Investigations**4 Credits**

This course will provide a practical approach to conducting investigations by instructing students in investigative responsibilities, the methods of conducting investigations for crimes against people and property, and the challenges faced by criminal investigators.

SSA205 Criminal Law**4 Credits**

This course deals with what is called substantive criminal law, i.e., crimes. Numerous crimes such as homicide, theft, and conspiracy are examined, and defenses such as self-defense and insanity are scrutinized. A primary focus of the course is the utilization and interpretation of criminal statutes.

SSA210 Modern Corrections Issues**4 Credits**

Going beyond the description of the corrections system discussed in Introduction to Criminology and Criminal Justice, this course introduces modern correctional issues, including the role of prisons in prisoner reform, probation and prison alternatives, the prison environment for staff and inmates, parole, and the death penalty debate.

- SSA226 Cyber Crime** **4 Credits**
This course explores cybercrime as an evolving crime problem. Discussions will revolve around technology development, criminal adoption of computers and other forms of information technology for illicit purposes. The subjects studied in this course also provide an introduction to legal issues surrounding e-commerce.
- SSA230 Juvenile Justice** **4 Credits**
During this course, students will study juvenile delinquency trends, the characteristics of juvenile offenders, the relationship of juvenile offenders and the criminal justice system, and the various methods of prevention and treatment.
- SSA245 Casino & Lodging Security** **4 Credits**
This course will provide students with a working knowledge of and approach to handling vital risk management issues found in the casino and hotel industries. Topics include: rule and regulations of the service industry; applicable laws affecting business operations; legal implications for failure to adhere to current standards and laws; equipment and methods used in detecting, identifying, deterring, and prosecuting offenders; and leadership qualities.
- SSA260 Security and Loss Prevention** **4 Credits**
Beginning by introducing students to basic loss prevention concepts, this course then presents methods of implementing a complete security program. Topics covered include screening employees, recognizing and handling internal and external threats, buying physical security systems, understanding the relationship between risk management and insurance, and identifying loss prevention means in retail and industry.
- SSA276 Act 235 Certification** **4 Credits**
This course enables students to prepare for and complete Act 235 Certification: Pennsylvania Lethal Weapons Training. This certification is a requirement for individuals who are required to carry a lethal weapon as a condition of employment. Preparation for the certification includes taking a psychological evaluation, fingerprinting, a physical examination, and a criminal background check. *This is a pass/fail course and the students will be required to take this course off campus at a Pennsylvania certified Act 235 school.*
- SSA280 Report Writing For Criminal Justice Professionals** **4 Credits**
This course is designed to teach students the basic techniques of note taking in the report writing process. The students will analyze and compile data for use in formal reporting in order to gain confidence in report writing. Communicating facts, information and ideas in an effective, simple, and logical sequence will be practiced. The various types of reports and memoranda used in the criminal justice system will be discussed.
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- TMP**
- TMP109 Spa Modalities** **3 Credits**
Students will continue the practice of Swedish massage strokes, touch, pressure and movement of the soft tissues of the human body. The history of spas, spa etiquette and spa treatments are included as part of wellness model. Students will apply various body masks, mud wraps and exfoliation treatments to enhance the health and well-being of the client. This course will introduce and develop the student's ability to perform a chair massage routine utilizing massage techniques in varying amounts of time. Students will discover how to refine their body mechanics to allow for multiple chair massage treatments per day. Students will practice the external application of water, heat, and cold and other topical preparations. As an adjunct to the healing process, students will be introduced to aromatherapy, essential oil application, and blending techniques.
- TMP118 Pregnancy & Infant Massage** **3 Credits**
Prerequisite: TMP152
This course is designed to review the physiology and pathology related to the needs of infants and pregnant women. Students will be presented with proper intake procedures and a variety of modalities to meet those specialized needs.

TMP122 Clinic 1 **1 Credit**

This course will provide students with practical hands on experience in a supervised public clinic setting. Students will utilize material covered in first quarter classes to perform support staff duties, such as cashier, table preparation, intake procedures, and greeter. Student clinics will be completed on 4 Saturdays throughout the quarter.

TMP124 Introduction to Massage **4 Credits**

This course introduces the student to the concept of professional touch. Included are the history of massage and the identification of the professional, legal and ethical boundaries associated with the therapist's scope of practice. Students will gain knowledge in accurate record keeping, informed consent, intake and assessment procedures, massage indications and contraindications, endangerment sites and massage tools. Students will learn to create and maintain a safe and hygienic environment for the practice of massage, as well as, communication skills and self-care techniques.

TMP132 Clinic 2 **1 Credit**

Prerequisite: TMP152

This course will provide students with practical hands on experience in a supervised public clinic setting. Students will utilize knowledge gained in the prior quarter to provide massage therapy services. Student clinics will be completed on four Saturdays throughout the quarter. *Prerequisite: TMP152.*

TMP141 Kinesiology **5 Credits**

This course introduces the student to the basic anatomy of the muscular system. Subjects to be covered include bones and bony landmarks of the body. This course incorporates muscle palpation as a direct approach to understanding the origin, insertion and action of the muscles of the body.

TMP142 Clinic 3 **1 Credit**

This course will provide students with practical hands on experience in a supervised public clinic setting. Students will utilize knowledge gained in prior quarters to provide massage therapy services. Student clinics will be completed on four Saturdays throughout the quarter.

TMP152 Swedish Massage **3 Credits**

This course introduces the application of a system of structured Swedish massage strokes, touch, pressure and movement of the soft tissues of the human body. Students are introduced to proper body mechanics, table mechanics, sanitary hand washing and equipment cleaning techniques. Students will be introduced to the superficial musculature and bony landmarks encountered during Swedish massage. Students will be able to perform a Swedish massage in varying amounts of time to enhance the health and well-being of the client.

TMP206 Business Ethics **5 Credits**

This hybrid course provides the student with knowledge of basic business and ethical concepts needed in the massage therapy profession. Topics include common business practices and structures; advantages and disadvantages of being self-employed; basic principles of accounting and bookkeeping; and federal, state, and local regulations as they apply to massage therapy. Written and verbal communication will be analyzed to enhance student professionalism. Students will learn essentials of writing resumes, cover letters, and thank you letters. Students will continue to explore the professional relationship, and legal and ethical boundaries associated with the massage therapy profession.

TMP223 Medical Massage **3 Credits**

Prerequisite: TMP152

This course is designed to review the physiology and pathology related to the needs of clients with medical needs. Students will be presented with a variety of modalities to meet the specialized needs of various populations. Populations explored in this course include clients diagnosed with cancer or HIV/AIDS, clients who are elderly or on hospice and palliative care, massage for clients with physical disabilities and massage for survivors of trauma and abuse.

TMP228 Clinical Massage **3 Credits**

Prerequisite: TMP141, TMP152, TMP246

This course is designed to teach students assessment techniques in evaluating posture, muscle imbalances, and movement dysfunction patterns. To reinforce the knowledge of kinesiology, students will learn to apply facilitated

stretching techniques to muscles/muscle groups. This course will explore theories on stretching and muscle energy techniques designed to treat soft tissue manifestations of the human body. Students will analyze the physiological processes of soft tissue pathologies. Students will reinforce competence by integrating massage and assessment techniques to address soft tissue manifestations throughout the healing process.

TMP246 Deep Tissue Massage

3 Credits

Prerequisite: TMP141, TMP152

This course will build upon TMP152 Swedish Massage and enhance massage therapy treatment outcomes and client goals. Deep tissue massage is a technique that involves the integration of a variety of techniques such as myofascial release, trigger point and neuromuscular therapy techniques. Students will apply anatomy, physiology and pathology concepts while practicing deep tissue techniques. Students will develop communication skills to understand and enhance massage therapy treatment outcomes and client goals. This course includes an introduction of deep tissue techniques used to treat the pain caused by myofascial and muscular dysfunction.

TMP252 Massage Seminar

4 Credits

Prerequisite: Successful completion of all massage therapy courses.

This course is designed to explore the role of the massage therapist within the framework of the healthcare profession. This course will provide assistance to the student in the transition from student to professional massage therapist. The course will prepare students to take the MBLEX licensure exam.

TTA

TTA100 Destinations

4 Credits

This course introduces the basic travel concepts required for a student to work in the travel industry. Emphasis is placed on the proper usage of industry reference materials, travel geography, and tourist destinations in the U.S., Canada, Mexico, Central America, and South America.

TTA113 Dynamics of Tourism

4 Credits

The primary objectives are to prepare travel and tourism students for a career selling travel and to provide students with a variety of opinions regarding current trends in the tourism industry. Upon completion of this course students should have a basic understanding of the skills needed to be successful as a travel professional.

TTA116 Global Distribution Systems 1

3 Credits

Prerequisite: HMA138

This course is a continuation of HMA138 Introduction to Reservations. Students will continue to create and modify passenger name records using OSI and SSR messages. Topics discussed include itinerary pricing using qualifiers and fare quotes/rules.

TTA117 Global Distribution Systems 2

3 Credits

Prerequisite: TTA116

This course is a continuation of TTA116 Global Distribution Systems 1. Students will create and modify car, hotel and international airline reservations. Topics also will include seat assignments and queues.

TTA145 Marketing and Selling the Travel Product

3 Credits

The purpose of this course is to provide participants with the insights and skills necessary to develop a marketing plan that focuses on a new or improved idea for a travel and tourism product. Topics include product research and development, as well as identifying a target market.

TTA225 Tourism and the Corporate Environment

4 Credits

Prerequisite: TTA116

This course examines current trends in the corporate travel industry. Study includes corporate travel departments, travel agencies, and the business travelers. Emphasis is placed on the steps taken by a corporate travel agency to acquire commercial business and the services that must be provided to the corporate client.

TTA226 Travelogue Presentation**3 Credits***Prerequisite: TTA145*

This course covers the skills and materials learned in the core classes of the Hospitality Management Program and the familiarization trip that the students planned and attended. The focus is on project management through presentation skills, budgets, time management, and meeting deadlines. As the final project, the students will present a travelogue to a live audience.

TTA230 International Travel**4 Credits**

This course focuses on international travel patterns, economic trends, and the growth of tourism worldwide. Topics include geography, attractions, and current trends in Europe, Africa, and Asia. Students explore customs, currency, and international protocol.

TTA355 Hospitality and Tourism Financial Management**4 Credits**

This course focuses on the concepts and tools that are needed to manage the finances within a hospitality and tourism organization. Students will examine financial data to practice decision making skills related to financial and revenue management. Topics such as taxes, profit planning and forecasting, and budgeting will be explored.

TTA400 Hospitality and Tourism Law**4 Credits**

This course provides students with a detailed knowledge of the laws relating to the hospitality industry. Students will examine the overall structure of the legal system as well as the legal rights, responsibilities, and obligations of organizations in the industry. Particular emphasis will be placed on legal issues such as contract law, ethics, negligence, licensing, as well as host and guest responsibilities.

TTA420 Risk Management for Meetings and Events**4 Credits**

In order to provide a secure setting within the Meetings, Expositions, Events, and Conventions (MEEC) industry, a risk management plan should be fully integrated into event planning. This course will examine the practices, procedures, and control of risks, particularly: organization safeguards, contracts, health, safety and security, as well as emergency preparedness and contingency planning for events.

WEL**WEL100 Gas Welding Plate and Pipe****5 Credits**

This course will include acetylene welding of steel with and without filler metals. Both fillet and butt joints in flat and vertical positions will be covered, as well as groove welds in flat, vertical, and open/closed root. Students will learn brazing of steel. Upon completion of course students will take the ASME Section IX, 3 inch schedule 40 pipe test in the 6G position. All testing and certifications will be done by a certified weld inspector.

WEL115 Metal Cutting and Fabrication**3 Credits**

Students will learn to set-up equipment for oxy-fuel and plasma cutting. They are taught to accurately make free hand and straight line contour cuts, cut and bevel plate using semi-automatic cutting machines. Carbon arc and back gouging are also taught. Upon completion of this course students will take a test for entry level welders.

WEL125 Blueprint Reading and Symbols**3 Credits**

This course will provide the student with the ability to read and correctly interpret weldment designs. This course will enable students to recognize and interpret welding symbols used in the welding field.

WEL216 General SMAW Practices (Equipment and Electrode ID)**6 Credits**

This is an intensive introductory welding course designed to teach the basic principles of Shielded Metal Arc Welding (SMAW). It consists of classroom training in electricity and metallurgy as it pertains to arc welding. Weld joints are also taught. Lab training consists of demonstration and extensive practice with electrodes commonly used in the welding industry. Students will execute surface and fillet welds in the flat, horizontal, vertical and overhead positions with the E6010 and E7018 electrode.

WEL217 Advanced Pipe Welding**2 Credits***Prerequisite: WEL215*

This is an advanced pipe welding course. Emphasis will be placed on (SMAW) on 6 inch schedule 80 pipe in the 6G position welding downhill and be held to ASME Section IX standards. Students will practice welding open roots with E6010 electrode downhill. Upon completion of this course students will take the ASME Section IX pipe welding test. All testing and certifications will be done by a certified weld inspector.

WEL235 General Exotic Metals**3 Credits**

This course is an introductory welding course to teach students welding methods and techniques for mild steel and stainless steel. Students will perform surface welds and fillet welds on lap, corner and t-joints in all positions. Students will understand the effects and variables of: current, voltage, and electrode selection.

WEL305 Welding Certification Prep**4 Credits***Prerequisite: WEL215*

This is an introductory course to teach students the welding procedures and qualifications for the American Welding Society (AWS) and American Society of Mechanical Engineers (ASME). Concentration will be in (SMAW) with the E7018 electrode in the 3G and 4G positions on 3/8" plate with removable backing strips. Topics covered include: welding procedures, modularized examinations, health and safety information, and quality assurance.

WEL325 SMAW Pipe Welding**5 Credits***Prerequisite: WEL215*

This is an advanced course in SMAW preparing students for the ASME Section IX pipe test. Students will get extensive practice in SMAW with E6010 and E7018 Electrode on 6 inch schedule 80 pipe in the 6G position with an open root. Upon completion of this course students will take ASME Section IX pipe test. All testing and certifications will be done by certified weld inspector.

WEL335 Advanced Plate Welding**3 Credits***Prerequisite: WEL215*

This is an advanced course in continuation of WEL 300 in (SMAW) preparing students for AWS D1.5 certification. Students will get extensive practice in welding with the E7018 electrode in the 3G and 4G positions on 3/8" plate with backing. Upon completion of this course students will take the AWS D1.5 Structural test. All testing and certifications will be done by certified weld inspector.

WEL400 Gas Metal Arc Welding**3 Credits**

This course is an introductory welding course to teach students Gas Metal Arc Welding (GMAW). Class consists of lecture on electricity, metallurgy, shielding gases, and filler wire as it pertains to (GMAW). Students will learn to weld mild steel, lap, butt, and t-joints in all positions.

WEL405 GMAW Pipe Welding**2 Credits***Prerequisite: WEL215*

This is an advanced pipe welding course. Emphasis will be placed on (GMAW) on 6 inch schedule 80 pipe in the 6G position, welding downhill with an open root. Students will be held to ASME Section IX standards. Students will practice welding open roots with (GMAW) using bare wire. Upon completion of this course students will take the ASME Section IX pipe welding test. All testing and certifications will be done by a certified weld inspector.

WEL410 Gas Tungsten Arc Welding**3 Credits**

This course is an introductory welding course to teach students Gas Tungsten Arc Welding (GTAW). Class consists of lecture on electricity, metallurgy, shielding gas, filler wire and electrode classification as it pertains to (GTAW). Students will learn to weld mild steel on edge, lap, butt, corner, and t-joints in all positions.

WEL415 GTAW Pipe Welding**5 Credits***Prerequisite: WEL215*

This is an advanced course for tube welding that combines (GTAW) and (SMAW). Students will learn to weld 6 inch schedule 80 pipe with (GTAW) root pass and (SMAW) E7018 cover pass uphill. Upon completion of this course students will take a test with standards held to ASME (section IX). All testing and certifications will be done by certified weld inspector.

WEL420 AWS Sense MIG & TIG Prep**2 Credits***Prerequisite: WEL125*

This course is to prepare students for the (GMAW) and (GTAW) with AWS welding projects from blueprints for entry level welders. Emphasis will be placed on students working on the AWS projects. Upon completion of this course students will take the test for entry level welders.

WEL426 GTAW Tube**4 Credits**

This is an advanced course for pipe welding that combines (GTAW) and (GMAW). Students will learn to weld 2 3/4" tube with (GTAW) root pass uphill and SMAW 7018 uphill. Upon completion of this course students will take ASME Section IX pipe welding test. All testing and certifications will be done by a certified weld inspector.

WEL430 Flux Core Inner & Outer Shield**2 Credits**

This is an introductory course to Flux Cored Arc Welding (FCAW). Class consists of lecture on electricity, metallurgy, shielding gases, and filler wire as it pertains to (FCAW). Students will learn to weld mild steel using dual shield flux cored wire on t-joints and groove welds.

WEL440 Advanced Exotic Metals**2 Credits**

This is an advanced TIG welding course. Course concentration will be on Gas Tungsten Arc Welding (GTAW). Students will learn to weld stainless steel and aluminum on edge, lap, butt, corner, and t-joints in all positions.

Course Numbering System

Courses are sequentially numbered based on offerings in the course layouts.

