WHERE KNOWLEDGE MEETS **KNOW-HOW.**

PTC PITTSBURGH TECHNICAL COLLEGE

A HIGHER STANDARD

2023-24 **CATALOG**

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 is to provide a diverse student body with an immersive, academic, career-ready education that supports personal and professional growth while meeting the ever-evolving needs of business, industry, and our global community.

Vision

Pittsburgh Technical College will become a world-class academic institution, partnering with business and industry to deliver innovative, cutting-edge education that drives student and alumni success, supports the economy, and empowers the well-being of our global community.

Core Values

- Accountability
- Excellence
- Diversity & Inclusion
- Integrity
- Learner Centered

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 an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE) www.msche.org. Pittsburgh Technical College's accreditation status is non-compliance probation. The Commission's most recent action on the institution's accreditation status on March 14, 2024, was to place the college on probationary status until it is reaffirmed. MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA). Visit Middle States Commission on Higher Education - Pittsburgh Technical College (ptcollege.edu) for more information.

The Associate of 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 CareerLink.
- 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.
- 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 of 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 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 its 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 publish 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

Pittsburgh Technical College does not tolerate any form of discrimination, harassment, or retaliation based on disability, race, color, religion, national origin, ancestry, genetic information, marital status, familial status, sex, age, sexual orientation, veteran status, or gender identity or any other protected category under applicable local, state, or federal law in its employment practices and the administration of its educational programs and activities. The College is committed to taking prompt action to end a hostile environment that interferes with the College's mission. 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 for more information:

Lindsay Seal, SPHR; Executive Director of Human Resources and Title IX Coordinator; Diversity, Equity, and Inclusion, 1111 McKee Road, Oakdale, PA 15071; 412-809-5311; 800-784-9675; seal.lindsay@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 with 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 Brightspace Learning Management System.

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: A 10-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 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 focuses 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.

Degree Requirements

GENERAL EDUCATION REQUIREMENTS (32 Credits Required)			PROGRAM REQUIREMENTS (48 Credits Required) *A grade of C or better is mandatory in all required courses.*		
GEE316	Technical Report Writing	4	AMP301	Business & Industry Essentials	6
GEE401	Professional Communications	4	AMP326	Financial Decision Making	6
GEH406	International Relations	4	AMP351	Strategic Human Resources	6
GEM306	Business Statistics	4	AMP376	Foundations of Data Analytics	6
GES211	Principles of Microeconomics	4	AMP401	Corporate Innovation & Leadership	6
GES301	Principles of Macroeconomics	4	AMP426	Strategic Marketing in a Global Workplace	6
GES306	Social Psychology	4	GSI490	Applied Capstone	12
GES351	Business Ethics & Social Responsibility	4			

Program Outcomes

- Analyze the financial health of a business by interpreting business data obtained from financial statements within the organization and external benchmarking sources.
- Resolve business issues using legal and ethical business analysis, problem-solving, and decision-making skills quantitatively, qualitatively, and creatively.
- Adapt management styles and business strategies to situations involving diverse audiences including demonstration and awareness of multiple factors such as ethical issues, social responsibilities, and conflict resolution.
- Apply analytical, creative, and intuitive thinking to seek and diagnose problems, explore opportunities, and evaluate existing practices to improve the business.
- Analyze data and utilize critical thinking skills to create comprehensive research questions; locate and verify data source credibility; retrieve, clean, and manipulate data; and present appropriate data to various global and diverse environments.
- Relate the four basic management functions of planning, organizing, leading, and controlling in a dynamic business environment.
- Utilize case studies and simulations to demonstrate business marketing tactics that enable a business to be competitive in a global environment.

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's 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.

Degree Requirements

LOWER DIVISION COURSES

GENERAL EDUCATION COURSES

(24 Credits Required)

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

		Credits
GEE101	English Composition 1	4
GEE151	English Composition 2	4
GEM166	College Algebra	4
GEM251	Pre-Calculus	4
GES211	Principles of Microeconomics	4
GES301	Principles of Macroeconomics	4

GENERAL EDUCATION ELECTIVES

(8 Credits)

		Credits
GEE212	Effective Speech	4
GEH122	Art History	4
GEM171	Physical Science	4
GEM206	Personal Finance	4
GES110	Psychology	4
GES131	Ethics	4
GES151	Critical Thinking	4
GES176	Social Problems	4
GES201	Human Relations in Organizations	4
GES231	Cultural Diversity	4
GES252	Leadership Principles	4

BUSINESS FOUNDATIONS COURSES

(Minimum Total of 32 Credits Required)

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

		Credits
ACC102	Financial Accounting 1	4
ACC206	Financial Accounting 2	4
BUS101	Introduction to Business	4
BUS112	Computer Applications	4
BUS146	Principles of Management	4
BUS241	Small Business Management	4

BUSINESS EMPHASIS COURSES

(Minimum Total of 20 Credits)

		Credits
ACC213	Accounting for Partnerships & Corporations	4
ACC214	Applied Accounting Theories	4
ACC223	Federal Taxes 1: Individual Taxations	4
ACC224	Federal Taxes 2: Tax for Business Entities	4
ACC227	Payroll Accounting	4
ACC231	Accounting Information Systems	4
BUS122	Business Law	4
BUS201	International Business	4
BUS216	Spreadsheet Applications	3
BUS221	Human Resource Management	4
BUS233	Database Applications for Business	3
BUS291	Business Strategies	4
FIN211	Financial Management	4
FIN321	Investment Management	4
MKT202	Professional Selling	4
MKT236	Ads & Promotions	3

ELECTIVE COURSES

(Minimum Total of 8 Credits)

Students may select courses within any school to broaden their skills in area(s) of interest at the 100 and 200 level.

FIN201	Principles of Finance	4
MKT206	Principles of Marketing	4

Bachelor of Science Degree - Business Administration *(continued)*

UPPER DIVISION COURSES

GENERAL EDUCATION COURSES

(4 Credits Required)

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

		Credits
GEM352	Applied Calculus	4

GENERAL EDUCATION ELECTIVES

(28 Credits)

		Credits
GEE301	American Literature	4
GEE401	Professional Communications	4
GEH326	American Government & Politics	4
GEH401	Social & Cultural History of the United States	4
GEH406	International Relations	4
GEM301	Statistics	4
GES306	Social Psychology	4
GES351	Business Ethics & Social Responsibility	4

BUSINESS FOUNDATIONS COURSES

(Minimum Total of 24 Credits Required)

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

		Credits
ACC311	Managerial Accounting	4
BUS301	Business and Employment Law	4
BUS401	Global Business Strategy	4
BUS486	Capstone Strategic Corporate Management	8
MKT426	Strategic Marketing	4

BUSINESS EMPHASIS COURSES

(Minimum Total of 24 Credits)

		Credits
ACC351	Auditing	4
ACC362	Cost Accounting	4
ACC402	Intermediate Accounting I	4
ACC407	Intermediate Accounting II	4
BUS307	Leading Organizational Change	4
BUS326	Supply Chain Management	4
BUS351	Social Media in Communications	4
BUS366	Electronic Commerce Strategies	4
BUS376	Entrepreneurship and Innovation	4
BUS386	Organizational Behavior	4
BUS392	Government and Public Policy	4
BUS411	Operations Management	4
BUS421	Labor Relations and Employment	4
BUS426	Managing Complex Projects	4
BUS461	International Marketing	4
BUS481	Business Intelligence and Analysis	4
FIN326	Corporate Finance & Investments	4
FIN401	Financial Institutions and Markets	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
GSD310	Career Development	2
GSD330	Steps to Career Success	1
GSI400	Internship	9

Program Outcomes

- Utilize business software in creating and modifying documents, preparing presentations, performing calculations, generating charts, extracting data, formulating reports, and designing queries.
- Analyze the financial health of a business by interpreting business data obtained from financial statements within the organization and external benchmarking sources.
- Resolve business issues using legal and ethical business analysis, problem-solving, and decision-making skills quantitatively, qualitatively, and creatively.
- Record, analyze, interpret, and report financial transactions using Generally Accepted Accounting Principles (GAAP) and other professional accounting standards and laws.
- Adapt management styles and business strategies to situations involving diverse audiences including demonstration and awareness of multiple factors such as ethical issues, social responsibilities, and conflict resolution.
- Demonstrate entrepreneurial skills and abilities by making critical business decisions via a virtual software simulation.
- Synthesize data and utilize critical thinking skills to identify growth strategies, mitigate internal weaknesses, and overcome threats to succeed across global and diverse environments.
- Relate the four basic management functions of planning, organizing, leading, and controlling in a dynamic business environment.

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's 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 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.