Business	Discipline	Prefix Code	Number Series
Accounting Administration	ACC		101 - 405
Applied Management.....	AMP		300 - 425
Business Administration	BUS		100 - 485
Finance.....	FIN		200 - 400
Marketing.....	MKT		200 - 425
Career Development	BUS		002 - 003

Criminal Justice

Criminal Justice	SSA		100 - 280
Career Development	CJU		002 - 003

Culinary Arts & Hospitality

Baking & Pastry	BKP		100 - 140
Culinary Arts	CUL		100 - 210
Hospitality Management	HMA		106 - 300
Travel & Tourism	TTA		100 - 420

Design

Computer Aided Drafting	CAD		101 - 256
	AET		100 - 300
	MET		100 - 300
Graphic Design.....	GDA		118 - 268
Multimedia	MMA		105 - 241
Career Development	GDA		002 - 003

Energy & Electronics

Electronics	ELT		101 - 267
Industrial Instrumentation	GOE		141 - 277
Smart Building Technology.....	SBT		141 - 263
Career Development	ELT		002 - 003

General Education

Science.....	BIO		150 - 166
English.....	GEE		099 - 400
History	GEH		120 - 405
Math	GEM		095 - 350
Social Science	GES		100 - 325

Healthcare	Discipline	Prefix Code	Number Series
Medical	MED		106 - 322
Surgical Technology	SGT		112 - 265
Therapeutic Massage	TMP		109 - 252
Career Development.....	MED		002 - 003
	MOA		002 - 003
	SGT		002 - 003

Information Systems & Technology

Information Systems	IST		300 - 460
IT – Network	ITA		104 - 331
Computer Programming	ITP		100 - 382
IT – Security & Forensics.....	ITS		264 - 310
Career Development.....	ITG		002 - 003

Nursing

Practical Nursing.....	NUR		129 - 191
Nursing (ASN).....	RNU		125 - 261
Career Development.....	NUR		002

Trades Technology

Electrician Technology.....	ELC		100 - 230
HVAC.....	HVA		108 - 168
Welding.....	WEL		100 - 440
Career Development.....	HVA		002

Career Development

Career Development.....	GSD		001 - 256
Internship.....	GSI		186 - 400

Admission Policies

Admission Requirements and Procedures

The basic requirement for admission is graduation from an accredited high school, private school, home school, completion of a General Education Diploma (GED), or completing the recognized equivalent of a high school diploma as noted:

- An associate degree, or
- Successful completion of at least 60 semester credit hours or 72 quarter credit hours that does not result in the awarding of an associate degree, but that is acceptable for full credit toward a bachelor's degree at Pittsburgh Technical College, or
- Enrollment in a bachelor's degree program where at least 60 semester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.

Some programs have special criteria that will be explained by an Admissions Coordinator.

Applications for admission are accepted throughout the year for students to begin classes at various times during the year, based on the school's academic calendar.

The following conditions must be satisfied for final registration:

1. Certification of high school graduation, GED, or home school equivalency.
2. Attendance at a required student orientation program.
3. Completion of acceptable financial arrangements for payment of fees

Should PTC receive information that bears upon the student's anticipated behavior while in school and/or his/her ability to successfully progress while enrolled, PTC reserves the right to make additional informational requests or demands on the applicant and/or rescind acceptance.

Admission Criteria for Nursing Programs

Admission requirements for Associate of Science in Nursing Program:

In addition to the academic review requirements, admission requirements for admittance into the Associate of Science in Nursing Program:

- One of the following must be met: ATI TEAS score of 65% or higher (taken within the past 2 years); SAT math score of 500 or higher and SAT reading/writing score of 500 or higher; ACT score of 21 or higher.
- Prior to enrollment, ASN candidates must also obtain a comprehensive physical examination that includes a two-step TB test (QuantiFERON®-TB Gold blood test is also acceptable), evidence of immunizations, and a negative 10-panel urine drug screen.
- Provide evidence of current cardiopulmonary resuscitation (CPR) certification taken through the American Heart Association.
- Obtain Act 33, 34, and 73 criminal background clearances
- Completed theory and lab classes for Anatomy & Physiology 1, Anatomy & Physiology 2, and Microbiology in the last 5 years with a solid "C" or higher.

Admission requirements for admittance into the Practical Nursing program:

- One of the following must be met: ATI TEAS score of 50% (taken within the past 2 years); SAT math score of 450 or higher and SAT reading/writing score of 450 or higher; ACT score of 19 or higher.
- Prior to enrollment, PN candidates must also obtain a comprehensive physical examination that includes a two-step TB test (QuantiFERON®-TB Gold blood test is also acceptable), evidence of immunizations, and a negative 10-panel urine drug screen.
- Provide evidence of current cardiopulmonary resuscitation (CPR) certification taken through the American Heart Association.
- Obtain Act 33, 34, and 73 criminal background clearances

Admission requirements for LPNs seeking advanced standing:

- Must hold an active license in practical nursing
- Must have a minimum of 900 hours work experience as a LPN
- Letter of recommendation from an RN supervisor endorsing one's ability to advance to the role of a registered nurse
- Must meet all other ASN admission requirements (with the exception of the TEAS, SAT, and ACT scores)
- Non-PTC graduates must score a 75% or higher on the Nursing Acceleration Challenge Exam (NACE)
- Completed theory and lab classes for Anatomy & Physiology 1, Anatomy & Physiology 2, and Microbiology in the last 5 years with a solid "C" or higher.

Admission Criteria for Bachelor's Degree Programs

Admissions criteria vary for first-time college students versus transfer students who have attended other post-secondary schools. Applicants should contact PTC Admissions office for specific requirements.

Pittsburgh Technical College graduates from related associate degree programs are accepted directly into the corresponding bachelor's degree program.

- **I am a first-time college student.**
PTC prefers a 2.5 GPA and a SAT score of 1000 or ACT score of 19. All other applicants are reviewed on a case-by-case basis.
- **I am a transfer student.**
PTC prefers a 2.5 GPA and 20 semester credits or 30 quarter credits from an accredited postsecondary institution. All other applicants are reviewed on a case-by-case basis. PTC has agreements in place with the local community colleges that allow transfer students to continue their education to earn a Bachelor of Science degree.

Education Advancement Rewards Now (EARN) Program

If you have earned an associate degree from any program from PTC or another accredited institution from 2002 on, all of your associate degree credits will transfer to our Bachelor of Science in Applied Management program.

* PTC will accept any academic associate degree issued by an accredited institution since 2002 and recognized by the USDE. Occupational degree holders – AST, ASB, AOS, etc. – may need to take additional general education courses to complete the program.

PTC's Online Division

The Online Division of PTC affords students the convenience of completing their degree or certification without having to commit to regular campus attendance. PTC offers fully online programs and online courses in specific fields of study. All students at PTC will complete hybrid courses, an online course and courses that utilize technology to deliver education. Using instructional technology to facilitate learning is common in all courses and provides students with options as they complete their education.

Online course flexibility allows students to participate in high quality learning experiences when distance and scheduling make on-ground learning unrealistic and is ideal given today's demanding work schedules, family obligations or scheduling conflicts. The student-centered online learning environment at PTC allows for interaction between the instructor and students and among the students themselves. Students benefit from an environment that provides independence and convenience with the needed structure to manage course demands and deadlines to be successful in a flexible learning environment.

International Student Admissions

International students must provide proof of English proficiency in one of the following ways:

- Completion of secondary education (or higher) in a country in which English is the primary language
- Completion of an English composition course taken at a U.S. institution of higher learning with a grade of C or higher
- Completion of 45 quarter or semester hours from a university in an English-speaking program with Cumulative Grade Point Average (CGPA) of 2.0 or higher
- Completion of a standardized English assessment with these scores:
 - **TOEFL:** 500 (paper-based), 173 (computer-based), 61 (internet-based)
 - **IELTS:** 5.0 (test score)

Financial Information

Program Tuition and Estimated Book/Material Costs (effective April 16, 2019)

Bachelor of Science Degree Programs	Estimated Tuition per Academic Year	Estimated Books/Materials
Business Administration	\$15,840	\$5,800
Information Systems and Technology	\$18,500	\$6,300
Bachelor of Science Degree EARN* Program		
Applied Management	\$ 9,900	\$ 670
Business Administration	\$11,880	\$1,167
Information Systems and Technology	\$13,320	\$1,691
Associate Degree Programs		
BUSINESS		
Business Administration	\$16,170	\$1,326
CRIMINAL JUSTICE		
Criminal Justice	\$16,100	\$1,468
CULINARY ARTS AND HOSPITALITY		
Culinary Arts	\$15,660	\$1,924
Hospitality Management Administration	\$15,510	\$1,412
DESIGN		
Computer Aided Drafting	\$19,610	\$2,008
Graphic Design	\$13,300	\$2,277
Multimedia Technologies – Video Production	\$14,000	\$3,538
Multimedia Technologies – Web Design & Development	\$13,300	\$1,767
ENERGY AND ELECTRONICS TECHNOLOGY		
Electronics Engineering Technology	\$17,390	\$1,658
Smart Building Technology	\$16,280	\$1,863
HEALTHCARE		
Medical Assisting	\$14,210	\$1,135
Medical Office Administration	\$14,210	\$1,053
Surgical Technology	\$15,750	\$1,288
INFORMATION SYSTEMS AND TECHNOLOGY		
Computer Programming	\$19,980	\$1,555
Information Technology	\$18,500	\$1,439
NURSING		
Nursing	\$21,090	\$1,162
TRADES TECHNOLOGY		
HVAC Technology	\$14,300	\$2,773
Welding Technology	\$14,500	\$1,723
Certificate Programs		
Baking and Pastry	\$12,470	\$ 920
Culinary Arts	\$13,340	\$1,514
Electrician Technology	\$13,630	\$1,499
HVAC Technology	\$14,560	\$2,476
Medical Coding	\$12,180	\$1,422
Practical Nursing	\$16,640	\$2,004
Therapeutic Massage Practitioner	\$13,780	\$2,306
Welding Technology	\$12,470	\$1,406

* Education Advancement Rewards Now: more information available on ptcollege.edu.

Tuition and Fee Calculation (effective April 16, 2019)

Per-Credit Charge

PTC utilizes a per-credit and fee structure to determine total cost. The per-credit charge will vary based on program. The fee charge will be based on the credit load carried per term.

The per-credit charges by program are listed below.

PER-CREDIT CHARGE					
	\$370	\$350	\$330	\$290	\$260
PROGRAM	CAD	Criminal Justice	Applied Mgmt. (BS)	Baking & Pastry	HVAC (AS)
	Computer Program.	Graphic Design	Business Admin. (BS)	Culinary Arts	HVAC (CERT)
	Electronics Engineer.	Multimedia – Video Prod.	Business Admin. (AS)	Electrician Tech.	Practical Nursing
	Electronics – Industrial Instrument.	Multimedia – Web Design & Dev.	Hospitality – Hotel/Restaurant Mgmt.	Medical Assisting	Therapeutic Massage
	Information Systems & Tech. (BS)	Surgical Tech.	Hospitality – Tourism Mgmt.	Medical Coding	
	Information Tech.			Medical Office Admin.	
	Nursing			Welding (AS)	
	Smart Building Tech.			Welding (CERT)	

Fees

Fees for on ground programs are charged each quarter and are based on the number of credits taken per quarter. Fees for fully online programs are charged quarterly at a flat rate of \$100.00 per quarter.

PTC uses the following fee structure:

CREDIT LOAD PER TERM					
	12 or More	9 – 11	6 – 8	5 or Less	Fully Online: Flat Rate
Fee:	\$600	\$450	\$300	\$150	\$100

Examples

A typical example of a **per term** tuition calculation would be as follows:

<i>A student enrolls in Business Administration.</i>	Credits for the Term:	15
	Per-Credit Charge:	x \$330
	Total:	\$4,950
	Term Fee Based on 12 or more credits:	+ \$600
	Tuition Total:	\$5,550

A typical example of a **per academic year** tuition calculation would be as follows:

<i>If the student is enrolled for the entire academic year (3 terms at 15 credits per term):</i>	45 Credits x \$330.00 per-credit:	\$14,850
	Three term fees at \$600.00 per term:	+ \$1,800
	Academic Year Total:	\$16,650

NO APPLICATION FEE REQUIRED

To help offset the expense associated with college applications, Pittsburgh Technical College allows students to apply to PTC at no cost.

Tuition Reservation Deposit: \$100

Due within 30 days of acceptance and completion of Preliminary Financial Aid Plan. Applied in full against tuition charge. Refundable in full if the applicant does not start classes.

Books/Kits/Uniforms/Related Fees and Supplies

- With student approval, the estimated cost for all books, kits, uniforms, and supplies can be included in the financial aid plan.
- Students will be requested to sign an authorization which will permit the use of Federal Financial Aid to cover charges for items such as books, supplies, equipment, and other items specified by the appropriate academic department.
- Multimedia and Graphic Design supplies can be charged to the student account for the first six (6) quarters of the program.
- Students who do not wish to include books and kits in their financial aid plan may elect to pay cash for each item as received.
- Students are not required to purchase kits, books, or supplies from the College. Students may elect to secure these items from vendors of their choice, provided that the texts and supplies meet the requirements of the academic program. Students may access information on textbook pricing through the student portal under: Academics; Student Consumer Information.

Bookstore Return Policy

General Merchandise

- No refunds will be issued without proof of purchase. Open packages, torn or damaged items are not returnable.

Textbooks

- Students withdrawing from their program within the first two weeks of the quarter may return undamaged books to the bookstore for full credit. No credit will be issued after the first two weeks of classes.
- Books that are written in or otherwise defaced by the student are not returnable.
- Instructional resources issued for a class that require the registration for a code are non-refundable once the code has been activated.

Kits

- The bookstore will issue full credit for unused kits and technology returned during the first week of class.
- After the first week of class, kits cannot be returned and become the full property and responsibility of the student.
- Merchandise that is defective due to manufacturer or publisher error will always be replaced.
- Refunds will be made in the same form as payments. A receipt is required with any return.
- Credit will not be issued unless the merchandise is presented at the bookstore and examined by the bookstore manager or assistant.

Cancellation Policy

If no prior visit was made to the College, all fees and tuition paid by the applicant will be refunded upon request within three business days after his/her visit to the College or within three business days of the student's attendance at the regularly scheduled orientation program.

A student who does not begin classes will receive a full refund of all tuition-related payments made.

Refund Policy

A student may be entitled to a refund if he/she starts class but withdraws or is suspended before the completion of the term. The last date of attendance (withdrawal date) is used to calculate the refund of institutional charges. All refunds will be made within 59 days from the last day of attendance. The official withdrawal date will be the date the school receives notification of the withdrawal or the last date of attendance, if later.

To officially withdraw, a student must notify the Academic Chair, Program Coordinator, or Student Advisor. The school encourages the student to withdraw in person but accepts written or verbal notification.

Tuition and other charges are refunded according to the Refund Schedule below based on calendar days.

Students should refer to the Student Academic Calendar for specific Drop/Add dates.

Refund Schedule – All Students Effective January 22, 2019

<u>Withdrawal Date</u>	<u>Charge</u>	<u>Refund</u>
Day 1 through Day 7.....	0%	100%
Day 8 through Day 19.....	45%	55%
Day 20 through Day 38.....	70%	30%
Day 39 and beyond.....	100%	0%

The above percentages apply to tuition only. All other charges are non-refundable. Room and board charges are adjusted in accordance with the refund policy included on the housing agreement.

The school will attempt to make a reasonable settlement whenever a student must withdraw due to mitigating circumstances that make it impossible for him or her to continue. A student may appeal to the Financial Aid Office if he/she believes individual circumstances warrant exception from the published policy.

Sample refund calculations are available for review in the Accounting Office.

The refund policy outlined above is used to calculate the refund of institutional charges. A separate Return of Federal Financial Aid calculation is performed to determine the amount of federal financial aid that must be returned to the federal government by the school and/or the student. The official withdrawal date will be the date the school receives notification of the withdrawal or the last day of school related attendance.

Refund Policy for Student Housing is contained in the Student Housing Agreement.

Return of Federal Financial Aid Policy

If a student withdraws or is expelled from PTC, the school and/or the student may be required to return a portion of the federal financial aid received. The last day of attendance is used to calculate any federal aid that must be returned.

The percentage of federal aid to be returned is equal to the number of calendar days remaining in the quarter divided by the number of days in the quarter. Scheduled breaks of five or more days are excluded. No return of federal financial aid is due if the student completes more than 60% of the quarter.

The student is required to return any unearned aid less the amount returned by PTC. If a student needs to return loan funds, the funds are repaid as required by the normal loan repayment terms. If the student is required to return federal grant aid, PTC will notify the student of the repayment amount within thirty days of determining the student withdrew. If the student fails to return the grant aid as instructed, the student is considered to be in overpayment and thus ineligible for additional federal aid at any school until that amount is repaid.

1. Federal aid funds are returned in the following order:
2. Unsubsidized Direct Stafford Loans
3. Subsidized Direct Stafford Loans
4. Direct PLUS Loans
5. Federal Pell Grants
6. SEOG
7. Other federal aid programs
8. PHEAA Grant (State aid)
9. Miscellaneous aid programs

Unearned federal aid is returned within 59 calendar days of the student's last date of attendance. A student receives a written notice of any loan funds returned by PTC and/or a notice for any balance owed to the school.

Students must be aware that academic transcripts will be held for outstanding balances owed to the institution.

If a student has earned more federal aid than has been posted to his/her account, the student may be entitled to a post withdrawal disbursement. The post withdrawal disbursement is first used by the school to pay outstanding charges; any remaining amount is offered to the student or parent borrower.