Degree Requirements

LOWER DIVISION COURSES

GENERAL EDUCATION COURSES

(16 Credits Required)

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

		Credits
GEE101	English Composition 1	4
GEE151	English Composition 2	4
GEM166	College Algebra	4
GEM251	Pre-Calculus	4

GENERAL EDUCATION ELECTIVES (16 Credits)

		Credits
GEE212	Effective Speech	4
GEH122	Art History	4
GEM171	Physical Science	4
GEM206	Personal Finance	4
GES110	Psychology	4
GES131	Ethics	4
GES151	Critical Thinking	4
GES176	Social Problems	4
GES201	Human Relations in Organizations	4
GES211	Principles of Microeconomics	4
GES231	Cultural Diversity	4
GES252	Leadership Principles	4
GES301	Principles of Macroeconomics	4

IST FOUNDATIONS COURSES

(Minimum Total of 26 Credits Required)

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

		Credits
ITA106	Introduction to Information Technology	4
ITA114	Desktop Operating Systems	5

IST EMPHASIS COURSES

(Minimum Total of 26 Credits)

		Credits
ITA197	Network Operating Systems 2	5
ITA207	Network Infrastructures	5
ITA208	Customer Service & Process	3
ITA212	Server Applications	3
ITA237	Networking 2	5
ITA266	Database Development	5
ITA297	Network Operating Systems 3	5
ITA308	Enterprise Systems Deployment	5
ITA316	Cloud & IoT	3
ITA332	Information Systems Administration	5
ITP154	Introduction to Information Systems	4
ITP212	Programming Mobile Applications	3
ITP277	Object-Oriented Programming	4
ITS254	Digital Forensics	5
ITS282	Information Security 2	5
ITS283	Regulatory Compliance	3
ITS311	Information Systems Auditing	5
ITS312	Ethical Hacking	4

ELECTIVE COURSES

(Minimum Total of 8 Credits)

Students may select courses within any school to broaden their skills in area(s) of interest at the 100 and 200 level.

ITA123	Hardware Technology 1	3
ITA127	Networking 1	5
ITA143	Network Operating Systems	5
ITA275	Information Security 1	4

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

UPPER DIVISION COURSES

GENERAL EDUCATION COURSES

(4 Credits Required)

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

		Credits
GEM352	Applied Calculus	4

GENERAL EDUCATION ELECTIVES

(28 Credits)

		Credits
GEE301	American Literature	4
GEE401	Professional Communications	4
GEH326	American Government & Politics	4
GEH401	Social & Cultural History of the United States	4
GEH406	International Relations	4
GEM301	Statistics	4
GES306	Social Psychology	4
GES351	Business Ethics and Social Responsibility	4

INFORMATION SYSTEMS & TECHNOLOGY FOUNDATIONS COURSES

(Minimum Total of 16 Credits Required)

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

		Credits
IST301	Network Systems Management	4
IST311	Cyber Security	4
IST351	Database Management	4
IST406	Web Development and SEO Management	4

INFORMATION SYSTEMS & TECHNOLOGY EMPHASIS COURSES

(Minimum Total of 36 Credits)

		Credits
IST341	Network Operating Systems Management	4
IST361	Information Systems Management	4
IST371	Information Systems Business Intelligence for Industry	4
IST376	Introduction to Robotics and AI Programming	4
IST381	Governance & Security in Technology	4
IST391	Scripting Languages for Technology	4
IST401	Systems Analysis & Design	4
IST411	Information Systems Architecture & Technology	4
IST421	IT Project Management	4
IST431	Problems in Information Systems	4
IST441	Information Mgmt. & Data Loss Prevention	4
IST461	Computer and Network Security	4

CAREER SKILLS COURSES

(Total of 12 Credits Required)

These courses are all required for all students earning a B.S.I.S.T. degree.

		Credits
GSD310	Career Development	2
GSD330	Steps to Career Success	1
GSI400	Internship	9

Program Outcomes

- Plan and design a secure client server infrastructure in order to configure, troubleshoot, and administer network systems.
- Implement and demonstrate the Information Systems (IS) functions and applications of network and security in a technology environment.
- Design and implement information systems and technology methodologies.
- Create desktop, web based and mobile device applications using test driven design principles and incorporating standard programming languages.

Associate of 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. A well-rounded education will allow graduates to choose from multiple career options in public accounting, government, industry, and nonprofit organizations.

Degree Requirements

PROGRAM REQUIREMENTS
(63 Credits)

*ACC102	Financial Accounting 1	4	ACC231	Accounting Information Systems	4
*ACC206	Financial Accounting 2	4	*BUS101	Introduction to Business	4
ACC213	Accounting for Partnerships & Corporations	4	*BUS112	Computer Applications	4
ACC214	Applied Accounting Theories	4	BUS122	Business Law	4
ACC217	Government and Nonprofit Accounting	4	*BUS146	Principles of Management	4
ACC223	Federal Taxes 1: Individual Taxes	4	BUS216	Spreadsheet Applications	3
ACC224	Federal Taxes 2: Tax for Business Entities	4	*FIN201	Principles of Finance	4
ACC227	Payroll Accounting	4	FIN321	Investment Management	4

CAREER READINESS REQUIREMENTS
(13 Credits)

**GSD005	Steps to Career Success 1	1	GSD180	Career Development	2
BUS012	Steps to Career Success 2	1	**GSI192	Internship	8
BUS013	Steps to Career Success 3	1			

GENERAL EDUCATION REQUIREMENTS
(32 Credits)

*GEE101	English Composition 1	4	+GES151	Critical Thinking	4
*GEE151	English Composition 2	4	*GES211	Principles of Microeconomics	4
GEE212	Effective Speech	4	+GES252	Leadership Principles	4
GEM121	College Mathematics	4	*GES301	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 GSD015 Steps to Career Success Online and GSI212 Career Exploration Capstone.*
+ May be substituted with a different GES course.

Program Outcomes

- Apply the four basic management functions of planning, organizing, leading, and controlling in a dynamic business environment.
- Analyze the financial health of a business by presenting and interpreting financial statements.
- Resolve business issues using legal and ethical business analysis, problem-solving, and decision-making skills.
- Utilize application software to create, present, and/or analyze information.
- Extract and summarize non-financial information and accounting data to prepare reports used by decision makers to make informed decisions.
- Plan and prepare transactions and forms based on business or entity type.

Associate of Science Degree

Business Administration – Concentration in Hospitality Administration

The Hospitality Management Concentration is 21 months in length and consists of seven quarters. It combines hospitality knowledge from the hotel, travel, and tourism industries with business management to provide the student with diversified training in computer applications, sales, management, and reservations.

Graduates of the program are prepared for positions including sales and marketing representative, front office agent, customer service specialist, airline reservation agent, travel office manager, corporate travel representative, and gate/station agent.

Degree Requirements

PROGRAM REQUIREMENTS (66 Credits)

*ACC102	Financial Accounting 1	4	HMA139	Introduction to Reservations	4
*ACC206	Financial Accounting 2	4	HMA201	Front Office Procedures	4
*BUS101	Introduction to Business	4	HMA204	Food and Beverage	4
*BUS112	Computer Applications	4	HMA208	Hospitality Supervision	4
BUS122	Business Law	4	HMA251	Meeting and Event Planning	4
*BUS146	Principles of Management	4	*MKT206	Principles of Marketing	4
BUS216	Spreadsheet Applications	3	TTA102	Destinations	4
*FIN201	Principles of Finance	4	TTA228	Travelogue	3
HMA101	Introduction to Hospitality	4			

CAREER READINESS REQUIREMENTS (11 Credits)

**GSD005	Steps to Career Success 1	1	**GSI192	Internship	8
GSD180	Career Development	2			

GENERAL EDUCATION REQUIREMENTS (32 Credits)

*GEE101	English Composition 1	4	+GES110	Psychology	4
*GEE151	English Composition 2	4	+GES151	Critical Thinking	4
GEE212	Effective Speech	4	+GES231	Cultural Diversity	4
GEM121	College Mathematics	4	+GES252	Leadership Principles	4

TOTAL CREDITS: 109

**Successful completion of this course requires a grade of "C" or better.*
********Students who complete the program online will be scheduled for GSD015 Steps to Career Success Online and GSI212 Career Exploration Capstone.*
+May be substituted with a different GES course.

Program Outcomes

- Apply the four basic management functions of planning, organizing, leading, and controlling in a dynamic business environment.
- Analyze the financial health of a business by presenting and interpreting financial statements.
- Resolve business issues using legal and ethical business analysis, problem-solving, and decision-making skills.
- Utilize application software to create, present, and/or analyze information.
- Manage the guest experience from pre-arrival through arrival, occupancy, and departure, effectively using the operating systems while delivering anticipatory service.
- Design, plan, and coordinate events based on objectives, current trends, technologies, food and beverage cost controls, and legalities.
- Qualify clients in order to meet their travel and event planning needs.

Associate of Science Degree

Business Administration – Concentration in Management

The Management Concentration is 21 months (seven quarters) for the on-ground program or 24 months (eight quarters) for the online program. 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.

Degree Requirements

PROGRAM REQUIREMENTS (65 Credits)

*ACC102	Financial Accounting 1	4	BUS233	Database Applications for Business	3
*ACC206	Financial Accounting 2	4	*BUS241	Small Business Management	4
*BUS101	Introduction to Business	4	BUS291	Business Strategies	4
*BUS112	Computer Applications	4	*FIN201	Principles of Finance	4
BUS122	Business Law	4	FIN321	Investment Management	4
*BUS146	Principles of Management	4	MKT202	Professional Selling	4
BUS201	International Business	4	*MKT206	Principles of Marketing	4
BUS216	Spreadsheet Applications	3	MKT236	Advertising and Promotions	3
BUS221	Human Resource Management	4			

CAREER READINESS REQUIREMENTS (13 Credits)

**GSD005	Steps to Career Success 1	1	GSD180	Career Development	2
BUS012	Steps to Career Success 2	1	**GSI192	Internship	8
BUS013	Steps to Career Success 3	1			

GENERAL EDUCATION REQUIREMENTS (32 Credits)

*GEE101	English Composition 1	4	+GES151	Critical Thinking	4
*GEE151	English Composition 2	4	*GES211	Principles of Microeconomics	4
GEE212	Effective Speech	4	+GES252	Leadership Principles	4
GEM121	College Mathematics	4	*GES301	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 GSD015 Steps to Career Success Online and GSI212 Career Exploration Capstone.*
+May be substituted with a different GES course.

Program Outcomes

- Apply the four basic management functions of planning, organizing, leading, and controlling in a dynamic business environment.
- Analyze the financial health of a business by presenting and interpreting financial statements.
- Resolve business issues using legal and ethical business analysis, problem-solving, and decision-making skills.
- Utilize application software to create, present, and/or analyze information.
- Analyze and develop marketing solutions by applying the four Ps of marketing and employing appropriate marketing strategies incorporating selling, advertisements, and promotions.
- Analyze and interpret management strategies for diverse situations including management of employees.

Associate of Science Degree

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.

Degree Requirements

PROGRAM REQUIREMENTS
(47 Credits)

*AET101	MicroStation	3	*AET201	Architectural Application Software 2	4
*AET121	Architectural Drafting 1	3	*AET301	Architectural Capstone	5
*AET131	Architectural Application Software 1	3	*CAD104	Engineering Graphics	3
*AET141	Building & Life Safety Systems	4	*CAD114	AutoCAD	3
AET161	Materials & Construction Methods	3	CAD154	Industrial Pipe Design	4
AET171	Civil/Topographical Drafting	3	CAD219	Structural Drafting	3
AET181	Civil Application Software	3	CAD261	Statics & Strengths of Materials	3

CAREER READINESS REQUIREMENTS
(15 Credits)

**GSD005	Steps to Career Success 1	1	†GSI199	Internship	12
GSD180	Career Development	2			

GENERAL EDUCATION REQUIREMENTS
(32 Credits)

*GEE101	English Composition 1	4	*GEM166	College Algebra	4
*GEE151	English Composition 2	4	GEM206	Personal Finance	4
GEE212	Effective Speech	4	GES151	Critical Thinking	4
GEM121	College Mathematics	4	+GES252	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 GSD015 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.
+ May be substituted with another GES course

Program Outcomes

- Apply drafting standards and techniques to drawings.
- Apply Computer Aided Drafting software/skills to drawings.
- Utilize Computer Aided Design software/skills to create design models following industry standards.
- Analyze and integrate design information.
- Interpret project specifications to produce models.

Associate of Science Degree

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, Plant 3D, Creo/Pro Engineer, SolidWorks, and Inventor.

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

Degree Requirements

PROGRAM REQUIREMENTS
(47 Credits)

*CAD104	Engineering Graphics	3	*MET121	Introduction to Mechanical Design	3
*CAD114	AutoCAD	3	MET131	Energy Technology	3
CAD154	Industrial Pipe Design	4	*MET141	Mechanical Application Software 1	4
CAD219	Structural Drafting	3	*MET201	Mechanical and Fabrication Design	4
CAD261	Statics & Strengths of Materials	3	MET221	Mechanical Application Software 2	3
MET101	Introduction to Manufacturing	3	MET231	Geometric Tolerancing	3
*MET111	Introduction to Parametric Modeling	3	*MET301	Mechanical Capstone	5

CAREER READINESS REQUIREMENTS
(15 Credits)

**GSD005	Steps to Career Success 1	1	†GSI199	Internship	12
GSD180	Career Development	2			

GENERAL EDUCATION REQUIREMENTS
(32 Credits)

*GEE101	English Composition 1	4	*GEM166	College Algebra	4
*GEE151	English Composition 2	4	GEM206	Personal Finance	4
GEE212	Effective Speech	4	GES151	Critical Thinking	4
GEM121	College Mathematics	4	+GES252	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 GSD015 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.
+ May be substituted with another GES course.

Program Outcomes

- Apply drafting standards and techniques to drawings.
- Apply Computer Aided Drafting software/skills to drawings.
- Utilize Computer Aided Design software/skills to create design models following industry standards.
- Analyze and integrate design information.
- Interpret project specifications to produce models.

Associate of Science Degree

Computer Information Systems – Concentration in Software Development

The Computer Information Systems 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 applications 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.

Degree Requirements

PROGRAM REQUIREMENTS (68 Credits)

ITP101	Introduction to Microcomputer Applications	3	ITP302	Introduction to Game Design	5
*ITP111	Introduction to HTML/CSS	3	ITP307	Game Development 1	4
*ITP154	Introduction to Information Systems	4	ITP313	Game Development 2	7
ITP203	Project Management	3	ITP359	User-Centered Design and Testing	3
ITP212	Programming Mobile Applications	3	ITP362	Web Service Development	3
ITP249	GUI Development	3	ITP372	Data Structures and Algorithms	7
ITP254	Introduction to Computer Systems	4	ITP379	Database Systems	4
ITP263	Programming Enterprise Applications	4	ITP383	Advanced Mobile Development	3
ITP277	Object-Oriented Programming	5			

CAREER READINESS REQUIREMENTS (13 Credits)

**GSD005	Steps to Career Success 1	1	GSD180	Career Development	2
ITG012	Steps to Career Success 2	1	GSI192	Internship	8
ITG013	Steps to Career Success 3	1			

GENERAL EDUCATION REQUIREMENTS (32 Credits)

*GEE101	English Composition 1	4	GEM206	Personal Finance	4
*GEE151	English Composition 2	4	GES151	Critical Thinking	4
GEE212	Effective Speech	4	+GES201	Human Relations in Organizations	4
*GEM166	College Algebra	4	+GES252	Leadership Principles	4

TOTAL CREDITS: 113

**Successful completion of this course requires a grade of "C" or better*
***Students who complete the program online will be scheduled for GSD015 Steps to Career Success Online*
+May be substituted with another GES course.

Program Outcomes

- Create desktop, web based, and mobile device applications using Test Driven Design (TDD) principles and incorporating standard programming languages.
- Develop and enhance problem solving skills as applied to software development.
- Develop and create intuitive user interfaces that match real world systems.
- Develop software using the Object-Oriented Programing principles.
- Design and develop database systems and structures.

Associate of 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.

Degree Requirements

PROGRAM REQUIREMENTS (56 Credits)

*BUS112	Computer Applications	4	CJU210	Modern Corrections Issues	4
CJU100	Introduction to Criminology & Criminal Justice	4	CJU226	Cyber Crime	4
CJU110	Introduction to Policing	4	CJU245	Casino and Lodging Security	4
CJU115	Introduction to Homeland Security	4	CJU260	Security and Loss Prevention	4
CJU120	Criminal Procedure	4	CJU276	Act 235 Certification Preparation *or* CJU230 Juvenile Justice	4
CJU130	Principles of EOC/Dispatch	4	CJU280	Report Writing for Criminal Justice Professionals	4
CJU200	Criminal Investigations	4			
CJU205	Criminal Law	4			

CAREER READINESS REQUIREMENTS (13 Credits)

GSD005	Steps to Career Success 1	1	`GSD180	Career Development	2
CJU012	Steps to Career Success 2	1	**GSI192	Internship	8
CJU013	Steps to Career Success 3	1			

GENERAL EDUCATION REQUIREMENTS (32 Credits)

*GEE101	English Composition 1	4	+GES110	Psychology	4
*GEE151	English Composition 2	4	GES151	Critical Thinking	4
GEE212	Effective Speech	4	+GES176	Social Problems	4
GEM121	College Mathematics	4	+GES252	Leadership Principles	4

TOTAL CREDITS: 101

**Successful completion of this course requires a grade of "C" or better.*
***Academic Chair/Dean approval needed to take GSI212 Career Exploration Capstone in lieu of GSI192 Internship.*
+May be substituted with a different GES course

Program Outcomes

- Demonstrate a working knowledge of the federal and state criminal justice and public safety entities.
- Compare and contrast criminal and civil law.
- Analyze scenarios to demonstrate proper procedures from the perspectives of public safety.
- Interpret and communicate the necessary use of force in various scenarios in accordance with the rules and laws of the force continuum.
- Compare and contrast the processes and procedures comprising the adult and juvenile criminal systems.
- Justify critical and timely decisions based on established rules of criminal procedure, including search and seizure and appropriate forensic skills to preserve the integrity of crime and accident scenes.
- Analyze emergency scenarios to create accurate and effective incident reports and utilize appropriate dispatch techniques.