Sample return of federal financial aid calculations are available for review in the Accounting Office.

Funds will be returned to other financial aid programs in accordance with the funding source's refund policies.

Return of Military Tuition Assistance (TA)

PTC has a policy of returning unearned tuition assistance to the appropriate source, based on the refund chart previously listed. Instances where a service member stops attending due to a military service obligation, the college will work with the affected service member to identify solutions that will not result in student debt for the term involved in the withdrawal.

Tuition Charges for Additional Coursework

(Effective April 16, 2019)

When students enroll, they are charged tuition based on the per-credit charge by program and a fee assessment based on the term's credit load. If a student is required to take additional course credits due to a change in program or repeated course(s) they would be assessed the current per-credit charge and fee based on enrollment status at that time.

Tuition Changes

Any new student, one that interrupts the program, changes program, or is required to take additional course work is charged at the per credit charge and fee based on enrollment status as established in the catalog.

PTC will give a 90-day notice for any changes in per credit or fee charges.

Financial Aid Information and Institutional Funding

The Financial Aid Office is available to assist students in working out a plan that will enable them to meet the cost of career training. Full details of all loans, grants, scholarships and student eligibility are contained in the Student Handbook and may be obtained from the PTC website, <https://ptcollege.edu/financial-aid/financial-aid-help>, and the Financial Aid Office. Eligibility for any loan or grant will depend upon state and federal regulations and can only be determined by the Financial Aid Office.

As is the policy, the College reserves the right to withhold academic transcripts from students who default on loans used for attendance at PTC.

A summary of the principal sources of financial aid, as of July 1, 2019, are as follows:

The William D. Ford Federal Direct Program:

Direct Stafford Loans--Subsidized

- The maximum amount a first-year student may borrow is \$3,500.
- The maximum amount a second-year student may borrow is \$4,500.
- The maximum amount a third-year student may borrow is \$5,500.
- The maximum amount a fourth-year student may borrow is \$5,500.
- Effective for all first-time borrowers on or after July 1, 2013, subsidized loan funding is limited to 150% of the published length of your program. You can find the published length of the program elsewhere in this catalog. It should also be noted that if you received subsidized loan funding for one program and later switch to another program, the subsidized loan funding you received for the earlier program counts against the new maximum eligibility period. Please contact Financial Aid for further details.

Direct Stafford Loans--Unsubsidized

- Financially independent students may borrow up to \$6,000 per academic year.
- Dependent students, in addition to borrowing subsidized loans in the amounts noted above, may also be eligible for up to \$2,000 per academic year in unsubsidized loans.
- Dependent students whose parents are ineligible to borrow under the parent loan program may qualify for an additional \$4,000 per academic year.

Parent Loans

Parents of dependent students may borrow up to the cost of education, minus other aid, per academic year. Loan approval/denial is determined by the United States Department of Education and are in part based on credit worthiness of the parent borrower. Parents can complete a credit check for loan eligibility by going to studentloans.gov. Parents must complete a master promissory note by going to studentloans.gov. If denied, the student may qualify for additional unsubsidized loans as stated in the section above.

Federal and State Grant Programs

Federal Pell Grants

Grants ranging from \$657 to \$6,195 per academic year, based on full-time status, may be obtained by students enrolled in all eligible programs. These are need-based grants.

PHEAA Grants

Pennsylvania residents enrolled in a degree program may be eligible for up to \$3,771 per academic year. These are need-based grants.

Supplemental Education Opportunity Grants

Grants range from \$450 to approximately \$900 per academic year depending upon federal regulations and funding authorizations. These are need-based grants.

Work Study Programs

Part-time jobs at the College are available on a first-come, first-served basis, to students with financial need. Students work on campus in various service areas. Students also work in various areas of community service.

Institutional Funding

The college offers a variety of grant and scholarship opportunities. Criteria for the various scholarships vary based on Academic Achievement, Alumni Status, Early Admission (for current year High School graduates), Cyber School Student, Clubs and organizations, ROTC, Out of State grants, Trade Adjustment Act and Tuition Assistance grants. Details of the criteria for each of the programs can be found at the PTC website under the Admissions and Financial aid section.

Education Alliance Grant Program

If a student, parent, or guardian's company is a member of PTC's Education Alliance Program, a student may qualify for:

- **Standard – Education Alliance Partners:** receive a 10% grant for full-time employees or 5% for part-time employees.
- **Advisory Board – Education Alliance Partners:** receive a 15% grant for full-time employees or 8% for part-time employees.

If the employee/student misses the PHEAA deadline they will be awarded an Education Alliance grant based on what the NET tuition should have been have the employee submitted their application on time.

Education Alliance Grants are awarded for an academic year and future academic years are subject to change depending upon the employee/student's employment status and/or financial aid status.

Other Scholarships

A variety of scholarship search engines are available for students such as:

Collegeboard.org

Collegenet.com

Fastweb.com

Scholarships.com

Unigo.com

These sites will ask questions to develop a profile for the student that will drive the search for various scholarships.

Student Loan Information/Default Management

Any student receiving any type of Federal Student Loan is required to complete an entrance interview within the first 30 days of entering school. No loan disbursements may be made until this requirement is met.

During the student's final quarter prior to graduation, they will be required to complete an on-line exit counseling session. Information on loan repayment, breakdown of loan balances, and frequently asked questions will be covered in these sessions. A breakdown of applicable loan histories will be mailed out to the student during the final term along with a listing of the website and contact information for the servicers.

If a student decides to discontinue their education or take a Leave of Absence from school, the student must meet with the Financial Aid Office to complete the required exit counseling. For a student leaving PTC who is unable to come to

the Financial Aid Office to complete this requirement, this information will be mailed to the student's home address for completion. More information can be found at: <https://ptcollege.edu/financial-aid/financial-aid-help>.

Unofficial Withdrawal Policy

The purpose of the unofficial withdrawal policy is the process and procedure for determining whether a student who began attendance and received or could have received an initial disbursement of Title IV funds unofficially withdrew from all courses (ceased attendance without providing official notification or expressed intent to withdraw) during a payment period or period of enrollment, as applicable.

HEA, Section 484B, 34 CFR 668.22(j)(2) the Code of Federal Regulations derived from the Higher Education Act requires that a school have a mechanism in place for identifying and resolving instances where a student's attendance through the end of the period cannot be confirmed. That is, institutions are expected to have procedures for determining when a student's absence is an unofficial withdrawal from all courses. The school must make that determination as soon as possible, but no later than 45 days after the end of the earlier of: 1. the payment period or period of enrollment, as applicable; 2. the academic year; or 3. the program.

At the end of each term, Financial Aid will run a report of all students who receive financial aid that are assigned all "F" grades and the student's last date of attendance. If the instructor does not provide a date of last attendance, then the mid-point date should be provided. Within 45 calendar days of the end of the term, Financial Aid will calculate Return of Title IV aid and return Title IV aid as mandated by federal regulation.

After Financial Aid calculates the Return of Title IV aid and returns funding, Financial Aid notifies the Registrar's Office of students' last dates of attendance if it is less than 60% of the term so that the Registrar's Office can notify the Clearinghouse. Financial Aid will also notify the Student Accounts' Office of the students' last dates of attendance if it is less than 60% of the term so that the Student Accounts' Office can mail a bill if an unpaid balance is created after the return of Title IV funding.

Academic Information

Academic Calendar and Schedules

The school year consists of four, eleven-week quarters beginning in July, October, January and April. Quarters begin and end on the following dates:

Term	Starting Date	Ending Date
Summer Quarter	July 23, 2020	October 8, 2020
Fall Quarter	October 22, 2020	January 20, 2021
Winter Quarter	January 26, 2021	April 13, 2021
Spring Quarter	April 20, 2021	July 8, 2021

NOTE: Class start and ending dates may vary by program. Students should refer to the Academic Calendar for details.

Students observe the following holidays/commemorations:

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Independence Day	Day after Thanksgiving
Good Friday	Labor Day	Christmas Day

Class Schedules – North Fayette Campus

Morning classes	7:20 a.m. to 2:20 p.m.
Afternoon classes.....	10:30 to 5:30 p.m.
Evening classes (<i>Mon./Tue./Wed./Thurs.</i>).....	5:45 to 10:25 p.m.

Students may have fully online or hybrid courses within their on-ground programs.

Class modality may be altered in critical situations that prevent on campus instruction to maintain education continuity. Changes in modality will be communicated from either the Academic Chair or Dean.

Instructional Time

Instructional time for courses is scheduled for 50 minutes with 10 or 20 minute breaks between back-to-back sessions.

Academic Year/Academic Advancement

PTC defines an academic year as 36 quarter credit hours over a period of at least 30 weeks. The following standards are used to determine student academic advancement in program.

00-36 credits.....	First Year Student
37-72 credits.....	Second Year Student
73-109 credits.....	Third Year Student
110-145 credits.....	Fourth Year Student

Attendance Policy

Students have a responsibility to attend classes for which they have scheduled and are expected to fully participate in them. The attendance policy for each course is at the discretion of the academic department, and it is the instructor's

responsibility to inform the student of the attendance policy in his or her syllabus. Instructors may include a student's attendance into the calculation of their final grade.

Students should be aware of individual course attendance policies, as they are held accountable for meeting those standards. Students are obligated to be in attendance on days when examinations are scheduled. Students who absent themselves from examinations may be refused permission to take the examination at a later date; may receive a failing grade for the examination missed; and may receive a failing grade for the course. Instructors may refuse to accept any work which is turned in late and may assign a failing grade to that work. Communication is expected when circumstances outside the student's control would prevent a student from attending a class session.

Be advised that students in the School of Healthcare and Nursing are expected to attend a minimum number of class sessions in order to pass their courses. Please see the handbook for the School of Nursing and Healthcare for further information.

Faculty will report non-attendance on the seventh calendar day of the academic term. A student who has never attended "all of their registered courses" will result in being Administratively Withdrawn from the institution.

For purposes of federal, Title IV, student financial assistance, the U.S. Department of Education requires institutions to be able to demonstrate that federal aid recipients established eligibility for federal aid by participating in academic related activities for all enrolled course work.

Academically related activities include, but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students,
- submitting an academic assignment,
- taking an exam, an interactive tutorial or computer-assisted instruction,
- attending a study group that is assigned by the school,
- participating in an online discussion about academic matters,
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:

- living in institutional housing,
- logging into an online class without active participation, or
- participating in academic counseling or advising.

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by a student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

Examples of acceptable evidence of academic attendance an attendance at an academically related activity in a distance education program include:

- student submission of an academic assignment,
- student submission of an exam,
- documented student participation in an interactive tutorial or computer-assisted instruction, a posting by the student showing the student's participation in an online study group that is assigned by the institution,

- a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
- an e-mail from the student or other documentation show that the student-initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Federal assistance must be reduced for any classes reported as non-attendance, which may result in a balance due to the College. Students that do not attend the first week, will be dropped and their Financial Aid will be adjusted as appropriate. Full time for Financial Aid eligibility is defined as at least 12 credits during each quarter. After the census date, financial aid is not adjusted. Any classes added after the census date, even with a permission from the instructor, will not be included in determining financial aid eligibility and disbursement.

Audit of Courses

PTC, in some circumstances may permit students to audit classes that were previously taken and resulted in poor or failing grades. The purpose of the audit is to allow the student to improve the grades and ultimately their overall GPA. Students auditing classes are not charged tuition and no student aid is involved during the audit period. Students are expected to complete all work and meet required attendance to improve the grades. If the student does not improve the grade through the audit, they will be unable to attempt another audit.

Career Readiness

Pittsburgh Technical College's objective is to successfully transition students from college to career by partnering with students, faculty, staff, and employers to achieve these essential career readiness expectations:

- Accountability
- Career Management
- Collaboration
- Digital Information Fluency
- Global Perspective
- Initiative
- Integrity and Respect
- Oral, Written, and Digital Communication
- Social Responsibility
- Thinking, Researching, and Reasoning

All Pittsburgh Technical College programs focus on preparing students to be career ready by incorporating the career readiness expectations into the curriculum. Skills are introduced and reinforced in core program courses, and through a series of career skills courses that are offered for the purpose of maintaining focus on career goals and strengthening professional skills. These courses provide opportunities to acclimate students to resources that will support the achievement of their personal, scholastic, and career goals. Programs may include the following career skills courses:

- Steps to Career Success 1, 2, & 3
- Career Development
- Career Exploration Capstone
- Internship

Certificate of Credits Completed

Students who meet all academic program requirements but do not achieve a Grade Point Average of 2.0 or take longer than the 150% length of program established in the Satisfactory Academic Progress standards, will earn a Certificate of Credits Completed, and not an Associate Degree or diploma.

Class Size

Class size will range from approximately 10 to 36 students and may vary throughout the program.

Course Repeats

Students are required to repeat any course in which they receive a grade of “F” or from a course from which they withdraw. Students are required to earn at least a “C” in certain classes. These are noted in the course description section of the catalog. The highest grade will be used in the CGPA. A student does not earn credits for repeating a course in which credit was already earned; however, the credits will count as attempted in calculating the Course Completion Rate.

If a student withdraws from a course previously and earns a “W” grade, the “W” will not be removed from the grade record upon successful completion of the course.

Credit for Prior Learning

Pittsburgh Technical College (PTC) awards students’ academic credit for prior learning experiences in a number of ways, including but not limited to:

- Acceptance of credits for U.S. Armed Forces training that has been evaluated by the American Council on Education (ACE)
- Successful CLEP and DSST testing
- Successful completion of specific AP exams
- Transfer of credits from other post-secondary institutions
- Receipt of required scores on PTC challenge exams
- Credits for completion of the processes outlined in secondary articulation agreements
- Credits from a fully articulated degree will be recognized on the student’s academic record as TCC001. This designation will appear on both the student layout and the official transcript.

Prior learning credits awarded by the institution for particular courses that are part of a student’s program layout will be marked on that student’s transcript as an exemption (EX) and the student’s tuition will be adjusted accordingly based on the number and type of courses exempted.

The Academic Chair of each department has the responsibility for final determination for transfer of credit. A transfer credit chart is completed which identifies the appropriate transfer courses. A letter is prepared that will inform the prospective student, and the appropriate school representation on the transfer courses that have been accepted. The Financial Planner then completes the preliminary plan which will identify the transfers and provide the appropriate financial credit towards the tuition for the prospective student. Any questions and clarifications regarding the transfer can be brought to the attention of the Academic Chair for the program.

College-Level Examination Program (CLEP®) and DSST® Exam Policy

The College Board offers a College-Level Examination Program (CLEP®) that gives individuals the opportunity to test their skill level in specific subjects to earn college credit. The nationally recognized DSST Program helps service members and their families receive college credits for learning acquired outside the traditional classroom through a suite of exams. Pittsburgh Technical College (PTC) awards credits for particular courses if students obtain the required scores through CLEP® or DSST® exams. Students must provide an official record of examination results during the admission’s process to receive credit.

Students may transfer a maximum of 20 college quarter credits through CLEP® and/or DSST® examinations for an Associate degree and 40 college quarter credits through CLEP® and/or DSST® examinations for a full Bachelor degree. Students must complete 51 % of their credits through classes at PTC.

All students are responsible for payment of CLEP® and DSST® testing fees. Information can be obtained at <http://clep.collegeboard.org> for CLEP® exams and <http://www.dantes.doded.mil/EducationPrograms/get-credit/creditexam.html> for DSST®. PTC does not administer these exams.

Students interested in completing a CLEP® or DSST® examination should check the PTC course equivalency table below and their specific program course list in the catalog to ensure the correct examination for credit fits in their program.

The following table includes the CLEP® and DSST® examinations, passing scores, credits allowed, and PTC course.

CLEP® Exam	Passing Score	Credits Allowed	PTC Course
Business			
Financial Accounting	50	4	ACC100 Financial Accounting 1
Business Law	50	4	BUS121 Business Law
Principles of Management.....	50	4	BUS145 Principles of Management
Principles of Marketing.....	50	4	MKT205 Principles of Marketing
Composition & Literature			
College Composition	46	4	GEE100 English Composition 1
	50	8	GEE100 English Composition 1 & GEE150 English Composition 2
College Composition Modular	50	4	GEE150 English Composition 2
History & Social Sciences			
Introductory Psychology	50	4	GES100 Psychology
Principles of Macroeconomics.....	50	4	GES210 Principles of Microeconomics
Principles of Microeconomics.....	50	4	GES300 Principles of Macroeconomics
Science & Mathematics			
Calculus	50	4	GEM351 Applied Calculus
College Algebra.....	50	4	GEM165 College Algebra
College Mathematics.....	50	4	GEM120 College Mathematics
Pre-Calculus.....	50	4	GEM250 Pre-Calculus
DSST® Exam	Passing Score	Credits Allowed	PTC Course
Criminal Justice	400	4	SSA100 Intro to Criminology & Criminal Justice
Fundamentals of College Algebra	400	4	GEM165 College Algebra
Human Resource Management	400	4	BUS220 Human Resources Management
Introduction to Business	400	4	BUS100 Introduction to Business
Personal Finance	400	4	GEM204 Personal Finance
Principles of Finance	400	4	FIN200 Principles of Finance
Principles of Financial Accounting	400	4	ACC 101 Financial Accounting 1
Principles of Physical Science I	400	4	GEM170 Physical Science
Principles of Public Speaking	400	4	GEE211 Effective Speech

Credits from Other Postsecondary Institutions

The school will accept credits from other postsecondary institutions subject to the following conditions:

- Courses will be comparable to those taught at PTC.
- Course descriptions and/or course syllabi may be requested by the school’s Admissions Officer if necessary.
- College-level, credit-bearing courses taken at an accredited institution of higher education will be considered for transfer.
- The grade for the course to be transferred into PTC must be a solid “C” or above- “C” minuses and below will not be accepted.
- No more than 50% of credits of the total program can be transferred from other institutions.