Associate of Science Degree

Culinary Arts

The American Academy of Culinary Arts Program is 18 months in length and consists of six 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 Culinary Arts associate degree includes an internship so that students can practice first-hand the key aspects of their craft. 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.

Degree Requirements:

PROGRAM REQUIREMENTS (54 credits):

*CUL111	Sanitation	2	CUL146	Culinary, Hospitality, and Supervision	4
*CUL112	Basic Knife Skills	1	CUL151	Fundamentals of Classical Cuisine/Garde Manger	7
*CUL121	Baking and Pastry Fundamentals	8	CUL154	Culinary Elements of Wines and Spirits	2
*CUL131	Introduction to Culinary Arts	8	CUL172	Advanced Cooking, Pastry, and Intercontinental Cuisine	7
*CUL141	Introduction to Fish/Shellfish and Meats	8	CUL176	Nutrition and Menu Planning	3
CUL143	Purchasing and Cost Control	4			

CAREER READINESS REQUIREMENTS (15 credits):

GSD005	Steps to Career Success 1	1	*GSI199	Internship	12
GSD180	Career Development	2			

GENERAL EDUCATION REQUIREMENTS (32 credits):

*GEE101	English Composition 1	4	GES151	Critical Thinking	4
*GEE151	English Composition 2	4	+GES231	Cultural Diversity	4
GEE212	Effective Speech	4	+GES102	Wellness & Resilience for College & Beyond	4
GEM206	Personal Finance	4	GEM121	College Mathematics	4

TOTAL CREDITS: 101

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

+May be substituted with a different GES course.

Program Outcomes

- Demonstrate various baking procedures utilizing correct baking terminology and equipment.
- Fabricate, cook, present, and garnish animal proteins and seafood.
- Prepare classical cuisines, international cuisines, and Garde Manger products.
- Analyze and critique fundamental concepts of cooking and apply these to practical skills.
- Apply food service cost control procedures, including purchasing and menu cost analysis.
- Develop supervisory skills to manage food service operations.
- Create a nutritional menu and a kitchen design.
- Demonstrate safe food handling practices, sanitation procedures and kitchen safety.

Associate of Science Degree

Digital Media and Video Production

The Digital Media and Video Production Program is 24 months in length and consists of eight quarters. The program specializes in teaching students a firm grounding in 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.

Degree Requirements

PROGRAM REQUIREMENTS
(68 Credits)

GDA146	Photography	3	*MMV208	Audio Production 1	3
GDA215	Entrepreneurship	4	*MMV209	Audio Production 2	3
*MMV116	Audio/Video Editing 1	3	MMV211	Motion Graphics 2	3
MMV117	Introduction to Digital Media	3	*MMV216	Video Senior Project	4
*MMV118	Cinematography	3	*MMV227	Streaming & Podcasting	3
*MMV119	Audio/Video Editing 2	3	*MMV229	Video Portfolio Development	8
*MMV120	Introduction to Post-Production	3	*MMV231	Videography 2	3
MMV122	Video Preproduction	3	MMV237	Visual Effects	3
MMV205	Motion Graphics 1	3	MMV238	Field Audio	3
*MMV206	Videography	4	MMV239	Studio Audio	3

CAREER READINESS REQUIREMENTS
(12 Credits)

GSD005	Steps to Career Success 1	1	GSD180	Career Development	2
GDA012	Steps to Career Success 2	1	GSI192	Internship	8

GENERAL EDUCATION REQUIREMENTS
(32 Credits)

*GEE101	English Composition 1	4	GEM206	Personal Finance	4
*GEE151	English Composition 2	4	+GES110	Psychology	4
GEE212	Effective Speech	4	GES151	Critical Thinking	4
GEH122	Art History	4	+GES201	Human Relations in Organizations	4

TOTAL CREDITS: 112

**Successful completion of this course requires a grade of "C" or better.*
+May be substituted with another GES course.

Program Outcomes

- Develop a personal online portfolio of work.
- Design and compose linear presentations using the appropriate software.
- Design and animate motion graphic and type sequences for screen-based media
- Record and manipulate digital audio for in-studio and in-field production.
- Record and compose digital video utilizing a variety of video cameras, lenses, and camera movement techniques.
- Light and compose effective images while utilizing the standard controls of a modern video camera.
- Create and apply visual effects.
- Conduct themselves in a professional manner adhering to industry standards and expectations in business, technical, creative, and safety related issues.
- Setup and operate lighting, sound and visual technologies for live streaming and events.

Associate of Science Degree

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.

Degree Requirements

PROGRAM REQUIREMENTS
(58 Credits)

*ELT102	Math for Engineering Technology	4	ELT147	Computer and Network Systems	4
*ELT105	Electricity	7	ELT148	Digital Electronics	7
ELT119	Electronics 1	7	ELT244	Communication Systems	7
ELT129	AC Fundamentals	4	ELT246	Control System Electronics	7
ELT139	Electronics 2	7	ELT248	Robotics	4

CAREER READINESS REQUIREMENTS
(17 Credits)

GSD005	Steps to Career Success 1	1	GSD180	Career Development	2
ELT012	Steps to Career Success 2	1	GSI199	Internship	12
ELT013	Steps to Career Success 3	1			

GENERAL EDUCATION REQUIREMENTS
(32 Credits)

*GEE101	English Composition 1	4	GEM171	Physical Science	4
*GEE151	English Composition 2	4	GEM206	Personal Finance	4
GEE212	Effective Speech	4	GES151	Critical Thinking	4
*GEM166	College Algebra	4	+GES252	Leadership Principles	4

TOTAL CREDITS: 107

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

+May be substituted with a different GES course.

Program Outcomes

- Construct, test, and troubleshoot electronic systems utilizing proper documentation and test equipment.
- Verify the proper operation of analog and digital electronic circuits.
- Install, configure, operate, and maintain computer and network related hardware, software, and operating systems.
- Solve electrical and electronic technical problems.
- Perform tasks required to support microcontroller, electronic communication, and electronic control system technologies.
- Apply broad-based electronics knowledge to a wide variety of technical disciplines, work requirements, and career opportunities.

Associate of 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.

Degree Requirements

PROGRAM REQUIREMENTS (64 Credits)

*GDA101	Design Foundations	3	*GDA212	Portfolio Development 1	4
GDA102	Compositional Drawing	1	*GDA213	Portfolio Development 2	4
*GDA103	Computer Illustration	3	GDA214	Multi-Page Documents	3
GDA145	Digital Imaging	3	GDA215	Entrepreneurship	4
*GDA146	Photography	3	GDA216	Advanced Production	3
*GDA147	Web Design 1	3	GDA217	Animation for Designers	3
GDA148	Computerized Page Make-Up	3	*GDA220	Portfolio Web Development	3
GDA151	Behavioral Design	3	*GDA257	Web Design 2	3
*GDA153	Production	3	*GDA267	Web Design 3	3
GDA154	Advertising Processes	3	MMW242	Digital Marketing	3
GDA211	Corporate Design	3			

CAREER READINESS REQUIREMENTS (12 Credits)

GSD005	Steps to Career Success 1	1	GSD180	Career Development	2
GDA012	Steps to Career Success 2	1	GSI192	Internship	8

GENERAL EDUCATION REQUIREMENTS (32 Credits)

*GEE101	English Composition 1	4	GEM206	Personal Finance	4
*GEE151	English Composition 2	4	+GES110	Psychology	4
GEE212	Effective Speech	4	GES151	Critical Thinking	4
GEH122	Art History	4	+GES201	Human Relations in Organizations	4

TOTAL CREDITS: 108

**Successful completion of this course requires a grade of "C" or better.*
+May be substituted with another GES course.

Program Outcomes

- Develop a personal visual identity and incorporate it into a web and print portfolio containing appropriate industry design and production examples.
- Design and create layouts and digital comprehensive layouts according to specifications.
- Apply industry appropriate production techniques to assignments using digital design and production software.
- Utilize digital image making tools for development, design, and manipulation of vector and raster files.
- Demonstrate fundamental design, typography, color, and visual literacy theories in a pre-production setting.
- Design and develop a fully functional static website according to current web standards and techniques.
- Utilize photography equipment to capture a properly exposed photograph using manual camera settings and creative composition and lighting.
- Conceptualize innovative design solutions that reflect client goals and target audience.
- Demonstrate a positive attitude and strong work ethic, while conveying a professional appearance and adhering to deadlines relevant to the graphic design industry.

Associate of Science Degree

Heating, Ventilation, and 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. 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.

Degree Requirements

PROGRAM REQUIREMENTS (60 Credits)

*HVA109	Fundamentals of Electricity	5	*HVA138	Hydronics	4
*HVA113	Heating Systems 1	4	HVA144	HVAC-R Controls	4
HVA119	Welding and Sheet Metal Fabrication	4	*HVA149	Commercial Refrigeration	5
HVA124	Customer Service and Career Development for HVAC	6	HVA153	Load Calculations and Psychometrics	6
			HVA158	Troubleshooting and Diagnostics	3
*HVA129	Heating Systems 2	5	HVA164	Chiller Systems	4
*HVA134	Residential Refrigeration	5	HVA169	Certification Preparation	5

CAREER READINESS REQUIREMENTS (14 Credits)

**GSD005	Steps to Career Success 1	1	GSI199	Internship	12
HVA012	Steps to Career Success 2	1			

GENERAL EDUCATION REQUIREMENTS (32 Credits)

*GEE101	English Composition 1	4	*GEM166	College Algebra	4
*GEE151	English Composition 2	4	+GES131	Ethics	4
GEE212	Effective Speech	4	GES151	Critical Thinking	4
GEM121	College Mathematics	4	+GES201	Human Relations in Organizations	4

TOTAL CREDITS: 106

**Successful completion of this course requires a grade of "C" or better.*
***Students who complete the program in the evening will be scheduled for GSD015 Steps to Career Success Online and all General Education courses are offered online.*
+May be substituted with a different GES

Program Outcomes

- Perform safety procedures using standard guidelines.
- Apply electrical theory to interpret electrical diagrams and troubleshoot and diagnose electrical circuitry using a multi-meter.
- Braze and solder various types of tubing.
- Apply HVAC theory to installation, troubleshooting, preventative maintenance, and repair of all types of HVACR equipment and verify the proper operations of commercial and residential HVAC/R systems.
- Proficiently read wiring schematics and diagrams of all HVAC/R equipment. Perform load calculation, size duct, analyze indoor air quality, and assess comfort with the use of psychometrics.
- Communicate effectively and appropriately, according to standards of the HVAC industry, with customers and employer.

Associate of Science Degree

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.

Degree Requirements

PROGRAM REQUIREMENTS (70 Credits)

*ITA106	Introduction to Information Technology	4	ITA212	Server Applications	3
*ITA114	Desktop Operating Systems	5	ITA237	Networking 2	5
*ITA123	Hardware Technology 1	3	ITA266	Database Development	5
*ITA127	Networking 1	5	*ITA275	Information Security 1	4
*ITA143	Network Operating Systems 1	5	ITA297	Network Operating Systems 3	5
ITA197	Network Operating Systems 2	5	ITA308	Enterprise Systems Deployment	5
ITA207	Network Infrastructures	5	ITA316	Cloud & IoT	3
ITA208	Customer Service and Process	3	ITA332	Information Systems Administration	5

CAREER READINESS REQUIREMENTS (13 Credits)

**GSD005	Steps to Career Success 1	1	GSD180	Career Development	2
ITG012	Steps to Career Success 2	1	GSI192	Internship	8
ITG013	Steps to Career Success 3	1			

GENERAL EDUCATION REQUIREMENTS (32 Credits)

*GEE101	English Composition 1	4	GEM206	Personal Finance	4
*GEE151	English Composition 2	4	GES151	Critical Thinking	4
GEE212	Effective Speech	4	+GES201	Human Relations in Organizations	4
GEM121	College Mathematics	4	+GES252	Leadership Principles	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 GSD015 Steps to Career Success Online*
+May be substituted with another GES course.

Program Outcomes

- Support, maintain, and configure client operating systems and devices.
- Implement support models based on best practices.
- Configure, troubleshoot, administer network operating systems and devices.
- Plan, design, and develop a functional and secure network infrastructure.
- Exhibit professional growth and meet the industry expectations of Information Technology Network Administration students.

Associate of Science Degree

Information Technology – Concentration in Information 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 Information Security and Computer Forensics receive thorough training in information systems security, firewalls, cryptology, computer viruses, hacker protection, data recovery techniques, and computer investigation techniques. Acceptance into this concentration requires a GPA of 2.75 or above, criminal background clearance, and Academic Chair approval. Students who are accepted into this program must maintain an overall GPA of 2.75 to remain in the program. The total credits represented in the Information Technology-Information Security and Computer Forensics Degree are 116.

Graduates with the Information 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.

Degree Requirements

PROGRAM REQUIREMENTS
(71 Credits)

*ITA106	Introduction to Information Technology	4	ITA266	Database Development	5
*ITA114	Desktop Operating Systems	5	*ITA275	Information Security 1	4
*ITA123	Hardware Technology 1	3	ITA297	Network Operating Systems 3	5
*ITA127	Networking 1	5	ITS254	Digital Forensics	5
*ITA143	Network Operating Systems 1	5	ITS282	Information Security 2	5
ITA197	Network Operating Systems 2	5	ITS283	Regulatory Compliance	3
ITA212	Server Applications	3	ITS311	Information Systems Auditing	5
ITA237	Networking 2	5	ITS312	Ethical Hacking	4

CAREER READINESS REQUIREMENTS
(13 Credits)

**GSD005	Steps to Career Success 1	1	GSD180	Career Development	2
ITG012	Steps to Career Success 2	1	GSI192	Internship	8
ITG013	Steps to Career Success 3	1			

GENERAL EDUCATION REQUIREMENTS
(32 Credits)

*GEE101	English Composition 1	4	GEM206	Personal Finance	4
*GEE151	English Composition 2	4	GES151	Critical Thinking	4
GEE212	Effective Speech	4	+GES201	Human Relations in Organizations	4
GEM121	College Mathematics	4	+GES252	Leadership Principles	4

TOTAL CREDITS: 116

**Successful completion of this course requires a grade of "C" or better.*
*** Students who complete the program online will be scheduled for GSD015 Steps to Career Success Online*
+May be substituted with another GES course.

Associate of Science Degree – Information Technology Concentration in Information Security and Forensics

(continued)

Program Outcomes

- Support, maintain, and configure client operating systems and devices.
- Implement support models based on best practices.
- Apply industry standards and governmentally enforced regulations to network infrastructures.
- Interpret auditing data from various systems for incident response and forensic recovery.
- Plan, develop, perform, and document using ethical hacking best practice.

Associate of Science Degree

Nursing

The Associate of 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 minimum 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.

Degree Requirements

PROGRAM REQUIREMENTS
(81 Credits)

*NUR129	Nutrition	4	*RNU218	Clinical Practice 3	6
*RNU125	Introduction to Nursing and the Language of Medicine	5	*RNU219	Clinical Practice 7	3
*RNU181	Foundations in Nursing	3	*RNU230	Acute Care of the Adult	6
*RNU184	Clinical Practice 1	2	*RNU231	Clinical Practice 4	5
*RNU186	Primary Care and Wellness	4	*RNU240	Pediatric Professional Nursing	2
*RNU188	Clinical Practice 2	3	*RNU241	Clinical Practice 5	2
*RNU190	Lifespan Development	4	*RNU250	Maternity Professional Nursing	2
*RNU193	Pharmacology in Disease Management	5	*RNU251	Clinical Practice 6	2
*RNU201	Care of Adults with Chronic Illness	5	*RNU260	Professional Transition into Practice	6
*RNU211	Psychiatric/Mental Health Nursing	4	*RNU261	Clinical Practice 8	8

CAREER READINESS REQUIREMENTS
(1 Credit)

NUR002	Steps to Nursing Success	1

GENERAL EDUCATION
(42 Credits)

*BIO150	Anatomy and Physiology 1	4	*GEE101	English Composition 1	4
*BIO151	Anatomy and Physiology 1 Lab	2	*GEE151	English Composition 2	4
*BIO 165	Anatomy and Physiology 2	4	GEE212	Effective Speech	4
*BIO	Anatomy and Physiology 2 Lab	2	**GEM121	College Mathematics	4
*BIO180	Microbiology	4	*GEM166	College Algebra	4
*BIO181	Microbiology Lab	2	GES110	Psychology	4

MINIMUM 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.*

Associate of Science Degree - Nursing *(continued)*

Program Outcomes

- Integrate scientific knowledge and skills from general education and the sciences into use of nursing process with individuals, families, and groups across the lifespan.
- Use critical thinking and clinical reasoning skills in prioritization and clinical judgment in order to provide safe, high-quality care to patients, families, and groups.
- Display core nursing values through leadership in providing patient and family-centered care.
- Apply current knowledge of ethical, legal and technological issues in planning, implementing, and evaluating care.
- Provide health teaching that is culturally and developmentally appropriate to patients, families, and groups as a strategy for promoting health and minimizing harm from disease.
- Demonstrate a spirit of inquiry, with a commitment to lifelong learning and continued nursing practice that is supported by current scientific evidence

Associate of Science Degree

Robotics and Autonomous Engineering Technology

The Robotics and Autonomous Engineering Technology Program is an intensive 18-month program comprising six quarters. This applied multidisciplinary program equips graduates with the essential knowledge and skills necessary to excel as service engineering technicians (SET) in the rapidly evolving field of robotics and autonomous systems.