Credits through the American Council of Education

PTC may award college credit for training courses provided by the U.S. Armed forces if these courses are comparable to courses taught at PTC and have been evaluated as transferable by the American Council of Education (ACE). Any questions regarding this type of credit transfer should be addressed to the Senior Vice President of Academic Affairs.

Credits through AP Exams

The College Board offers an Advanced Placement (AP) examination program that gives high school students the opportunity to challenge themselves to gain college credit. Participation in AP courses assists student in gaining the skills and attitudes needed to be successful in college. The AP Program provides an opportunity for high school students to earn college credits by enrolling in AP courses in high school and completing the associated AP exam at the conclusion of each course.

Pittsburgh Technical College (PTC) will accept credit for selected AP exams. PTC does not administer these exams. Students must provide an official record of examination results during the admission’s process to receive credit.

Students may transfer a maximum of 12 college credits through AP examinations; the 12 credits may not be used in addition to articulated coursework with high schools or area vocational-technical programs. The following table includes the examinations, passing scores, credits allowed, and PTC course.

AP Exam	Passing Score	Credits Allowed	PTC Course
Art History.....	3.....	4.....	GEH120 Art History
Calculus AB.....	3.....	4.....	GEM351 Applied Calculus
English Language & Composition	3.....	4.....	GEE100 English Composition 1
English Literature & Composition	3.....	4.....	GEE150 English Composition 2
Macroeconomics	3.....	4.....	GES300 Macroeconomics
Microeconomics	3.....	4.....	GES210 Microeconomics
Physics 1: Algebra Based	3.....	4.....	GEM170 Physical Science
Physics 2: Mechanics.....	3.....	4.....	GEM170 Physical Science
Psychology.....	3.....	4.....	GES100 Psychology
Statistics.....	3.....	4.....	GEM300 Statistics
United States Government & Politics	3.....	4.....	GEH325 American Government & Politics

Credit through Secondary Articulation Agreements

PTC has a number of articulation agreements with high schools, career technical training centers, and vocational technical schools. Students wishing to transfer credit for secondary learning must meet the admissions criteria of Pittsburgh Technical College and apply for exemption in a timely manner. The requirements of the articulation agreements may vary depending on the courses affected. Questions regarding the awarding of credit through these articulation agreements should be directed to the prospective student’s Admissions Coordinator.

SOAR (Students Occupationally and Academically Ready): SOAR is the career and technical Program of Study (POS) educational plan that articulates secondary career and technical programs to postsecondary degree or diploma or certificate programs. SOAR’s mission is to prepare students for college and careers in a diverse, high-performing workforce. For more information, visit PA Dept. of Education at <https://bit.ly/3iWhjQz>.

Students who participate in the approved SOAR Programs may receive the following credit towards their Associate Degree:

Associate Degree Programs	Credits Accepted Toward Degree
Business Administration – Management Concentration.....	BUS100, MKT201, MKT205
Business Administration – Accounting Administration Concentration.....	BUS100
Computer Aided Drafting – Architectural Engineering Technology Concentration	CAD103, AET120
Computer Aided Drafting – Mechanical Engineering Technology Concentration	CAD103, MET120
Criminal Justice.....	SSA100, SSA110, SSA120
Culinary Arts.....	CUL113, CUL114, CUL115, CUL145
Electronics Engineering Technology	ELT115, ELT125
Electronics Engineering Technology – Industrial Instrumentation Concentration.....	ELT115, ELT125
Heating, Ventilation, & Air Conditioning Technology	HVA108, HVA133
Information Technology – Network Administration Concentration.....	ITA104, ITA126
Information Technology – Network Security & Computer Forensics Concentration	ITA104, ITA126
Welding	WEL115

Opportunities to Earn Credit in High School

PTC offers, in cooperation with local high schools, a number of opportunities to earn credit at the college while they are still attending high school. They are:

- **Dual Enrollment:** This allows the student to take college level courses through a college and receive college credit for the courses. This provides the student an opportunity to get a jumpstart on their college career. These credits may be applied toward a PTC program. Other postsecondary schools may also consider the courses for transfer credit, based on that institution’s practices. These credits are not typically applied toward their high school diploma.
- **College in High School:** This option permits students to take approved courses at their high school while in high school that would meet the secondary school requirements and also be considered for credit at Pittsburgh Technical College. Other postsecondary schools may also consider the courses for transfer credit, based on that institution’s practices. The high school course curricula and the instructor qualifications are validated by the college prior to offering the various classes.
- **Dual Credit:** This program allows students to take college credit level courses and receive credit at the secondary high school and receive college credit from Pittsburgh Technical College. Students who wish to further their learning at PTC may be able to utilize these credits toward a PTC program. Other postsecondary schools may also consider the courses for transfer credit, based on that institution’s practices.

PTC Challenge Exams

Based on an evaluation of an individual's prior learning experiences, program departments may allow the granting of credits through successful results of challenge exams developed by PTC for specific courses. This option will only be made available if testing through CLEP® and/or DSST® is unavailable. The individual requesting credit for prior learning must submit a written summary outlining his/her prior learning experiences and how they relate to the course at issue and the master competencies for the course. This will be evaluated to determine whether a challenge exam will be administered. Complete details for this process may be obtained through the Senior Vice President of Academic Affairs.

Credit Hour Definition

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement. The equivalency approximates are:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time.
- The equivalent amount of work for other activities as established by PTC, which includes laboratory work, practicum, internships and other academic work.
- For every 10 hours of lecture, one credit.
- For every 20 hours of lab, one credit.
- For every 30 hours of internship, one credit.

In order to be successful in courses, students need to spend adequate time outside of class to complete homework assignments, projects, and papers as well as prepare for quizzes and tests. Students are expected to develop a plan to carve out time each day to keep up with the workload of their courses.

Credit Hour Determination for Practical Nursing and Therapeutic Massage

For students enrolling in Practical Nursing and Therapeutic Massage, Federal Title IV aid is paid on a credit hour basis as follows:

For every 25 hours of classroom hours, 1 (one) credit hour is earned. For example, if a student is enrolled for 4 (four) classes at 44 hours each, totaling 176 hours / 25 equals 7.0 credit hours.

This is a Federal Title IV requirement for any program that is not fully transferable into a degree program.

Drop/Add Period

To assist students in managing their course load, PTC has a Drop/Add period at the beginning of each quarter. During the first 7 days of each quarters, students work with their Student Advisor to solidify the courses they will be taking for the quarter. Use the following table to determine when you are eligible to drop or add courses for your schedule.

	Add Day for the Quarter	Drop Day for the Quarter
11-Week Course	Day 7	Day 7
1st Half 5 ½ Week Course	Day 3	Day 7
2nd Half 5 ½ Week Course	Day 3	Day 7

Withdrawing During the Drop/Add Period

As an attendance taking institution, we will use a current student's attendance to determine his or her status. During our drop/add period, we are verifying a student's In School status through the following methods:

- **For On-Ground Courses:** Students will have their attendance recorded in class
- **For Online Courses:** Students must participate in initial discussion board by the 3rd calendar day of the quarter or be in communication with academic team. **Logging into Blackboard is not considered being in attendance.**

For Returning Students: If extenuating circumstances prevent a student from being in compliance with the attendance policy, the student must communicate this with their education team or the Registrar if academic team is unavailable to meet. If a student is found to be out of attendance and no communication has been established by the 7th calendar day of the drop/add period, they will be withdrawn from the school by their student advisor. After the 8th calendar day of the quarter, the student will be withdrawn accordingly and student will be responsible for tuition charges as established by the tuition schedule.

For New Students: If extenuating circumstances prevent a student from being in compliance with the attendance policy, the student must communicate this with their Admissions Coordinator, education team or the Registrar if education team is unavailable to meet. If they intend to withdraw during the first 7 calendar days of a quarter, they must communicate their intention with their Admissions Coordinator or member of the academic team to begin the process of cancelling their enrollment. If a new student is found to be out of attendance and no communication has been established by 7th calendar day of the drop/add period, their enrollment will be cancelled. After the 8th calendar day of the quarter, the student will be withdrawn accordingly and student will be responsible for tuition charges as established by the tuition schedule.

Note: For any student that is registered for only a second 5.5 week course, they must complete a letter of intent prior to the drop/add period. This letter indicates that a student is committed to enrolling in the class.

Grade Point Average Calculation

Grade points, the numerical equivalent to the letter grade, are used to determine academic standing. An overall 2.00 grade point average is required for graduation. To the right is an example of how a grade point average is calculated.

The grade point average is computed by dividing the total number of grade points earned by the total number of credits attempted. All courses attempted will be shown on the official transcript. Only courses earning letter grades: A, B, C, D and F are computed in the grade point average.

Course	Grades	Credits Attempted	Grade Points	Total
#1	C	4	X 2	= 8
#2	B	4	X 3	= 12
#3	D	4	X 1	= 4
		12		$\frac{24}{12} = 2$

Grading and Grading Scale

A complete grade report is maintained for each student. The grades are based on various assessments such as in-class work, projects, assignments, and examinations.

Alternative grading scales exist in specific programs. The scales may be required by various accrediting groups or the academic departments.

Incomplete Grades

An incomplete grade (“I”) issued by a faculty member that is not made up by the third day of the next quarter will automatically become an “F” grade. Students who receive an “I” will be re-evaluated for Rate of Progress/CGPA.

Addendum Added for the Winter and Spring 2020 quarters: Due to the COVID-19 pandemic, courses were moved to an online format. Students who were enrolled in courses that required hands-on competencies for final grade determination were awarded an incomplete grade. These “I” grade will remain on a student’s record until they are able to complete their outstanding work, unless they are withdrawn from the institution prior to the completion of the work.

Pass/No Pass Grades

Students who are participating in pass/no pass courses are responsible to submit all required documentation to the appropriate instructor or department by the date specified. Failure to turn in all required documentation will result in a failing grade. The “P” or “NP” grades are not calculated as part of the CGPA although they are part of the rate of progress calculation as referenced in the Satisfactory Progress section of the catalog.

Withdrawals from Classes

Students who withdraw from a course at the end of the ninth week of the quarter will receive a “W” grade. “W” grades are not included in the calculation of the CGPA but are counted as credits attempted and will negatively affect the Course Completion Rate calculation. Students who withdraw after the end of the ninth week of a quarter will receive an “F” grade for the course.

Students enrolled in a 5 ½ week module class who withdraw after 4 ½ weeks will receive an “F” grade.

Please see PTC School of Nursing Guidebook for alternative “Withdrawal from Classes” policy applied in both the Practical and Associate of Science Nursing Programs.

Graduation Requirements

To graduate from the College and receive the appropriate degree or certificate as specified in the PTC catalog, a student must meet the following requirements:

1. Completion of all coursework in the student's specified program of instruction.
2. Satisfaction of all financial requirements.
3. A GPA of 2.0 or higher. (This includes the requirements for a passing grade in each course in the student's program of instruction.)

Leave of Absence

A student may ask for a Leave of Absence (LOA) from the College by submitting a Request for a Leave of Absence form on their MyPTC account. Students will be required to include the mitigating circumstances which led up to the request

GRADING SCALE

NUMBER GRADES	LETTER GRADES	GRADE POINTS
90 - 100.....	A.....	4.0
80 - 89.....	B.....	3.0
70 - 79.....	C.....	2.0
60 - 69.....	D.....	1.0
Less than 60	F	0
Incomplete Work	I.....	---
Pass/Fail	P or NP.....	0
Withdrawal	W	0
Withdrawal (Change)	WC	0
Leave of Absence	L.....	0
Repeat Course.....	R.....	0
Exempt.....	EX.....	0
Scheduled/Not Attended	N.....	0
Pass Exemption	PE.....	0

* A student who fails a course must repeat that course (R).

for the leave, student's anticipated date of return, the student's signature, and the date requested. The following procedures must be followed:

- The Student Advisor and Academic Dean/Chair must approve the LOA prior to the student going on the leave.
- A student who goes on leave without approval may be withdrawn.
- A student's LOAs cannot exceed 180 calendar days in a 12-month period. The Student Advisor will determine the length of the leave based on academic scheduling and the student's circumstances.
- Before requesting an LOA, a student must meet with the Financial Aid Office to determine the impact on his or her financial aid.
- For purposes of Financial Aid, the LOA is recognized as a withdrawal. No Financial Aid funds will be disbursed while a student is on a leave of absence.
- A leave of absence is considered in the calculation of satisfactory progress, maximum time frame for program completion, and refund amounts.
- Students must vacate school-sponsored housing within 24 hours from the beginning date of the leave of absence
- Students who do not return from the LOA will be considered a withdrawal and the allotted six-month grace period for student loans will start on the day the student began their LOA.

Personal Track Courses

The purpose of a Personal Track Course is to allow someone who only needs a specific skill to take individual courses without being enrolled in an official PTC program. Students will complete a separate application and will be enrolled under the designation of PT. Because students are not enrolled in an official program they are not eligible to receive Title IV funding. Students are required to pay for each course with cash or a credit card in full prior to the start of the course. The cost only covers tuition and the book/s if required. The cost does not include devices, tools, uniforms, software or supplies. The cost is non-refundable once the student begins the course. Students enrolled in PT courses are eligible for services such as tutoring while enrolled. Students are not eligible to receive assistance from Career Services. The cost for courses with 3 to 5 credits is a flat rate listed below. Courses that have less than 3 credits or more than 5 credits will be calculated at \$425 per credit. Some courses may be excluded from Personal Track at the discretion of PTC such as nursing courses.

- \$2200 for welding course
- \$1700 for all other courses

Placement Exams

Students enrolling in any of PTC's associate degree programs and some certificate programs must take placement exams for Math and/or English. Placement results are recorded on the student's program layout and transcript in the following manner.

Based on a student's placement exam score for English, the student:

1. May be required to take GEE099 Principles of Writing;
2. May be placed directly into GEE100 English Composition 1.
3. May be placed directly into GEE150 English Composition 2. Student will receive a pass exemption (PE) on his/her transcript for GEE100 English Composition 1.

Based on a student's placement score for math, the student:

1. May be required to take GEM095 Supplementary Mathematics.
2. May be placed directly into GEM120 College Mathematics.
3. May receive a pass exemption (PE) on his or her transcript for GEM120 College Mathematics, an exemption (EX) for GEM165 College Algebra, and, in either situation, be placed in the next sequential math class for the student's program if applicable.

A Pass Exemption (PE) will not affect a student's tuition but may reduce a student's eligibility for financial aid. An Exemption (EX) will reduce a student's tuition and may also reduce a student's eligibility for financial aid.

Program Change

A student may apply for a transfer from one program of study to another. The student must meet with the Financial Aid Office to determine if such a change will alter financial aid awards and payments. The student must request the program change in writing to the Academic Chair and receive the appropriate approval before moving to the new program. Students receiving failing grades in a prior program will be given consideration to change those grades from a failure to a "WC" after one complete term in the new program and achieving above average grades in the new program.

PTC Plus Program

PTC provides students with the opportunity to take cross-curricular courses in addition to their current load. The following guidelines apply to all participating students:

Eligibility

- Students must be enrolled in a degree or certificate program as a full-time student.
- Students cannot participate in PTC Plus until they have completed their first quarter.
- Students must have a 3.00 CGPA and attendance of 90% or above. (These levels must be maintained throughout the period of enrollment in both the primary associate degree or certificate and PTC Plus courses.)
- Participation must be approved by the Academic Chair and is based on seating availability.

Conditions

- PTC Plus grades will be maintained on a separate transcript and will not be calculated in the student's CGPA.
- No tuition or fees will be assessed for PTC Plus courses during the period of time in which the student is pursuing their original degree or certificate.
- The student is financially responsible for textbooks, kits, and all other costs associated with the course.
- Academic Chairs from each area are responsible for tracking completion of the PTC Plus courses.

Limitations

- Participating students will be limited to a total of 15 quarter credits.
- Participating students will not be eligible to obtain a second concentration, certificate, or degree solely based on the PTC Plus courses.
- Students participating in PTC Plus will not be eligible to enroll in Level 300 or 400 courses, internships, capstone, or courses associated with the Applied Management program.

Student Conduct

Students are expected to conduct themselves as responsible individuals and show respect and consideration for instructors, staff, property, and fellow students. The College expects students to conduct themselves in a professional manner, as if they were already at their place of employment.

Certain behavior which could interfere with education or would not be acceptable on the job will not be tolerated in the College and will be the cause for probation or dismissal at the discretion of the Academic Chairs and/or the Vice President of Education:

- Disruptive behavior or student fighting.
- Use of obscene or abusive language to instructors, staff, or other students.
- Theft of property of the College or other students.
- Gambling.
- Possession, use, or being under the influence of alcohol or drugs while on school premises or at institutional functions.
- Academic dishonesty.

For a more extensive discussion, please refer to the Student Conduct section in the PTC Student Handbook.

Student Property

The College takes no responsibility for loss or damage to student work, supplies, or any other personal property. Students are encouraged to purchase appropriate insurance for their personal property.

Student Recognition and Awards

PTC recognizes students with excellent grades and attendance, as well as involvement in community service activities. PTC will recognize students, quarterly, who achieve: academic honors, high honors, and perfect attendance. At each graduation, students are nominated to receive recognition for academic excellence and service to the College and/or community with various awards such as the Richard Caliguiri Award, J.R. McCartan Award, or PTC Community Service Award. For specifics on each, refer to the PTC Student Handbook.