Through a comprehensive curriculum, students engage in a diverse range of subjects, including Electronics, Computer Aided Design (CAD), Information Technology, and Electrical Technology. By blending these disciplines, our program provides a unique opportunity for students to develop a well-rounded skill set that is highly sought-after in various career fields, particularly the dynamic robotics industry.

Upon completion of the Robotics and Autonomous Engineering Technology Program, graduates possess the qualifications and confidence to excel in careers as service engineering technicians. They are equipped to contribute effectively in industries such as manufacturing, automation, research and development, and beyond.

Degree Requirements

PROGRAM REQUIREMENTS (81 Credits)					
CAD104	Engineering Graphics	3	MET111	Introduction to Parametric Modeling	3
CAD114	AutoCAD	3	IST421	IT Project Management	4
ELT102	Math for Engineering Technology	4	ITA421	Network Operating Systems 3	5
ELT103	Introduction to Electronics	4	MET221	Mechanical Application Software 2	3
MET101	Introduction to Manufacturing	3	ELC162	Motor Controls	4
MET121	Introduction to Mechanical Design	3	ELT276	Physics for Engineering Technology	4
ELT248	Robotics	4	IST376	Introduction to Robotics and Programming	4
CAREER READINESS REQUIREMENTS (1 Credit)					
GSD005	Steps To Career Success	1	GSI192	Internship	8
GSD180	Career Development	2			
GENERAL EDUCATION (42 Credits)					
*GEE101	English Composition 1	4	+GES252	Leadership Principles	4
GEE212	Effective Speech	4	+GES102	Wellness and Resilience For College and Beyond	4
GEE316	Technical Report Writing	4	GES151	Critical Thinking	4
*GEM166	College Algebra	4	GEM201	Trigonometry	4
				MINIMUM TOTAL CREDITS: 94	

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

+ May be substituted with another GES course.

Program Outcomes

- Set up, verify the proper operation of, and perform daily maintenance on equipment involving robotics and autonomous technology.
- Design, test, and troubleshoot elements in robotics and autonomous technology systems
- Develop code for robotics and autonomous engineering technology systems
- Effectively articulate system requirements, problems, and troubleshooting steps via multiple communications modes either individually or as a group

Associate of Science Degree

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 102.

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. The student assumes all costs.

Degree Requirements

PROGRAM REQUIREMENTS
(56 Credits)

*MED107	Medical Terminology	5	*SGT226	Surgical Procedures 2	4
*MED148	Diseases and Diagnostic Methods	5	*SGT227	Pharmacology for the Surgical Technologist	5
*SGT113	Surgical Instrumentation	3	*SGT236	Surgical Procedures 3	4
*SGT118	Foundations of Surgery	4	*SGT246	Surgical Procedures 4	4
*SGT123	Surgical Preparation, Equipment, & Supplies	4	*SGT264	Clinical Rounds Review	2
*SGT130	Principles of Surgery	3	*SGT266	Clinical Rotation	7
*SGT216	Surgical Procedures 1	4	*SGT268	CST Review	2

CAREER READINESS REQUIREMENTS
(12 Credits)

**GSD005	Steps to Career Success 1	1	*GSI218	Surgical Technology Internship	9
GSD180	Career Development	2			

GENERAL EDUCATION
(34 Credits)

*BIO150	Anatomy and Physiology 1	4	*GEE101	English Composition 1	4
*BIO151	Anatomy and Physiology 1 Lab	2	*GEE151	English Composition 2	4
*BIO165	Anatomy and Physiology 2	4	GEM121	College Mathematics	4
*BIO166	Anatomy and Physiology 2 Lab	2	GES110	Psychology	4
*BIO180	Microbiology	4			
*BIO181	Microbiology Lab	2			

TOTAL CREDITS: 102

**Successful completion of this course requires a grade of "C" or better.*
***Students who complete the program in the evening will be scheduled for GSD015 Steps to Career Success Online and all General Education courses are offered online*

Program Outcomes

- Prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.
- Apply principles of aseptic technique during the peri-operative phase of patient care.
- Sterilize instruments and special equipment necessary for specific procedures.
- Practice effective communication used within the operating room environment.
- Apply concepts of anatomy & physiology, pharmacology, and medical terminology in proper surgical context.
- Perform in a legal and ethical manner as delineated by the surgical technology profession.

Associate of Science Degree

Web/UX Design

The Web/UX Design Program is 24 months in length and consists of eight quarters. The Program 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.

Degree Requirements

PROGRAM REQUIREMENTS
(62 Credits)

GDA101	Design Foundations	3	MMW145	Front-End Web Development	3
GDA102	Compositional Drawing	1	MMW190	Design Thinking	3
GDA103	Computer Illustration	3	MMW202	Interactive Design	3
GDA145	Digital Imaging	3	*MMW228	Web Portfolio Development	8
GDA151	Behavioral Design	3	MMW233	Development Technologies 1	3
GDA215	Entrepreneurship	4	MMW234	Project Methods 1	3
*MMW105	Web Authoring Design	3	MMW235	Development Technologies 2	3
*MMW106	Client-Side Web Development	3	MMW236	Project Methods 2	4
MMW115	Web Design Concepts	3	MMW242	Digital Marketing	3
MMW121	Data-Driven Projects	3			

CAREER READINESS REQUIREMENTS
(12 Credits)

GSD005	Steps to Career Success 1	1	GSD180	Career Development	2
GDA012	Steps to Career Success 2	1	GSI192	Internship	8

GENERAL EDUCATION
(32 Credits)

*GEE101	English Composition 1	4	GEM206	Personal Finance	4
*GEE151	English Composition 2	4	+GES110	Psychology	4
GEE212	Effective Speech	4	GES151	Critical Thinking	4
GEE176	Media Communications	4	+GES201	Human Relations in Organizations	4

TOTAL CREDITS: 106

**Successful completion of this course requires a grade of "C" or better.*
+ May be substituted with another GES course.

Program Outcomes

- Devise solutions that meet user goals and business goals.
- Create projects using current web standards, languages, data storage, and user interface technologies.
- Design and compose interactive screen layouts.
- Demonstrate basic design, type, and color concepts for screen-based media.
- Deliver content to the target audience using modern digital marketing channels.
- Develop materials and methodology for self-promotion, including an online portfolio of work.

Associate of Science Degree

Welding Technology

The 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.

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.

Degree Requirements

PROGRAM REQUIREMENTS
(61 Credits)

WEL101	Introduction to Welding	3	WEL401	Gas Metal Arc Welding	3
WEL105	Math for Welders	4	WEL406	GTAW Pipe Welding	3
WEL116	Metal Cutting	3	WEL411	Gas Tungsten Arc Welding	3
*WEL126	Blueprint Reading and Welding Symbols	3	WEL416	GTAW/SMAW Pipe Welding	5
*WEL214	Shielded Metal Arc Welding	6	WEL421	MIG and TIG Prep	2
WEL218	Advanced Pipe Welding	5	WEL427	GTAW Tube	3
WEL306	Welding Certification/Prep	3	WEL431	Flux Core Arc Welding	3
WEL326	SMAW Pipe Welding	5	WEL435	Blueprints 2	2
WEL336	Advanced Plate Welding	3	WEL441	Exotic Metals	2

CAREER READINESS REQUIREMENTS
(16 Credits)

**GSD005	Steps to Career Success 1	1	GSD180	Career Development	2
WEL012	Steps to Career Success 2	1	GSI199	Internship	12

GENERAL EDUCATION
(32 Credits)

*GEE101	English Composition 1	4	GEM206	Personal Finance	4
*GEE151	English Composition 2	4	+GES131	Ethics	4
GEE212	Effective Speech	4	GES151	Critical Thinking	4
GEM171	Physical Science	4	+GES201	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 GSD015 Steps to Career Success Online and all General Education courses are offered online*
+ May be substituted with another GES course.