Students Reentering

Students who have withdrawn from a program may reapply to return to complete their program. All students must complete a reentry application that responds to the following:

1. States the reason for the previous withdrawal.
2. States what conditions/situations have changed which would allow the applicant to continue successfully in the program.
3. States that the applicant agrees to comply with the established educational plan and progress requirements established in the application for reentry.

Effective April 16, 2019: When students reenter, the tuition costs will be determined by using the tuition and fees schedule referenced in the PTC catalog under the [Tuition and Fee Calculations](#) section or at <https://ptcollege.edu/about-pittsburgh-technical-college/consumer-information/#catalog> under Financial Information. The schedule calculates a per credit tuition charge based on the specific program and a per term fee charge based on the credit load carried by the student.

Identical courses taken in a degree program that are also in a certificate program may be exempted and could impact total tuition and fee calculations.

Estimated book and supplies will be included in the student's financial plan in addition to the tuition and fee calculation.

Students requesting return under academic probation or previous academic suspension may be required to write a letter to the Vice President of Academic Affairs to be accepted back to school. If approved for a return to school, the student must comply on a quarter-by-quarter basis until they have returned to Satisfactory Academic Progress as described later in this catalog. Once the student has reestablished his/her SAP to allowable levels, reinstatement of student financial aid is possible.

Students Transferring from Degree to Certificate Programs

Any student who transfers from program to program will incur normal tuition charges in effect at that time.

- The student may exempt from relevant classes in a program based on credits completed in a prior program.
- The student will receive credit for tuition paid in prior program, up to the amount of tuition charged in new program.
- The charges for additional coursework will be charged according to the number of credits taken at a reduced rate. (See Tuition Charges for Additional Coursework in the Financial Information section)

Termination of Enrollment by the College

Termination by the College may occur for any of the following reasons:

- Failure to make satisfactory progress as previously defined.
- Non-payment of tuition.
- Failure to comply with the institution's rules and regulations.

Transfer of Credits from PTC

Students wishing to transfer to colleges and universities after graduation can obtain information concerning current transfer agreements from the Academic Affairs office. Pittsburgh Technical College maintains transfer agreements and arrangements with a number of four-year colleges and universities including:

- Berkeley College
- California University of PA
- Carlow University
- Central Pennsylvania College
- DeVry University
- LaRoche College
- Point Park University
- Robert Morris University
- St. Francis University
- Slippery Rock University
- University of Advancing Technology
- University of Pittsburgh, College of General Studies

Other educational institutions may consider transfer of credit from PTC's programs based on a course-to-course or program-to-program basis. As always, the institution accepting credits controls the transfer of credit policy and decides whether to accept credits for transfer.

Veterans Regulations

- **Leave:** Leaves of Absence can be granted to students who wish to interrupt their training temporarily. A written request must be made and approved by the appropriate Academic Chair. The Veterans Administration will be notified immediately when a veteran student is granted a leave of absence.

- **Absence:** Refer to Attendance Expectations published in the Student Handbook and referenced previously in this catalog.
- **Class Cuts:** Class cuts are not permitted and will be recorded as absences.
- **Make-up Work:** Make-up work is not permitted for the purpose of receiving veterans' training allowances.
- **Tardiness:** Minutes missed for late arrivals and early departures are recorded and counted in calculating total absence time and will appear on the transcript of the grades.
- **Unsatisfactory Progress:** Refer to Satisfactory Progress Policy.
- **Credit for Previous Education and Training:** Refer to Transfer of Credit Policy under Admission Policies.

Veterans Benefits and Transaction Act

In accordance with the Veterans Benefits and Transition Act of 2018, PTC will permit all Covered Individuals (students receiving a Ch. 33 Post 9/11 GI Bill®, or Ch. 31 Voc-Rehab benefits) to attend or participate in the course of education during the period beginning on the date in which the Covered Individual provides to PTC a Certificate of Eligibility* for entitlement to educational assistance under 38 U.S. Code, Chapter 31 or 33 and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

PTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of that person's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the VA.

PTC may require Chapter 31 or 33 students to take the following actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education, and/or
2. Submit a written request to use such entitlement, and/or
3. Provide additional information necessary to the proper certification of enrollment by PTC, and/or
4. Require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

* The Certificate of Eligibility may also include a Statement of Benefits obtained from the Dept. of Veterans Affairs (VA) website e-Benefits, or a VAF 28-1905 form for Chapter 31 authorization purposes.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Withdrawal Policy

To officially withdraw, a student must complete the Complete Withdraw Request found on their MyPTC account. The school encourages the student to discuss this request with their Student Advisor, Program Coordinator or Academic Chair and Dean prior to submitting their request.

The official withdrawal date and date of determination will be the date the school receives notification of the withdrawal.

For a student who fails to return from a leave of absence, the determination date will be the day he/she was to resume attendance, unless the student has notified the school of the intent not to return. In these cases, the date of determination

is the date the school was notified. A student withdrawn from a program, for any reason, is considered to be no longer enrolled.

A withdrawn student visiting the school, for any reason, must seek approval of appropriate school personnel before visiting any PTC-controlled property and must always sign in at the visitors' desk upon arrival.

A student enrolled under any program from which financial aid is derived is responsible for informing the appropriate office, government agency, or benefactor.

Unofficial Withdrawal

Pittsburgh Technical College is required to determine if the student unofficially withdrew from the College. An unofficial withdrawal occurs when a student stops attending all classes and stops participating in any academic activities beyond the date he/she last attended classes.

Pittsburgh Technical College does not require attendance to be recorded. The College makes the best attempt to document the student's last date of attendance at an academically related activity and when unsuccessful defaults to using the student's last date of attendance at the midpoint of the period as the withdrawal date.

Students who are not attending class are identified on the mid-quarter class roster submitted by class instructors. If a student is identified as not attending one or more classes, they will receive an email from their Student Advisor. Students no longer attending class are encouraged to officially drop individual quarter length courses or withdraw entirely through their Student Advisor.

At the end of each quarter the College Registrar will identify and review all students who have a term 0.0 GPA and who have been assigned all "F" grades for that term and distribute the list to the Student Advisors. If no communication occurs, the Student Advisor will process them as a withdrawal and notify the student that they are not permitted to enroll in future terms until contacting the Admissions Re-entry coordinator.

Satisfactory Academic Progress (SAP)

Federal Satisfactory Academic Progress Policy (SAP)

Federal Policy: HEA Sec. 484 (c), 34 CFR 668.16(e), 34 CFR 668.32(f), 34 CFR 668.34 and Federal Register. The United States Department of Education requires every postsecondary institution receiving federal funds (Title IV) to have a Satisfactory Academic Progress (SAP) Policy that is used to determine eligibility for continued receipt of federal funds. The SAP policy applies to all federal Title IV financial assistance programs including Federal Work-Study, Federal PELL, Federal Supplement Education Opportunity Grant (SEOG), Federal TEACH Grant, Federal Perkins Loans, Federal Direct Stafford Loans, and Federal Direct PLUS loans.

The school's policies for SAP are designed to review a student's academic performance in terms of quantitative and qualitative measures to ensure the student is making progress towards the completion of the academic program. The SAP policy must be at least as strict as that for students who are not receiving FSA funds at your school, and it must apply consistently to all educational programs and to all students within categories, e.g., full-time, part-time, and online. The policy must require an academic progress evaluation at the end of each payment period (quarter).

Pittsburgh Technical College's Federal Satisfactory Academic Progress Policy

The federal SAP policy for Pittsburgh Technical College students receiving Federal Title IV aid is the same as or stricter than the College's standards for students enrolled in the same educational program who are not receiving Federal Title IV financial aid. Federal Satisfactory Academic Progress is run at the end of each quarter shortly after final grades are due typically in January, April, July, and October.

Once the review is complete and your status is calculated, the PTC Financial Aid Office will send you an email reminder to your PTC email address informing you this process is complete and instructing on your status and next steps. The following factors are evaluated at the end of each quarter:

- 1. Qualitative (GPA):** Students must maintain at least a 2.00 cumulative grade point (QPA) average to remain in good academic standing. Grading scales/system can be found in the Academic Catalog under Grading and Grading Scale.

Grades cannot be rounded up. Anything below the exact minimum requirement is not rounded up in order to meet the minimum standards. For example, if you are a student with QPA of 1.9999 you do not meet the minimum QPA requirement.
- 2. Quantitative (Credit Hours Earned):** All students must complete 67% of credits attempted to maintain good standing and be considered making Satisfactory Academic Progress. The completed percentage is determined by dividing credits earned by the number of credits attempted. The calculation cannot be rounded up. Anything below the exact minimum requirement is not rounded up in order to meet the minimum standards. For example, if your number of credits earned divided by the number of credits attempted equates to .6666667, your percentage is 66% and you do not meet the minimum credits attempted requirement.
- 3. Maximum Time Frame:** Maximum Time Frame is defined as the required length of time it will take a student to complete his/her degree. A student will remain eligible for federal aid for up to 150% total attempted credits. All credits transferred to the college and attempted credits will count towards the Maximum Time Frame requirement for Satisfactory Academic Progress. Students who meet all academic program requirements but do not achieve a Grade Point Average of 2.0 or take longer than the 150% length of program established in the Satisfactory Academic Progress standards, will earn a Certificate of Credits Completed, and not an Associate Degree or diploma. You are no longer eligible for federal financial aid.

MAXIMUM TIME TO COMPLETION PER PROGRAM

Bachelor Degrees	Minimum Credits Needed	Maximum Credits Students Can Attempt
Applied Management	184	276
Business Administration (36 months)	184	276
Business Administration - Completer	188	282
Information Systems Technology (36 months)	188	282
Information Systems Technology - Completer	188	282

Associate Degrees	Minimum Credits Needed	Maximum Credits Students Can Attempt
Business Administration – Accounting Administration	108	162
Business Administration – Management	110	165
Computer Aided Drafting – Architectural Engineering Technology	94	141
Computer Aided Drafting – Mechanical Engineering Technology	94	141
Computer Programming	113	169.5
Criminal Justice	101	151.5
Culinary Arts	120	180
Electronics Engineering Technology	107	160.5
Electronics Engineering Technology - Industrial Instrumentation	110	165
Graphic Design	108	162
Heating Ventilation & Air Conditioning Technology	109	163.5
Hospitality Management Administration – Hotel & Restaurant Mgmt.	102	153
Hospitality Management Administration – Travel & Tourism Mgmt.	100	150
Information Technology – Network Administration	115	172.5
Information Technology – Network Security & Computer Forensics	116	174
Medical Assisting	111	166.5
Medical Office Administration	115	172.5
Multimedia Technologies – Video Production	115	172.5
Multimedia Technologies – Web Design & Development	106	159
Nursing	124	186
Smart Building Technology	106	159
Surgical Technology	107	160.5
Welding Technology	108	162

Certificates	Minimum Credits Needed	Maximum Credits Students Can Attempt
Baking & Pastry	43	64.5
Culinary Arts	76	114
Electrician Technology	74	111
Heating, Ventilation and Air Conditioning Technology	79	118.5
Medical Coding	57	85.5
Practical Nursing	84	126
Therapeutic Massage Practitioner	62	93
Welding Technology	56	84

- **Additional Factors:** The following factors are considered when evaluating a student's Federal Satisfactory Academic Progress:
- **Audited Courses:** Students who audit courses have the option to replace their failing grade with the earned audited grade. The earned grade from the audit will count towards the student's cumulative QPA. While in audit status, students are not charged tuition and no student aid is involved.
- **Change of Program:** If a student changes programs, the hours attempted under all courses of study are included in the calculation of attempted and earned hours.
- **Incomplete Grade (I):** An incomplete grade does not earn credit or influence the grade point average in the quarter in which the course work was taken. However, an incomplete grade will count towards your total credits attempted. Once the incomplete grade has been resolved and a grade has been earned, the credits and the grade will then be counted towards satisfying the minimum credit hours and the grade point average requirements.
- **Leave of Absence (L):** A grade assigned when a course is removed from a student's schedule after the current quarter's Add/Drop period and a student takes a leave of absence. This grade does not earn credit towards graduation or towards satisfying the minimum credit hours requirement of the federal SAP policy. However, these credits will count towards your total attempted credits and could possibly affect the Maximum Time Frame requirement.
- **Pass/Fail Courses (P/NP):** Passing credits for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.
- **Remedial Courses:** These courses are worth 0.00 credits and grades are not factored into the overall grade point average. They do not have an effect on a student's attempted or earned credits. Remedial courses are not financial aid eligible.
- **Repeated Courses (R):** The highest grade earned will be used in calculating the student's grade point average with the credits being counted only for the quarter in which it was repeated. The lowest grade(s) will be replaced with an R grade. However, each time a student repeats a course, those credits are counted towards the student's Maximum Time Frame. These courses will also be counted towards satisfying the minimum earned credit hours standard.
- **Transfer Courses (EX):** The maximum time frame for transfer students is calculated based on the number of credits needed to complete the program after transfer credits are accepted. Transfer grades are not used to calculate the CGPA. These courses will also be counted towards satisfying the minimum earned credit hours standard.
- **Withdrawal Courses (W):** A grade assigned when a course is removed from a student's schedule after the current quarter's Add/Drop period. All withdrawal categories do not earn credit towards graduation or towards satisfying the minimum credit hours requirement of the federal SAP policy. However, these credits will count towards your total attempted credits and could possibly affect the Maximum Time Frame requirement.

IMPORTANT NOTE: Please be aware that withdrawing from courses can affect your Financial Aid eligibility in future quarters. Remember, Federal Title IV financial aid is measured both quantitatively & qualitatively. So even if your GPA is not negatively impacted by withdrawing from courses your credits attempted/completed will be affected. It's important to consult the Financial Aid Office before dropping classes after the quarter's Add/Drop period.

Pittsburgh Technical College's Satisfactory Academic Progress Procedures

Once the SAP calculation is complete, students are assigned their SAP status that requires action when they do not meet the minimum SAP requirements. A sequential status assignment order is followed to determine your financial aid eligibility for the present and future terms.

Satisfactory Academic Progress Status Sequence and Explanation:

- **Financial Aid Warning (You are eligible for federal financial aid.)**

Financial Aid Warning is a status assigned to a student who fails to make Satisfactory Academic Progress at a school that evaluates progress at the end of each payment period (quarter) and chooses to allow students who fail its progress standards to continue to receive aid. While on the Warning status you will be eligible for federal financial aid. However, if at the end of the quarter you are not meeting the minimum (2.0 QPA and 67% cumulative attempted credits) Satisfactory Academic Progress (SAP) requirements, you will be put on Financial Aid Suspension.

- **Financial Aid Suspension (You are not eligible for federal financial aid unless you complete the academic plan appeal.)**

Financial Aid Suspension is a status assigned to a student who fails to achieve Satisfactory Academic Progress (SAP) while on the "Financial Aid Warning" status. Since after your warning period you are not meeting the minimum (2.0 QPA and 67% cumulative attempted credits) Satisfactory Academic Progress (SAP) requirements, you are not eligible for federal financial aid. In order to gain federal financial aid eligibility, you must complete the SAP Financial Aid Academic Plan Appeal Form. This form can be found on the Forms section on the Financial Aid website at www.ptcollege.edu under Financial Aid.

- **Financial Aid Probation (You are eligible for federal financial aid.)**

Financial Aid Probation is a status assigned after you complete the SAP Academic Plan appeal process. You are eligible for federal financial aid for the current quarter. If at the end of the quarter you are meeting your SAP Academic Plan but not meeting the cumulative minimum (2.0 QPA and 67% cumulative attempted credits) Satisfactory Academic Progress (SAP) requirements, you will be put on Financial Aid Suspension and will have to appeal each quarter until you meet the cumulative minimum requirements. If at the end of the quarter you do not meet the SAP Academic Plan or the minimum cumulative SAP requirements, you will be put on Permanent Financial Aid Suspension status. You will then not be eligible for federal financial aid nor an appeal until you meet the minimum overall cumulative SAP requirements minimum (2.0 QPA and 67% cumulative attempted credits).

- **Permanent Financial Aid Suspension (You are not eligible for federal financial aid.)**

If the student fails, their Academic Plan for the approved quarter & does not meet the overall qualitative or quantitative measures mentioned above then the student will not be eligible for another SAP Appeal or Academic Plan. The student is placed on Permanent Financial Aid Suspension. The appeal process is no longer permissible when assigned this status. In order to regain financial aid eligibility, a student must successfully meet all requirements for Satisfactory Academic Progress. Students may use any quarter(s) of the academic year to eliminate his/her deficiency. However, he/she is financially responsible for all expenses incurred during the time it takes to regain eligibility. Course work taken at another college or university may be used to resolve the minimum credit hours earned requirement. Students also have the option to audit courses in order to improve their GPA. Please see the Audit of Courses policy in the catalog for more information.

The only possible exception to the strict guideline would be if the student was impacted due to health reasons or hospitalization or passing of an immediate family member. Such an exception requires extensive documentation proving the medical emergency or death certificate that impacted the current quarter academic achievements.

Students can apply for Private Alternative Loans but they are not eligible for Federal Title IV financial aid until they achieve the minimum SAP requirements and are considered to be in good standing. We will consider Financial

Aid Suspension for previous non-borrowers only if the previous term the student earned a minimum of 2.0 GPA and 100% attempted credits.