Program Outcomes

- Read and interpret welding symbols and blueprints.
- Perform SMAW on pipe in the 6G position.
- Perform SMAW on V-Groove plate with backing in 3G and 4G positions.
- Perform GTAW, GMAW and FCAW machine set-up and welding in all positions.
- Demonstrate proper safety practices in welding per industry standards.
- Perform SMAW and GTAW on pipe in the 6G position.
- Perform SMAW and GTAW on tubes in the 6G position.
- Perform pipe welds in the 6G position, uphill and downhill with SMAW and GMAW.

Certificate Training Programs of Study

Baking & Pastry

The American Academy of Culinary Arts Baking & Pastry Certificate Program is 9 months in length and consists 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.

Degree Requirements

PROGRAM REQUIREMENTS (41 Credits)					
*BKP101	Baking and Pastry Theory and Principles	4	BKP141	Chocolates & Sugar Techniques	7
*BKP111	Artisan Breads & Doughs	7	*CUL111	Sanitation	2
*BKP121	Basic Pastries and Dessert Presentations	7	*CUL112	Basic Knife Skills	1
BKP131	Cakes, Gateaux, & Torten	7	*CUL143	Purchasing and Cost Control	4
*BKP136	Basic Professional Skills	2			
CAREER READINESS REQUIREMENTS (2 Credits)					
GSD180	Career Development	2			
				TOTAL CREDITS: 43	

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

Program Outcomes

- Demonstrate key baking and pastry processes including knife skills, as well as various baking procedures utilizing correct baking terminology, conversions, and equipment.
- Demonstrate a knowledge of purchasing, inventory, and ordering systems, along with implementing recipe and food cost analysis systems.
- Exhibit a working understanding of nutritional guidelines, specialty diets, and allergens.
- Demonstrate safe food handling practices, sanitation procedures, and kitchen safety.
- Create yeast, chemically leavened, and laminated doughs, as well as artisan breads.
- Produce classic American and international pastries and cakes utilizing decorating techniques.
- Prepare a variety of chocolate and sugar confections.

Certificate

Culinary Arts

The American Academy of Culinary Arts Certificate Program is 12 months in length and consists of four quarters. Culinary Arts students work under the supervision of industry recognized and honored chefs and managers. The curriculum focuses on fundamental culinary techniques, classical and international cuisine. 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.

Degree Requirements

PROGRAM REQUIREMENTS (45 Credits)					
*CUL111	Sanitation	2	CUL143	Purchasing and Cost Control	4
*CUL112	Basic Knife Skills	1	CUL146	Culinary, Hospitality, and Supervision	4
*CUL121	Baking and Pastry Fundamentals	8	CUL151	Fundamentals of Classical Cuisine/Garde Manger	7
*CUL131	Introduction to Culinary Arts	8	CUL175	Nutrition and Menu Planning	3
*CUL141	Introduction to Fish/Shellfish and Meats	8			
CAREER READINESS REQUIREMENTS (3 Credits)					
CUL011	Steps to Career Success	1	GSD180	Career Development	2
					TOTAL CREDITS: 48

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

Program Outcomes

- Demonstrate various baking procedures utilizing correct baking terminology and equipment.
- Fabricate, cook, present, and garnish animal proteins and seafood.
- Prepare classical cuisines, international cuisines, and Garde Manger products.
- Analyze and critique fundamental concepts of cooking and apply these to practical skills.
- Apply food service cost control procedures, including purchasing and menu cost analysis.
- Develop supervisory skills to manage food service operations.
- Create a nutritional menu.
- Demonstrate safe food handling practices, sanitation procedures and kitchen safety.

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.

Degree Requirements

PROGRAM REQUIREMENTS (59 Credits)					
ELC101	Math for Electricians	4	ELC122	Residential Wiring Applications	4
ELC111	Electricity 1	5	ELC134	Blueprint Reading	3
ELC121	Residential Wiring	5	ELC153	Commercial Wiring Application	4
ELC132	Introduction to the National Electrical Code	2	ELC191	Computers & Networking	3
ELC133	National Electrical Code Applications	2	ELC211	Programmable Controllers	4
ELC141	Electricity 2	4	ELC221	Troubleshooting Electrical Systems	3
ELC152	Commercial Wiring	4	ELC231	Project Management & Estimating	4
ELC162	Motor Controls	4	ELC241	Transformers and Distribution Systems	4
CAREER READINESS REQUIREMENTS (15 Credits)					
GSD005	Steps to Career Success 1	1	GSI199	Internship	12
GSD180	Career Development	2			
				TOTAL CREDITS: 74	

Program Outcomes

- Demonstrate a working knowledge of safety, OSHA 30 Certification and NFPA 70 E standards.
- Demonstrate a working knowledge of the National Electric Code (NEC Code).
- Install basic single phase residential wiring circuits to meet the NEC code.
- Install all basic single and three phase commercial wiring circuits to meet NEC code.
- Build and troubleshoot basic industrial control systems.
- Show proficiency in using various types of electrical tools, as well as measuring and test equipment.
- Read and interpret construction blue prints.
- Troubleshoot various residential and commercial electrical circuits.

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 student's education they will complete the following certifications necessary for entry-level employment: R-410A, EPA 608 Universal.

Degree Requirements

PROGRAM REQUIREMENTS
(60 Credits)

*HVA109	Fundamentals of Electricity	5	*HVA138	Hydronics	4
*HVA113	Heating Systems 1	4	HVA144	HVAC-R Controls	4
HVA119	Welding and Sheet Metal Fabrication	4	*HVA149	Commercial Refrigeration	5
HVA124	Customer Service and Career Development for HVAC	6	HVA153	Load Calculations and Psychometrics	6
			HVA158	Troubleshooting and Diagnostics	3
*HVA129	Heating Systems 2	5	HVA164	Chiller Systems	4
*HVA134	Residential Refrigeration	5	HVA169	Certification Preparation	5

CAREER READINESS REQUIREMENTS
(13 Credits)

**GSD005	Steps to Career Success 1	1	GSI199	Internship	12

GENERAL EDUCATION REQUIREMENTS
(4 Credits)

GEM121	College Mathematics	4

TOTAL CREDITS: 77

**Successful completion of this course requires a grade of "C" or better.*
***Students who complete the program in the evening will be scheduled for GSD015 Steps to Career Success Online and all General Education courses are offered online.*

Program Outcomes

- Perform safety procedures using standard guidelines.
- Apply electrical theory to interpret electrical diagrams and troubleshoot and diagnose electrical circuitry using a multi-meter.
- Braze and solder various types of tubing.
- Apply HVAC theory to installation, troubleshooting, preventative maintenance, and repair all types of HVACR equipment and verify the proper operations of commercial and residential HVACR systems.
- Proficiently read wiring schematics and diagrams of all HVAC/R equipment.
- Perform load calculation, size duct, analyze indoor air quality, and assess comfort with the use of psychometrics.
- Communicate effectively and appropriately, according to standards of the HVAC industry, with customers and employers.

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 necessary experience 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.

Degree Requirements

PROGRAM REQUIREMENTS (44 Credits)

*MED107	Medical Terminology	5	*MED174	Diagnostic and Procedural Coding for Physicians 3	4
*MED148	Diseases and Diagnostic Methods	5	*MED195	Healthcare Delivery in the Medical Office	5
*MED149	Foundations of Health Insurance	4	*MED217	Advanced Coding 1	4
*MED154	Diagnostic and Procedural Coding for Physicians 1	4	*MED227	Advanced Coding 2	4
*MED163	Computerized Practice Management & E.H.R.	3	*MED323	National Exam Preparation	2
*MED164	Diagnostic and Procedural Coding for Physicians 2	4			

CAREER READINESS REQUIREMENTS (3 Credits)

GSD015	Steps to Career Success Online	1	GSD180	Career Development	2

GENERAL EDUCATION (10 Credits)

*BIO115	Anatomy and Physiology 1	5	*BIO130	Anatomy and Physiology 2	5

TOTAL CREDITS: 57

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

Program Outcomes

- Convert medical documentation into ICD 10 CM, CPT, and HCPCS codes both manually and using encoder software.
- Apply concepts from anatomy & physiology and medical terminology to the practice of medical billing and coding.
- Apply principles of healthcare delivery and foundations of health insurance, including reimbursement methodologies, to the practice of medial coding.
- Perform functions of insurance billing and coding manually and using practice management software.
- Perform auditing of medical records to ensure correct medical code assignments.
- Perform in a legal and ethical manner as delineated by the medical coding profession

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.