IMPORTANT NOTE: Students that exited the College not in “good academic standing” are potentially subjected to bypassing the Financial Aid Warning status and immediately progressing to the Financial Aid Suspension status. The Financial Aid Office reserves the right (at any time for all students: newly admitted, readmitted and continuing) to progress the status sequence as deemed necessary (including but not limited to) as per academic performance, inconsistent enrollment, excessive withdrawal grading assignments and signs or concerns of fraudulent activity.

Satisfactory Academic Progress Financial Aid Academic Plan Appeal Process

Students are strongly encouraged to complete the SAP Academic Plan Appeal Process. Even if you submitted a previous Academic Plan and passed, you must complete this process each quarter in order to retain federal financial aid. Students will not be eligible for federal financial aid until all document requirements for Satisfactory Academic Progress have been achieved and submitted accordingly. If you are on Financial Aid Suspension, you are eligible to complete the SAP Financial Aid Academic Plan Appeal Process in order to be eligible for federal financial aid for the current quarter.

The following information is required before financial aid processing can occur:

- **Appeal Form:** The Federal Satisfactory Academic Progress Appeal Form can be found on the Forms section on the PTC Financial Aid website. Students are required to complete all sections of the form. This form explains all requirements and collects informational data and your required signature.
- **SAP Explanation Letter:** A student may file an appeal if there is an unusual and/or mitigating circumstance that affected their academic progress. Such circumstances may include a severe illness or injury to the student or immediate family member; the death of a student’s relative; activation into military service or other circumstances. Please be specific and provide any supporting documentation that would substantiate your appeal. All information will be strictly confidential. All SAP explanations must also outline the steps you are planning to take to ensure future success at Pittsburgh Technical College in addition to your Academic Plan. If you passed your plan and are resubmitting the SAP explanation for continued federal financial aid eligibility, you are only required to explain the steps you plan to continue to achieve academic success.
- **Academic Plan:** An SAP Academic Plan must be completed with either a Student Advisor or Program Coordinator. This plan will help you work to maintain the overall cumulative SAP requirements and assist you with progressing towards meeting your degree requirements. The Federal Satisfactory Academic Progress Academic Plan can be found on the Forms section on the PTC Financial Aid Website.

Readmitted Students

Readmission to the College does not reinstate your funding or automatically mean you are eligible for federal financial aid. If you are readmitted to the College, you should contact the Financial Aid Office regarding your financial aid eligibility. You must meet the SAP Requirements stated in this policy in order to receive federal financial aid. Approval will be required by the Re-Entry SAP Committee if a student is not in good academic or financial standing. Students will be evaluated by Financial Aid, Student Accounts, and Registrar for potential re-entry success. You cannot begin the re-entry process without the approval of the committee.

Academic University Policies that Impact the Federal Satisfactory Academic Policy

It is important that you understand and reference all College policies before deciding on a change in your enrollment. All policies that involve grading and adjustments to your schedule after the Add/Drop period will ultimately have an impact on Satisfactory Academic Progress.

Below are examples of Academic Policies that can impact your ability to successfully maintain the minimum requirements of the SAP policy. All academic policies including those listed below can be found in the Pittsburgh Technical College catalog posted on the website.

- Change of Program Policy
- Leave of Absence Policy
- Transfer of Credit Policy
- Unofficial Withdrawal Policy
- Withdrawal Policy

PTC Services

Accommodations for Students with Disabilities

PTC ensures that all services, activities, facilities, and privileges are accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

To Request Accommodations

1. Submit documentation to PTC from a licensed professional such as a medical doctor, psychologist, or other qualified diagnostician. AND
2. Contact Mr. Keith Merlino, Associate VP of Student Services, at merlino.keith@ptcollege.edu or 412.809.5256 to discuss accommodations. The Associate VP of Student Services will notify you in writing of the approved accommodations and will notify faculty/staff on a selective “need to know” basis.
3. For classroom accommodations, notify individual faculty members of the approved accommodations to be utilized in their class. Please allow faculty sufficient time to arrange accommodations.

Additional information can be found in the U.S. Department of Education publication “Students with Disabilities; Preparing for Postsecondary Education: Know Your Rights and Responsibilities” at

www.ed.gov/about/offices/list/ocr/transition.html.

Advising

The Academic Chairs, Program Coordinators, Student Advisors, and faculty are available for student advising regarding attendance and academic issues. The school may also refer students to social service agencies or a counseling service.

Alert System

Emergency Alert system is the main mechanism used by the college to keep students and families advised on emergency announcements. Sign-up at www.ptcollege.edu/alerts for Blackboard Connect to receive messages about emergencies, school cancellations and delays, and/or student activities. Please contact the PTC Help Desk at 412-809-5397 if you have difficulty signing-up.

Alumni Association

The purpose of the PTC Alumni Association is to promote the continuing success of Pittsburgh Technical College. The Association provides leadership to a variety of programs that build and encourage strong relationships between the alumni, students, faculty and staff, and the companies and organizations that hire our graduates. As a result of Association programs, alumni will continue to value their PTC experience and the College will prosper and grow.

Membership to the Alumni Association goes to anyone who graduates from PTC.

Benefits

- **Alumni Newsletter:** Stay in touch with former classmates and friends with regular newsletters
- **Alumni Events:** Watch the alumni event calendar regularly, for alumni events and career assistance.
- **Career Support** from PTC’s Career Services department staff
- **Career Fairs:** Held on campus every year
- **Career Connect:** Access to PTC’s national online career search and recruiting tool
- **Speaker Series:** Visit the campus regularly to participate in timely, interesting speakers
- **Stay in touch** at <https://ptcollege.edu/alumni-center>

Career Services

The Career Services Department offers a variety of professional services to students, graduates, and alumni. These services include:

- Assisting students enrolled at PTC who are looking for a part-time job.
- Securing field-related internship sites for students.
- Assisting graduates and alumni with their career search.
- Coordinating professional development opportunities, special events and a quarterly electronic newsletter for alumni.

The department is a member of the National Association of Colleges and Employers (NACE). Through this organization, students and graduates have access to Career Connect, where they can search for, identify, and pursue job opportunities.

The school will assist graduates in seeking employment as outlined above, but does not guarantee employment.

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

- Schools must publish an annual report disclosing campus security policies and three years of selected crime statistics and must make timely warnings to the campus community about crimes that pose an ongoing threat to students and employees. Students should refer to the Student Handbook for information related to campus security policies.
- Campus sexual assault victims are assured of certain basic rights.
- The provisions of the Act are enforced by the U.S. Department of Education.
- The Public Safety Department maintains the PTC Campus Crime Log. To view a list of crimes that occurred within the past 60 days, please visit this department. The log includes the following information: date of report, date/time the crime occurred, nature of the crime, general location, and disposition. Requests for logs exceeding 60 days will take up to two business days to process.
- PTC complies with the requirements of the Clery Act. See PTC web site: <https://www.ptcollege.edu/about/consumer-information>.

Commitment to Student Success

To assist students academically, all incoming students are given ACCUPLACER placement exams appropriate to their programs to determine their basic skill levels in math, writing, and/or reading comprehension. These assessments are used to help develop and implement a program of study that leads to fulfillment of the student's academic goals.

For programs requiring math and/or English classes, students' ACCUPLACER scores are used to determine their placement into those classes. Students whose scores place them out of GEE100 English Composition 1 and GEM120 College Mathematics will receive a Placement Exam (PE) grade designation on their transcripts for those courses. No adjustment will be made to a student's tuition for a PE grade.

Students whose ACCUPLACER scores show that they need assistance in mathematics and/or writing may be required to enroll in and successfully complete appropriate transitional/support classes. These transitional/support classes are non-credit courses and, as such, they provide no credits toward degree status, cannot be calculated as part of a student's

GPA, and cannot be counted in determining full-time or part-time status. These courses may increase the number of courses a student is scheduled to take; however, they will not affect a student's tuition costs.

Community Service

Students assist with community service by volunteering their time to organize events, raise funds, and share their talents. PTC students have received state and national awards for their contributions of time and talent to local and national causes. PTC is proud to partner with local agencies to provide tutors for public school children and with local libraries to provide educational programs to the community. Other community service projects have included hosting blood drives, fund raising for charities, cleaning highways, and helping at nursing homes, youth homes, hospitals, and food pantries.

Facilities

Pittsburgh Technical College's facilities are located in two separate buildings, the main academic building and the Energy Tech Center, both located in North Fayette Township.

- The 180-acre North Fayette Campus is conveniently situated between the downtown Pittsburgh area and the Pittsburgh International Airport. The Robinson Town Centre business and entertainment center, and several suburbs that offer housing and employment opportunities are in close proximity. The six-level, 165,000-square foot, open-environment main academic building houses:
 - Instructional labs
 - Application labs
 - Demonstration labs
 - Medical Labs
 - Student café
 - Student lounge
 - Military lounge
 - Library
 - Tutoring center
 - Print center
 - Financial aid offices
 - Housing office
 - Career services
 - Gallery
- In addition, the campus has a 15,000-square foot Energy Tech building which houses classrooms and labs for Welding, HVAC, and the Industrial Instrumentation component of the Electronics Engineering Technology program.
- Adjacent to the building is adequate parking space for students, faculty, and staff.
- Also adjacent to the buildings are housing accommodations for approximately 465 students that provide easy access to the academic buildings.

FYI – A Student Newsletter

PTC provides a bi-weekly newsletter that informs students of upcoming events and activities, special interest stories, department news, and student achievements. Students are encouraged to participate in the production of the newsletter.

Honor Societies

Pittsburgh Technical College is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information about the society, refer to <http://www.abg.org>.

Housing

PTC will assist any student interested in obtaining housing while attending the College. There are several options. Students who want additional information on housing should contact their Admissions Coordinator.

Intramural Sports

Organized sports are an important part of college life. Intramural sports are scheduled competitive activities. Teams are organized for men, women, and co-ed play that range from pick-up games to tournaments for students and faculty/staff groups.

Library Resource Center (LRC)

The LRC serves as the information center for the college. The doors open every weekday morning at 7:00 to a large collection of books, journals and DVDs ... chosen to support curriculum and career development goals. The light airy space, with its central fireplace, is conducive to study and reflection. Wi-Fi is accessible throughout with charging stations available for personal devices. The adjoining computer lab contains 36 PCs providing the opportunity for information literacy instruction as well as other classes. The doors may close at 7:00 pm, but access to a digital library, as well as other database resources is available 24/7, providing thousands of books and hundreds of thousands of articles. Reference librarians are available to provide the PTC community with direction to library materials and expertise on multiple kinds of information from multiple sources.

Professional and Interest Organizations

There are a variety of professional and interest organizations at Pittsburgh Technical College. These organizations provide opportunities for social and intellectual growth. These groups are organized and conducted by students in cooperation with faculty and staff advisors and involve a wide range of interests. Participation gives students opportunities to develop personal and leadership skills. Current PTC student organizations include:

- Alpha Beta Gamma (ABG)
- American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE)
- American Society of Travel Agents (ASTA)
- Competitive Gaming Club
- Culinary Club
- DECA
- Dungeons & Dragons
- Gay Straight Alliance (GSA)
- International Society of Automation (ISA)
- Magic: The Gathering Club
- Mainframe Club
- PTC Drama Club
- Recharge
- Resident Hall Council
- Software Development Club
- Women in STEAM

If a student is interested in membership or starting an organization, he/she should consult with the Director of Student Activities located in the Student Services Department.

PTC Police Department

PTC maintains a full-time Police Department which responds to all day-to-day emergency and security issues on and off campus. The department is responsible for issuing timely notification to students, staff, and faculty through the use of an alert system. These responses are issued in emergency situations to keep the campus aware of issues related to security. The department is also responsible for maintaining a campus security log and crime statistics as required by the Jeanne Clery Act. This information is published annually in the Campus Security and Safety Report, which is located in the Consumer Information section of PTC's website.

PTC Police can be reached at 412-809-5300.

Student Activities

PTC believes that student activities and events encourage social interaction and a sense of pride in oneself and school. Students participate in a variety of activities throughout the year including:

- Carnival
- Parties
- Live performances
- Ice cream socials
- Daytime activities
- Evening events
- Holiday parties
- Cook-outs and bonfires
- Discounted tickets to sports, events, amusement parks, and other attractions

Student Lounge

A student lounge, complete with big screen TV, video games, and comfortable furniture is located in room 202 of the classroom building.

Student Military Lounge

PTC understands the challenges that members of our armed forces face when returning to school. We also understand it is important for our military students to be able to identify one another – which can be difficult when the uniform has been replaced by jeans and a t-shirt. That's why PTC created an exclusive Military Lounge for enrolled military. The Lounge is a safe haven, a quiet place, and a meeting spot for military students to find one another, share experiences, and work together to achieve academic and professional success.

The Military Lounge is located on the fifth level of PTC's main academic building and is accessible only to military-affiliated students through a key card entry system for use whenever the building is open. It features a comfortable couch and chairs, two computer work stations, a refrigerator, a large-screen TV, magazines, and resource materials addressing financial aid, post-traumatic stress, counseling, and military benefits.

Substance Abuse and Sexual Violence Awareness

Realizing the importance of educating students regarding substance abuse and sexual violence issues, PTC has subscribed to a web service called MyStudentBody. All first quarter PTC students are required to complete the MyStudentBody Essentials course, comprised of the modules "Alcohol," "Drugs," and "Sexual Violence." Periodic reinforcement of this training is targeted to female students (SHARP training), bystanders, resident students, and others.

In addition, information is available through the Student Handbook and The Sexual Harassment and Sexual Assault Handbook.

Tutoring

Tutoring is available to students by faculty members and/or peers for all subjects taught at the College. Appointments for tutoring or assistance in developing or sharpening basic skills in mathematics, writing, and computer operations can be made through the faculty, Program Coordinator, Academic Chair, Student Advisor, or the Learning and Assessment Coordinator.

General Administrative and Disciplinary Matters

General Administrative and Disciplinary Procedures

Pittsburgh Technical College's General Disciplinary Procedures provide for administrative hearings and appeals in matters of discipline and other student complaints. These procedures are detailed in the Student Handbook and are available online at <https://ptcollege.edu/about-pittsburgh-technical-college/consumer-information/#manuals>.

Academic Probation and Dismissal Procedure

Students who disagree with the application of Rate of Progress/CGPA minimums, resulting in probation or dismissal actions must utilize the following process:

- First, discuss the situation with the student's Academic Chair.
- If still dissatisfied, the student may appeal to the Vice President of Education. Appeals must be in writing and be received within three days of the notification of probation or dismissal.
- The student will continue to attend classes during the appeals process.
- The Vice President of Education, in consultation with the Academic Chair, will rule in writing on appeals within two weeks of receipt.
- Appeals from academic probation or dismissal may be taken to an Appeals Board as set forth in the Student Handbook.
- The Appeals Board may attach conditions to the granting of relief.
- Students who are granted relief must meet all conditions attached to the granting of the relief, or the action appealed will be reinstated by the Vice President of Education.

Code of Student Conduct

Disciplinary actions imposed for violations of the Code of Student Conduct are subject to the procedures contained in the PTC Student Handbook.

Student Complaint Policy and Procedures *(Effective November 2016)*

Pittsburgh Technical College (PTC) students are encouraged to participate fully in the educational process. To that end, students are provided with the Student Complaint Policy and Procedures.

A student with a complaint or concern that a policy or procedure of a department has been incorrectly or unfairly applied in his/her particular case, or an informal or formal charge against a person's behavior, has recourse through the complaint and appeal procedures. PTC students should follow the procedures detailed in this policy when registering a concern with the appropriate department or when filing an appeal. Students should contact the appropriate PTC representative immediately, or as soon as practical, to file a complaint. All complaints will be handled as quickly as a thorough process can be completed, typically within ten school days.

For purposes of this policy, PTC defines a student grievance as any complaint relating to academics, discrimination, harassment, the privacy of student records (FERPA), Title IX, appeals against disciplinary or grievance decisions, and Americans with Disabilities Act (ADA) accommodations. If you have questions concerning this policy, bring them to the attention of the Associate Vice President of Student Services.

Informal Complaint Process

Each student who has a grievance should make a reasonable effort to resolve issues on an informal basis before filing a formal complaint. Meetings and dialogues between the parties directly involved are examples of informal problem-solving strategies that are highly recommended. Both parties are expected to seek a solution that is equitable and satisfactory.

Complaints concerning sexual harassment or gender discrimination may be brought directly to the attention of the Title IX Coordinator, Nancy Starr, at 412-809-5311, or starr.nancy@ptcollege.edu. The student and Ms. Starr can determine whether to follow the informal or formal process based on the type of complaint and/or any other factors relevant to making the determination.

Complaints regarding non-gender-specific discrimination or accommodations for a student with a disability may be brought directly to the attention of the Associate Vice President of Student Services, Keith Merlino, at 412-809-5256, or merlino.keith@ptcollege.edu. The student and Mr. Merlino can determine whether to follow the informal or formal process based on the type of complaint and/or any other factors relevant to making the determination.

Basic steps for informal academic complaints include:

Complaint Procedure for Nursing, Business, and Culinary Arts Programs

1. Meet with the instructor. If the issue is not resolved:
2. Schedule a meeting with the Academic Chair (see the [PTC Catalog](#) for a list of staff/faculty by department) who can work with the student to come up with a final informal determination.

Complaint Procedure for all other Programs

1. Meet with the instructor. If the issue is not resolved:
2. Meet with the appropriate Academic Chair (see the [PTC Catalog](#) for a list of staff/faculty by department) for a final informal determination.

Basic steps for non-academic complaints include:

Procedure for Non-Academic Complaints

1. Meet with the other person/party directly involved. If the issue is not resolved:
2. Meet with the appropriate Department Manager/Director (see the [PTC Catalog](#) for a list of staff/faculty by department) for a final informal determination.

If a complaint cannot be satisfactorily resolved through the informal process, students may file a formal complaint by following the procedures shown in the next section.

Formal Complaint Process

Should the informal process described above fail to resolve the complaint satisfactorily, PTC's formal complaint process may be initiated. To begin the formal process, the student must complete the [Student Complaint Form](#) located on PTC's Consumer Information webpage and submit it to the appropriate department Academic Chair or Vice President (depending on program). Steps in the process include:

Category of Complaint	Explanation	How to File
Academic, Faculty, and/or Curriculum.	Students may file a complaint regarding grades, academic probation or dismissal, degree requirements, faculty members, curriculum, etc. using this procedure.	<p>Culinary and Business: Deliver the completed Student Complaint Form to the Dean, Melissa Wertz, (4th floor) or by email at wertz.melissa@ptcollege.edu Phone: 412-809-5358</p> <p>Nursing: Deliver the completed Student Complaint Form to the Dean, Terri Barbour, (4th floor) or by email at barbour.theresa@ptcollege.edu Phone: 412-809-5275.</p> <p>All other programs: Deliver the completed Student Complaint Form to the Vice President of Education, Eileen Steffan, by hand (3rd floor) or by email at steffan.eileen@ptcollege.edu Phone: 412-809-5211</p>
Financial Aid, Scholarships, Grants, FERPA, Disciplinary Actions	Students may file a complaint regarding the financial aid process, institutional aid determinations and disbursements, student data privacy, student conduct determinations or actions, etc. using this procedure.	Deliver the completed Student Complaint Form to Jay Clayton, by hand (3rd floor) or by email at clayton.jay@ptcollege.edu Phone: 412-809-5250
Discrimination	Students who believe they have been discriminated against because of their race, ethnicity, color, religion, national origin, disability, veteran status, sexual orientation, sex, gender identity, or genetic information they have the right to file a complaint using this procedure, as well as the right to file a complaint to an outside resource (see below).	<p>Deliver the completed Student Complaint Form to the Associate Vice President of Student Services, Keith Merlino, by hand (3rd floor) or by email at merlino.keith@ptcollege.edu Phone: 412-809-5256</p> <p>Title IX specific discrimination complaints can be delivered to the Title IX Coordinator, Nancy Starr, by hand (3rd floor) or by email at starr.nancy@ptcollege.edu Phone: 412-809-5311</p>
Sexual Harassment or Assault	<p>A Title IX complaint can be filed, using this process, if students believe their Title IX rights have been violated. In addition, students also have the right to file a complaint to an outside resource.</p> <p>Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.</p>	The completed Student Complaint Form can be delivered to the Title IX Coordinator, Nancy Starr by hand (3rd floor) or by email at starr.nancy@ptcollege.edu Phone: 412-809-5311
Student Services, Student Housing, Harassment, ADA Accommodations, and all other issues	Students may file a complaint regarding student activities, roommate issues, housing complaints, harassment that is not gender-specific or sexual in nature (see above), accommodations provided for disability, etc. In addition, students may file a complaint to the OCR (see below) for ADA specific issues.	Deliver the completed Student Complaint Form to the Associate Vice President of Student Services, Keith Merlino, by hand (3rd floor) or by email at merlino.keith@ptcollege.edu Phone: 412-809-5256

An initial meeting will be held as soon as practicable, typically within three school days. A decision will generally be provided within ten school days following the initial meeting.

Appeals

A [Request for Appeal](#) must be filed in writing to the Vice President of Administration (or designee), Jay Clayton, clayton.jay@ptcollege.edu or 412-809-5120 within three business days of the hearing or formal complaint determination. The form is located on the Consumer Information page of the PTC website. Any exceptions are made at the discretion of the Vice President of Administration (or designee) and, when appropriate, the Title IX Coordinator.

Information on the appeals process is located in the Student Handbook and [Consumer Information page](#).

Outside Resources

Complaints may be brought to the attention of the Pennsylvania Department of Education Bureau of Postsecondary and Adult Education (PDE) and/or the Middle States Commission on Higher Education.

**Pennsylvania Department of Education
Bureau of Postsecondary and Adult Education**
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
Fax: 717-772-3622
Website: [PDE Complaint Procedure](#)
Email: RA-pls@pa.gov

Middle States Commission on Higher Education
3624 Market Street, 2nd Floor West
Philadelphia, PA 19104
Telephone: (267) 284-5000
E-mail: info@msche.org

Students who have an ADA or Title IX concern may contact The Office of Civil Rights at the U.S. Department of Education for assistance.

Office for Civil Rights, Enforcement Office

U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323

Telephone: 215-656-8541
FAX: 215-656-8605; TDD: 800-877-8339
Email: OCR.Philadelphia@ed.gov

Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>

Resources

- [PTC Code of Student Conduct](#)
- [Sexual Harassment & Sexual Violence Policy](#)
- [Campus Sexual Assault Bill of Rights](#)
- [Appeal Instructions](#)
- [Sexual Harassment and Sexual Violence Prevention](#)
- [Appeal Request Form](#)

Online Students Outside Pennsylvania

PTC is a member of the [National Council for State Authorization Reciprocity Agreements](#) (NC-SARA), which establishes national standards for interstate offerings of distance-education courses and programs. Currently, 48 states (excluding CA and MA), and 1680+ institutions nationwide participate in the reciprocity agreement.

Students residing outside of Pennsylvania who are taking online courses from PTC may follow the student complaint procedures detailed in the Course Catalog, Student Handbook, or [Consumer Information](#) webpage. If a student is not satisfied with the resolution of a complaint, he/she may appeal to the [Pennsylvania Department of Education](#) (PDE) within two years of the resolution date. The PDE will notify the home state in which the student resides of the appeal. The resolution of the complaint by the PDE will be final, except in the event that PTC is in violation of applicable law(s).

Pennsylvania Department of Education
Postsecondary and Adult Education
333 Market Street, 12th Floor | Harrisburg, PA 17126-0333
Phone: 717.783.8228 | Fax: 717.722.3622
ra-collunivseminfo@pa.gov | www.education.state.pa.us

Complaints regarding student grades or student conduct violations are governed entirely by PTC policy and the laws of Pennsylvania.

CA Residents: Students who reside in California and wish to take distance education courses at PTC are eligible to do so in accordance with CA Ed. Code [§94801.5\(b\)](#).

MA Residents: Massachusetts is in the process of joining NC-SARA with membership expected to be finalized in summer of 2018. During this transition, students who reside in MA are eligible to take distance education courses at PTC. [Click here for more information.](#)

Administration and Faculty

BOARD OF TRUSTEES

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<i>Former CEO, Community College of Allegheny Co. Boyce and North Campuses</i>	
<i>Sr. Vice President, Workforce Development</i>	
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<i>Associate Vice Chancellor, University of Pittsburgh</i>	
Wayne R. Zanardelli	Secretary
<i>Former General Manager, Sarcom</i>	
<i>Past President, ICM School of Business</i>	
Charles Evanoski	
<i>Former Group Senior Vice President and Chief Financial Officer, ESB Bank, ESB Financial Corporation</i>	
Dr. Patricia Grey	
<i>Former Senior Program Officer, Pittsburgh Foundation</i>	
Harold L. Maley	
<i>Former President and CEO, York Technical Institute</i>	
Carla M. Ryba	
<i>Former Director of Education, Career Training Academy</i>	
<i>Former Director of Education, Kaplan Career Institute/ICM School of Business</i>	
Michael Yurisc	
<i>President/Owner of Advanced Bulk & Conveying, Inc.</i>	

ADMINISTRATION

Alicia B. Harvey-Smith	President
<i>Ph D, University of Maryland</i>	
<i>MS Ed, John Hopkins University</i>	
<i>GradCert, Harvard University</i>	
<i>BS, Morgan State University</i>	
Jay Clayton	Vice President of Administration and CFO
<i>BA, Washington & Jefferson College</i>	
William Kiefer	General Counsel
<i>JD, University of Pittsburgh</i>	
<i>BA, Bethany College</i>	
Brian R. Maitland	Associate Vice President of Planning and Campus Services
<i>MS, Robert Morris University</i>	
<i>BFA, Edinboro University of Pennsylvania</i>	
Brenda Psocka	Executive Director of Institutional Advancement
<i>BA, California University of Pennsylvania</i>	
Melissa Brown	Compliance Manager
<i>AS, Art Institute of Pittsburgh</i>	
Julie Throckmorton	Grants Manager
Jayne Holloway.....	Executive Assistant, Administration
Christine Raizin.....	Executive Assistant, Administration

ACADEMIC SERVICES

- Eileen M. Steffan Vice President of Academic Affairs
MS, Robert Morris University
BS Ed, Indiana University of Pennsylvania
- Samantha Bycura Registrar
BS, University of Pittsburgh
- Colleen Maxwell..... Scheduler
AS, Pittsburgh Technical College
- Elizabeth DeVita Instructional Design Specialist
- Jessica Kos.....Instructional Technology Support Specialist
- Dana Schultz Educational Outreach Coordinator

Education Management

- Teresa J. Barbour Dean of Nursing and Healthcare Professions
MSN, Robert Morris University
BSN, Slippery Rock University
AS, Community College of Allegheny County
PA Nursing Licensure
- David Becker Academic Chair - School of Energy and Electronics Engineering
BS, Pennsylvania State University
- Norman Hart Academic Chair - School of Hospitality and Culinary Arts
BS, Art Institute of Pittsburgh
AOS, Culinary Institute of America
CEC, CCE and AAC Certifications
- Athena Kirschner Academic Chair - School of Nursing
MSN, Waynesburg University
BSN, Edinboro University of Pennsylvania
Nursing Licensure
- Kristy Pierce..... Interim Academic Chair – School of Healthcare
BS, University of Phoenix
AS, Community College of Allegheny County
Certified Surgical Technologist
- Robert Rossell Academic Chair - School of Trades Technology
BS, Ambassador Baptist College
AST, Triangle Tech
- John Scarpino..... Academic Chair - School of Information Systems and Technology
D Sc, Robert Morris University
MS, Robert Morris University
MBA, Point Park University
BS, Robert Morris University
- Melissa A. Wertz..... Dean of Humanities, Sciences, Business, and Online Programs
Ed D, Walden University
MS, Robert Morris University
BS, Indiana University of Pennsylvania
- Michele Zollner Academic Chair – Business Programs
MBA, Robert Morris University
BS, Allegheny College

Student Advisors

Michele L. Mason.....	Student Advisor
<i>MS, University of Phoenix</i>	
<i>MS Ed, Northwest Missouri State University</i>	
<i>BA, Northwestern College, Iowa</i>	
Kelly A. Wadding	Student Advisor
<i>BA, Washington & Jefferson College</i>	
Robert S. Walker	Student Advisor
<i>BS, Waynesburg College</i>	
Morgan Withee	Student Advisor

Testing Center Proctors

Stacy Ersek	James Madine
David Yessel	<i>MS, Duquesne University</i>
	<i>BS, Point Park University</i>
	<i>AST, Electronics Institute</i>

FACULTY

General Education

Debra Barnhart	Program Coordinator
<i>MJ, University of Maryland</i>	
<i>BA, St. Vincent College</i>	
Jessica Cooper	Wendy E. McDivitt
<i>MS, Robert Morris University</i>	<i>MS, University of Pittsburgh</i>
<i>BA, Robert Morris University</i>	<i>BA, Waynesburg University</i>
Philip DiFilippo	Jessica Nowacki
<i>M Ed, California University of Pennsylvania</i>	<i>PhD, Duquesne University</i>
<i>BS, California University of Pennsylvania</i>	<i>MA, Duquesne University</i>
<i>AS, Pennsylvania State University</i>	<i>BA, Grove City College</i>
Richard Doorley	Susan E. Polick
<i>M Ed, Duquesne University</i>	<i>MA, George Washington University</i>
<i>MS, University of Pittsburgh</i>	<i>BA, University of Pittsburgh</i>
<i>BA, Indiana University of Pennsylvania</i>	
Thomas F. McDermott	Adam Vrabel
<i>MS, Geneva College</i>	<i>Ed D, University of Pittsburgh</i>
<i>BS, Duquesne University</i>	<i>MS Ed, University of Pittsburgh</i>
	<i>MS, Miami University</i>
	<i>BA, Miami University</i>

General Education Adjunct Faculty

Erin Cawley	Marie Hickmann
<i>MPW, Chatham University</i>	<i>MS Ed, Carlow University</i>
<i>BA, La Roche College</i>	<i>BA, Indiana University of Pennsylvania</i>
Judith Corasaniti	John Hrebik
<i>MBA, Franciscan University of Steubenville</i>	
<i>BA, Franciscan University of Steubenville</i>	Robert Lowery
Lauren Crivellaro	Amy Orendi
<i>MA, Duquesne University</i>	<i>MS, Case Western Reserve University</i>
	<i>MA, Ball State University</i>
Linda George	<i>BS, Central Michigan University</i>
<i>M Ed, University of Louisville</i>	
<i>BS, Edinboro University of Pennsylvania</i>	

School of Business

Timothy E. Samolis Senior Instructor
MS, Robert Morris University
BS, Robert Morris University

Tracie Brady
MS, Robert Morris University
BS, LaRoche College

Jennifer Waldo
MBA, University of Pittsburgh
BA, Westminster College

Business Adjunct Faculty

David Bruening

Michael Romzy
MBA, Waynesburg University
BS, Robert Morris University

Kelly Connolly
MBA, Clarion University
BS, Clarion University

Richard Stachel
D Sc, Robert Morris University
MBA, Point Park University
BA, Duquesne University

Awad Halabi
MBA, West Virginia University
BSEE, West Virginia University

Dwayne Lehman
D Sc, Robert Morris University
MPM, Carnegie Mellon University
BS, Robert Morris University

Mark Tomich
MBA, University of Oxford
BA, Indiana University of Pennsylvania

Marsha Morgenstern
M Ed, University of Phoenix
MBA, Jones International University
BA, Florida Gulf Coast University
AA, Florida South Western State College

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PhD, Northcentral University
MBA, Morehead State University
MAcc, Gardner Webb University
BS, Excelsior College

School of Criminal Justice

Virginia Molitor Program Coordinator
JD, Duquesne University
MS, Robert Morris University
BS, Indiana University of Pennsylvania

Shannon Wintruba
Ph D, Capella University
MS, California University of Pennsylvania
BS, Kaplan University

School of Design

▶ Computer Aided Drafting

Mark J. Malecki Program Coordinator
BS, Point Park College
AST, Triangle Tech

Stephen G. Matheny
AST, Pittsburgh Technical College

John T. Wyland
AST, Pittsburgh Technical College

Nicholas Otteni
BA, Penn State University

Computer Aided Drafting Adjunct Faculty

Dale McCutcheon
AS, Pittsburgh Technical College

▶ Graphic Design/Multimedia Technologies

Alicia Cerullo
BFA, International Academy of Design & Technology
AST, Pittsburgh Technical College

Frank A. Schurter
MS, Duquesne University
BFA, Carnegie Mellon University

Eric F. Joseph
BS, Art Institute of Pittsburgh
AST, Art Institute of Pittsburgh

Lauren Zito
MFA, University of Pennsylvania
BFA, University of Southern Maine
BA, University of Southern Maine

Shawn Moody
BA, Waynesburg University

Graphic Design/Multimedia Adjunct Faculty

Bryan Chemini Video Production Lab Instructor
AS, Pittsburgh Technical College

Cyrus Anderson
M Ed, Duquesne University
BS, Penn State University

Tamara Pavlock
BFA, Kent State University
MA, Argosy University
Ed D, Argosy University

Andrew Briskar

School of Energy and Electronics Engineering

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BS, Point Park College
AST, Penn Technical Institute
Lead Green Associate

Robert Kingerski
BS, Point Park University

James M. Mueller
AST, Pittsburgh Technical College

Bryan E. Martin
AA, World Harvest Bible College

Vincent J. Vasco
Diploma, Gateway

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Ed D, Northcentral University
M Ed, Penn State University
BS, Point Park University
AS, Community College of Beaver County

Energy and Electronics Adjunct Faculty

Thomas Germusa
CCST

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BS, Point Park University

David McNeely
AA, Santa Monica College
BA, California State University

Charles Wackenhuth

School of Healthcare

Brenton Carlini
DC, New York Chiropractic College
BA, Allegheny College
Certificate, Pittsburgh Technical College

Monique McMillan
AS, Sawyer School

Sheila Konn
BA, West Virginia University
Diploma, Nevada School of Massage Therapy
Licensed Massage Therapist

Jacob Muth
BA, Edinboro University of Pennsylvania
AA, Edinboro University of Pennsylvania
Certified Surgical Technologist

Deborah Malkin
BS, Bowling Green State University
CST Diploma, Mount Aloysius College
Certified Surgical Technologist

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MHA, Kaplan University
BS, Geneva College
AS, Butler Community College
Certified Professional Coder

Krystal Margaria
AS, Pittsburgh Technical College
Certified Surgical Technologist

John Skvarj
AS, Pittsburgh Technical College
Certified Surgical Technologist

Healthcare Adjunct Faculty

Nicole Manzo Clinic Coordinator

Alisha Anderson

Lisa Martini

Jennifer Boal
MS Walden University
BA, Point Park University
AST, Career Training Academy
Licensed Massage Therapist

Joshua Diaz

Patricia J. Hamilton
BS, Edinboro University of Pennsylvania

Amari Robinson
AS, Pittsburgh Technical College
Certified Surgical Technologist

Heather Watkins
MBA, University of Phoenix
BS, University of Phoenix
AS, Community College of the Air Force

School of Hospitality and Culinary Arts

► Hospitality

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BS, Point Park University
AST, Pittsburgh Technical College

Mevalee J. Spain Master Instructor
MTA, George Washington University
BS, Point Park College
AST, Pittsburgh Technical College

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MS, Robert Morris University
BS, Robert Morris University

► Culinary Arts

Amanda Flesch
BS, Art Institute of Pittsburgh

Donald Hutchins
AS, Community College of Allegheny County

David Russo
BS, Art Institute of Pittsburgh

Andrea Schrenk
AS, Johnson & Wales
Certified Culinary Educator

Culinary Arts Adjunct Faculty

Gregory Flasiak
AOS, Culinary Institute of America

Jill Kummer
BS, University of Wisconsin

Amanda Wright

School of Information Systems and Technology

Wilfred MutaleProgram Coordinator
MS Youngstown State University
BS, Geneva College

Richard Bryant

Lee Cottrell
MS, University of Pittsburgh
BS, University of Pittsburgh
AS, Community College of Allegheny County

Charles D. Eltringham
MS, Robert Morris University
BA, West Liberty State College

Gralan Gilliam
BS, Clarion University of Pennsylvania
ASB, ICM

David Hertz

Michael Hodder
MS, Western Governors University
MS, California University of Pennsylvania
BS, Robert Morris University

Michael W. Russell
M Ed, American Intercontinental University
BSIT, American Intercontinental University
ABET, Pennsylvania State University

Lucas Troianos
MS, University of Southern California
MS, University of Pittsburgh
BA, Carnegie Mellon University

School of Nursing

Kaitlin Cobourne	Program Coordinator	
<i>MSN Ed, La Roche College</i>		
<i>BSN, Carlow University</i>		
<i>Nursing Licensure</i>		
Ashley Davis	NCLEX Success Coordinator	
<i>MSN, Wheeling Jesuit University</i>		
<i>BSN, West Liberty University</i>		
<i>Nursing Licensure</i>		
Kara Burgard	Gail Hoover	
<i>Diploma, St. Margaret Memorial School of Nursing</i>		
<i>BSN, Chatham University</i>		
<i>MSN, Grand Canyon University</i>		
<i>Nursing Licensure</i>		
Debra Delaney	Ashley Kruth	
<i>MSHA, University of St. Francis</i>		
<i>BSN, LaRoche College</i>		
<i>Diploma, Western PA Hospital School of Nursing</i>		
<i>Nursing Licensure</i>		
Joseph Dominick	Donna Lang	
<i>MSN, Duquesne University</i>		
<i>BSN, Duquesne University</i>		
<i>AS, Community College of Allegheny County</i>		
<i>Diploma, St. Margaret Memorial School of Nursing</i>		
<i>Nursing Licensure</i>		
Marcy Dunkle	Jane Snyder	
<i>BSN, Duquesne University</i>		
<i>Nursing Licensure</i>		
Jennifer Foust	Kathleen Weymers	
<i>BSN, Mount Aloysius College</i>		
<i>AS, Mount Aloysius College</i>		
<i>Nursing Licensure</i>		
	Jennifer Wilson	
	<i>MSN, University of Phoenix</i>	
	<i>BSN, West Liberty University</i>	
	<i>Nursing Licensure</i>	

Nursing Adjunct Faculty

Rachel Baker	Jennifer Lipp	
Paige Brannagan	<i>BSN, Gannon University</i>	
<i>BSN, Robert Morris University</i>		
<i>Nursing Licensure</i>		
Holly Brennen	Melissa Majkic	
<i>MSN, Duquesne University</i>		
<i>BSN, Slippery Rock University</i>		
<i>AS, Community College of Allegheny County</i>		
<i>Nursing Licensure</i>		
Sandra Brock	Wendy Mildner	
<i>MSN, California University of Pennsylvania</i>		
<i>BSN, California University of Pennsylvania</i>		
<i>AS, Community College of Allegheny County</i>		
<i>Nursing Licensure</i>		
Elyse Cousins	Danielle Napoli	
<i>BS, Chatham University</i>		
<i>Certificate, Shadyside School of Nursing</i>		
<i>Nursing Licensure</i>		
Amy Davis	Brittney Nard	
Alexa Frycklund	<i>MSN, Waynesburg University</i>	
	<i>BSN, Waynesburg University</i>	
	<i>Nursing Licensure</i>	
	Juliann Pancari	
	<i>M Ed, Penn State University</i>	
	<i>BSN, University of Pittsburgh</i>	
	<i>Diploma, St. Joseph Hospital School of Nursing</i>	
	<i>RN-BC, Board Certified Psychiatric Mental Health Nurse</i>	
	<i>CCS, Certified Clinical Supervisor</i>	
	<i>CAADC, Certified Advanced Alcohol and Drug Counselor</i>	
	<i>CCDPD, Certified Co-Occurring Disorders Prof. Diploma</i>	
	<i>Nursing Licensure</i>	

Beth Hosek
BS, Western Governors University
AS, Pittsburgh Technical College
Nursing Licensure

Christina Jockel
BSN, University of Kentucky
Nursing Licensure

Kimberly Jutca Taylor

Lindsay Kennedy

Ruth Lange
MSN, University of Colorado
BSN, Villa Maria College
Diploma, Presbyterian-University Hospital
Nursing Licensure

Jacqueline Lever
MSN, University of Pittsburgh
BSN, University of Pittsburgh
Nursing Licensure

Andrea Penix
MS, Georgia State University
MA, Piedmont College
BSFCS, University of Georgia
Registered Dietician
Licensed Dietician Nutritionist

Karen Penrod
BSN, Penn State University
Diploma, Western Pennsylvania Hospital School of Nursing
Nursing Licensure

Frances Schmidtke
BS, Carlow University
Nursing Licensure

Jaclynn Sciulli

Carrie Strati
MSN, Capella University
BSN, Capella University
AAS, Community College of Beaver County
Nursing Licensure

Pamela Weaver

School of Trades Technology

Zachary Besser
Diploma, Wayne Community College

Chance Georgetti

Alan Godfrey

John Haddock
AS, Pittsburgh Technical College

Francis Lynch
AST, Triangle Tech

Jason Smith
AS, Community College of Allegheny County
AAS, Westmoreland County Community College

Edward Ussack
M Ed, Duquesne University
BS, Duquesne University
AST, Triangle Tech

Trades Technology Adjunct Faculty

John Buckwalter
AS, Community College of Allegheny County

Roland Campion
BS, California University of Pennsylvania
AST, Triangle Tech

William Curry
MA, Duquesne University
BS, Duquesne University

William Furey
Certificate, Pittsburgh Technical College

Dennis Sauers

Michael Schwartz

Robert Strobe
Certificate, Pittsburgh Technical College

Larry Walter

Thomas Zahorchak

CENTER FOR TEACHING & LEARNING

Theresa L. AnkenyProgram Development Coordinator
BS, Indiana University of Pennsylvania

Michael L. BonacciFaculty Development Assessor
PhD, University of Pittsburgh
M Ed, University of Pittsburgh
BS, Indiana University of Pennsylvania

- Nancy J. Feather Learning and Assessment Coordinator
JD, Duquesne University
MS Ed, Duquesne University
BSJ, West Virginia University
BA, West Virginia University
- Nora L. Stroop CTL Administrative Assistant
GradCert ID, University of Wisconsin-Stout
BS Ed, University of Pittsburgh

LIBRARY RESOURCE CENTER

- Mary S. Fistler Library Coordinator
STL, Pontifical University of St. Thomas Aquinas
MA, Franciscan University of Steubenville
BA, Pace University
AS, Pittsburgh Technical College
- Shawn Fellner Reference Librarian
MS, Ohio State University
MLIS, Kent State University
BA, Washington and Jefferson College

STUDENT SERVICES

- Keith A. Merlino Associate Vice President of Student Services
MS, Robert Morris University
BS, Slippery Rock University of Pennsylvania
- Melissa J. Gnoth Director, Student Activities
M Ed, University of Nebraska
BS, Slippery Rock University of Pennsylvania
- John Palko Intramural Coordinator
MS, California University
BS, Pennsylvania State University
- Gloria M. Ritchie Director, Resident Life
AS, Pittsburgh Technical College
- Shane R. McGarvey Assistant Director, Resident Life
BS, University of Pittsburgh, Johnstown
- Donna Riley Student Services Office Assistant II
- Miles Bennett Resident Coordinator, Student Housing
MBA, California University of Pennsylvania
BS, California University of Pennsylvania
- Michael Davis Resident Coordinator, Student Housing
AST, ITT Technical Institute
- Corey J. Kranak Resident Coordinator, Student Housing
MBA, Point Park University
BA, LaRoche College
- Jaden Mauk Resident Coordinator, Student Housing
- Jaclyn Smith Resident Coordinator, Student Housing
AS, Pittsburgh Technical College

BUSINESS AFFAIRS

- Sandra Ireson Business and Purchasing Services Coordinator
BS, Pittsburgh Technical College
AS, Community College of Allegheny County

Lori Cardillo Mailroom/Copy Center

PTC Police

Clyburn Halley Chief of Police
 Willie Binion Police Officer
 Gregory Bolyard Police Officer
 Georgina Hernandez Police Officer
 David Hradil Police Officer
 Raymond Kain Police Officer
 John Naleppa Police Officer
 Andrew Ressler Police Officer
 Thomas Schultz Police Officer
 BA, University of Pittsburgh
 AS, Community College of Allegheny College
 Charles Spencer Police Officer
 Michael Utchel Police Officer
 Brittany Kluegel Dispatch/Admin

Campus Store

Cynthia D. Klein Campus Store Manager
 BA, Dickinson College
 Liqin Baurle Campus Store Assistant Manager
 Katina Navickas Campus Store Assistant

Building Services

Thomas Vucelich Facilities Director
 BS, Hyles-Anderson College
 David C. Alducka Skilled Maintenance Staff
 Brian Delaney Skilled Maintenance Staff
 Allen Gilbert Housekeeping Team Leader
 Robert Wildman Senior HVAC Electrician
 Renee Gill Housekeeping
 John Henry Housekeeping
 Lucas Hilty Housekeeping
 Tyler Tempalski Housekeeping

FINANCIAL SERVICES

Constance E. VanCamp Vice President of Accounting
 BA, Robert Morris University
 Margaret A. Henderson Accounts Payable Office Assistant III
 AS, Pittsburgh Technical College
 Kim M. Kovac Receivables Office Assistant III
 Rebecca L. Solt Accounting Office Assistant III
 ASB, ICM
 ASB, Duff's Business Institute

HUMAN RESOURCES

Nancy S. Starr	Director of Human Resources
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<i>BS, California University of Pennsylvania</i>	
Patricia A. Apollo	Human Resources Office Assistant III
<i>AS, Pittsburgh Technical College</i>	
Diana L. Balk	Payroll/Human Resources Coordinator
<i>AS, Community College of Allegheny County</i>	

INFORMATION SYSTEMS

William D. Showers	Chief Information Officer
<i>BS, Point Park University</i>	
<i>AST, Pittsburgh Technical College</i>	
Jonathan A. Buhagiar	Supervisor, Network Operations
<i>BS, Western Governors University</i>	
<i>AS, Pittsburgh Technical College</i>	
Christine A. Colson	Supervisor, Programming
<i>AST, Pittsburgh Technical College</i>	
<i>AST, Sawyer School</i>	
David M. Giran	Audio Visual IT Specialist
David A. Kingston	Developer III
<i>BS, Point Park College</i>	
<i>AS, Computer Tech</i>	
Dylan Sizemore	Developer I
<i>AS, Pittsburgh Technical College</i>	
Daniel L. Ball	Network Analyst II
<i>AST, Pittsburgh Technical College</i>	
William A. Evans	Network Analyst II
<i>BA, Baldwin Wallace College</i>	
<i>AS, Pennsylvania State University</i>	
<i>AS, Pennsylvania State University</i>	
Max Geddes	Network Analyst II

MARKETING AND COMMUNICATIONS

Barry Shepard	Vice President, Marketing and Communications
<i>MBA, University of Michigan</i>	
<i>BS, Duke University</i>	
Jennifer L. Donovan	Director, Enrollment Marketing
<i>BA, Susquehanna University</i>	
Rebecca Kondos	Creative Director
<i>BA, San Francisco State University</i>	
Kimberly Norris	Digital Marketing Director
<i>AAS, Butler County Community College</i>	
Gabriel Ofca	Multimedia Director
Laurie Tudor	Art Director
<i>BA, Point Park University</i>	
<i>AST, Pittsburgh Technical College</i>	

ADMISSIONS

Douglas C. Cerminara	Director of National Admissions
<i>BA, Baldwin Wallace College</i>	
Jeffrey A. Leedstrom.....	Director of Adult Admissions
<i>BA, Thiel College</i>	
Nancy E. Goodlin.....	Senior Office Assistant
<i>Certificate, Boyd School</i>	
Christine Frost	Admissions Office Assistant II
Mary Stone	Admissions Office Assistant II
Franklin Gold, Jr.	Senior Receptionist
Toni A. Matejka.....	Senior Receptionist
Lisa M. Michaux.....	Senior Receptionist
Cynthia A. Smith	Receptionist

Admissions Assistants / Communications Center

Amber Monigold.....	Director, Admissions Communications Center
<i>AABA, American Intercontinental University</i>	
Matthew LeMarie	Admissions Communications Center Trainer
Brenda Ancas	Senior Admissions Assistant
Brandon Barker.....	Admissions Assistant
Rose Dotson	Admissions Assistant
Patricia Howells	Admissions Assistant
Taryn Linder.....	Admissions Assistant
Lauren McDonald	Admissions Assistant
Julia M. Ridgely	Admissions Assistant
Abigail Scheers.....	Admissions Assistant
Janet Selip.....	Admissions Assistant
Emily Shuma.....	Admissions Assistant
Emmy Toogood	Admissions Assistant
Trina Vasquez.....	Admissions Assistant
Laurie Watkins	Admissions Assistant
Carrie Bottorf	Data Entry Admissions Office Assistant II
Vicki Lockhart	Data Entry Admissions Office Assistant II
Danita McNeal	Data Entry Admissions Office Assistant II

Admissions Coordinators

Torre Bowen	Senior Admissions Coordinator
Kathleen Brieck	Senior Admissions Coordinator
<i>AST, Art Institute of Pittsburgh</i>	
Kristy DeAngelis	Senior Admissions Coordinator
<i>BS, Robert Morris University</i>	
Kelly Goldstrohm	Senior Admissions Coordinator
<i>BS, Indiana University of Pennsylvania</i>	

Kathleen Staley.....	Senior Admissions Coordinator
Frank Fischer.....	Admissions Coordinator
Nicole Pallas.....	Admissions Coordinator
Sloan Spinks.....	Admissions Coordinator
Jaimie Vignone.....	Admissions Coordinator

High School Relations

Vincent A. Gratteri..... <i>BS, Robert Morris University</i>	Associate Director, High School Relations
Renee M. Thomas.....	Associate Director, High School Admissions
Sarah Lamone.....	High School Relations Office Assistant III
Sharon Zortman..... <i>BA, University of Pittsburgh</i>	Regional Recruitment Coordinator

Career Development Specialists

Tiffany Graham.....	Senior Career Development Specialist
Troy R. Grunseth..... <i>BS, Duquesne University</i>	Senior Career Development Specialist
Steven A. Macri..... <i>BA, Slippery Rock University</i>	Senior Career Development Specialist
David Martin..... <i>AS, Pittsburgh Technical College</i>	Senior Career Development Specialist
Michael T. Zurga..... <i>AST, Art Institute of Pittsburgh</i>	Senior Career Development Specialist
Patricia J. Hanley.....	Career Development Specialist
Eric Miller.....	Career Development Specialist
Gina Olmo.....	Career Development Specialist
Chassidy Shaffer.....	Career Development Specialist
Kylee Thompson..... <i>BS, Geneva College</i>	Career Development Specialist

Student Financial Planners

Denise Ringer-Fisher..... <i>ASB, ICM School of Business</i>	Director, Financial Planning
Anthony Cravotta..... <i>BA, Pennsylvania State University</i>	Financial Planner
Mary Lou Heinrich..... <i>BS, Edinboro University of Pennsylvania Diploma, Western</i>	Financial Planner
Heather Hinds..... <i>AS, Pittsburgh Technical College</i>	Financial Planner
Megan Lee..... <i>AS, Pittsburgh Technical College</i>	Financial Planner
Thomas Shiel.....	Financial Planner

FINANCIAL AID

Teresa A. Barger	Director of Financial Aid
<i>BS, Waynesburg College</i>	
Cheryl A. Lumsden	Senior Financial Aid Officer
Candace M. Kirkwood	Financial Aid Officer
Leslie A. Schoffstall	Financial Aid Officer
Janette Seabright	Financial Aid Officer
<i>AS, WV Northern Community College</i>	
Frederick C. Taggart	Student Loan Advisor
<i>BS, West Liberty State College</i>	
Yara Toury	Re-Entry Coordinator
<i>MA Ed, Argosy University</i>	
<i>BA, California University of Pennsylvania</i>	

CAREER SERVICES

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