Degree Requirements

PROGRAM REQUIREMENTS (66 Credits)

*NUR137	Pharmacology in Nursing	4	*NUR175	Gerontology and Nursing Practice	3
*NUR143	Pharmacology Applications in Nursing	2	*NUR176	Nursing Practice 4	4
*NUR151	Foundations of Nursing 1	4	*NUR180	Maternity Nursing	2
*NUR152	Nursing Practice 1	6	*NUR181	Nursing Practice 5	3
*NUR161	Foundations of Nursing 2	4	*NUR185	Pediatric Nursing	2
*NUR162	Nursing Practice 2	6	*NUR186	Nursing Practice 6	3
*NUR165	Medical/Surgical Nursing Care of the Adult	4	*NUR190	Transition into Nursing Practice	4
*NUR166	Nursing Practice 3	6	*NUR191	Nursing Practice 7	6
*NUR170	Psychosocial and Psychiatric Issues	3			

CAREER READINESS REQUIREMENTS (0 Credits)

NUR001	Steps to Nursing Success	0

GENERAL EDUCATION (18 Credits)

*BIO150	Anatomy and Physiology 1	4	*BIO166	Anatomy and	OBJ 2
*BIO151	Anatomy and Physiology 1 Lab	2	*BIO180	Microbiology	4
*BIO165	Anatomy and	OBJ 4	*BIO181	Microbiology Lab	2

TOTAL CREDITS: 84

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

Program Outcomes

- Integrate ethical, legal, cultural concepts into the nursing care of individuals, families, and groups in various health care settings.
- Apply knowledge from the humanities, physical sciences, and social sciences in the provision of nursing care.
- Implement the nursing process with patients and families in a variety of settings under the supervision of a professional nurse and/or physician.
- Demonstrate sound clinical judgment within the appropriate scope of practice in order to promote safe, high quality nursing care.
- Communicate collaboratively in an effective manner with patients, families, and other members of the health care team.
- Use information gained from review of current trends, information management strategies, and technology effectively in providing safe, high quality holistic nursing care.
- Influence health care and healthy behavior choices by patients and families by providing effective health education.
- Demonstrate a commitment to lifelong learning and best practice based on current scientific findings and patient preferences.

Certificate

Therapeutic Massage Practitioner

This program offers a certificate to prepare individuals for a career in massage therapy. The program meets hour requirements for licensure as regulated by the Pennsylvania Massage Therapy Licensing Board. Coursework provides the necessary skills for the application of structured touch, pressure, movement, holding and treatment of the soft tissue manifestations of the human body in which the primary intent is to enhance the health and well-being of the client.*** Graduates of the Therapeutic Massage program at PTC will be eligible to work in varying setting such as spas, wellness centers, chiropractic offices, private practice, and medical-based massage clinics. 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 AMTA Massage State Regulations. 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. Students will participate in a clinical experience (Clinical 1, 2, and 3) working with the public that may be outside the normal course hours and requires 100% attendance. 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 the syllabus for additional information on each course's delivery option.

Degree Requirements

PROGRAM REQUIREMENTS (39 Credits)							
		Credits	Instructional Hours			Credits	Instructional Hours
*MED148	Diseases and Diagnostic Methods	5	50	*TMP116	Clinical 1	1	30
*TMP102	Introduction to Massage	4	40	*TMP126	Clinical 2	1	30
*TMP103	Kinesiology 1	4	40	*TMP133	Integrated Swedish Massage	2	40
*TMP104	Kinesiology 1 Lab	2	40	*TMP134	Business Ethics	3	30
*TMP108	Spa Applications	2	40	*TMP136	Clinical 3	1	30
*TMP111	Swedish Massage	2	40	*TMP158	Adaptive Massage Modalities	2	40
*TMP113	Kinesiology 2	4	40	*TMP159	Massage Seminar	2	20
*TMP114	Kinesiology 2 Lab	2	40	*TMP160	Capstone	2	40
CAREER READINESS REQUIREMENTS (1 Credit)							
**GSD005	Steps to Career Success	1	10				
GENERAL EDUCATION (12 Credits)							
*BIO150	Anatomy and Physiology 1	4	40	*BIO165	Anatomy and Physiology 2	4	40
*BIO151	Anatomy and Physiology 1 Lab	2	40	*BIO166	Anatomy and Physiology 2 Lab	2	40
							TOTAL CREDITS: 52
							TOTAL HOURS: 760

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

***Students who complete the program in the evening will be scheduled for GSD015 Steps to Career Success Online.*

Certificate – Therapeutic Massage Practitioner *(continued)*

***As per the PA Massage Therapy Licensure Board
https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/MassageTherapy/Pages/Massage-Therapist-Licensure-Requirements-Snapshot.aspx

Program Outcomes

- Assess clients' needs, identify contraindications and areas of caution, and guidelines and standards for the practice of massage therapy.
- Communicate effectively and respectfully with clients and other professionals.
- Use specialized modalities in the appropriate context for diverse environments and clients, such as spas, chiropractic offices, and medical facilities.
- Perform a massage using clinical reasoning to determine the best modalities and treatment protocol for the client.
- Apply concepts from anatomy and physiology, kinesiology, and pathologies to the practice of massage therapy.
- Perform in a legal and ethical manner as delineated by the therapeutic massage profession.

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 in 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.

Degree Requirements

PROGRAM REQUIREMENTS
(45 Credits)

WEL101	Introduction to Welding	3	WEL336	Advanced Plate Welding	3
WEL105	Math for Welders	4	WEL401	Gas Metal Arc Welding	3
WEL116	Metal Cutting	3	WEL411	Gas Tungsten Arc Welding	3
*WEL126	Blueprint Reading and Welding Symbols	3	WEL421	MIG and TIG Prep	2
*WEL214	Shielded Metal Arc Welding	6	WEL431	Flux Core Arc Welding	3
WEL306	Welding Certification/Prep	3	WEL435	Blueprints 2	2
WEL326	SMAW Pipe Welding	5	WEL441	Exotic Metals	2

CAREER READINESS REQUIREMENTS
(4 Credits)

**GSD005	Steps to Career Success 1	1	GSD180	Career Development	2
WEL012	Steps to Career Success 2	1			

GENERAL EDUCATION
(8 Credits)

GEM171	Physical Science	4	GEM206	Personal Finance	4

TOTAL CREDITS: 57

**Successful completion of this course requires a grade of "C" or better.*
***Students who complete the program in the evening will be scheduled for GSD015 Steps to Career Success Online and all General Education courses are offered online*

Program Outcomes

- Read and interpret welding symbols and blueprints.
- Perform SMAW on pipe in the 6G position.
- Perform SMAW on V-Groove plate with backing in 3G and 4G positions.
- Perform GTAW, GMAW and FCAW machine set-up and welding in all positions.
- Demonstrate proper safety practices in welding per industry standards.

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 those listed under the associate degree programs of study on previous pages of this catalog.

Transferability of PN Courses to ASN Program

Practical Nursing		***ASN***	
BIO150	4	BIO150	4
BIO151	2	BIO151	2
BIO160	4	BIO160	4
BIO161	2	BIO161	2
BIO165	4	BIO165	4
BIO166	2	BIO166	2

Transferability of Baking & Pastry Courses to Culinary Arts Program

Baking & Pastry		***Culinary Arts***	
BKP101	4		
BKP111	7		
BKP121	7	CUL121	8
BKP131	7		
BKP141	7		

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

ACC102 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).

ACC206 Financial Accounting 2 — 4 Credits

Prerequisite: ACC102

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.

ACC213 Accounting for Partnerships and Corporations — 4 Credits

Prerequisite: ACC206

Students 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.

ACC214 Applied Accounting Theories — 4 Credits

Prerequisite: ACC206

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 .

ACC217 Government and Nonprofit Accounting — 4 Credits

Prerequisite: ACC102, ACC206

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.

ACC223 Federal Taxes 1: Individual Taxation — 4 Credits

Prerequisite: ACC206

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.

ACC224 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.

ACC227 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.

ACC231 Accounting Information Systems **4 Credits**

Prerequisite: ACC206

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, , completing the accounting cycle, and setting up accounting records for new companies.

ACC311 Managerial Accounting **4 Credits**

Prerequisite: ACC206

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.

ACC351 Auditing **4 Credits**

Prerequisite: ACC311

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.

ACC362 Cost Accounting **4 Credits**

Prerequisite: ACC311

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 is also covered.

ACC402 Intermediate Accounting I **4 Credits**

Prerequisite: ACC311

This is the first course in the two-course Intermediate Accounting sequence. ACC402 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.

ACC407 Intermediate Accounting II **4 Credits**

Prerequisite: ACC402

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

AET101 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.

AET121 Architectural Drafting 1 — 3 Credits

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.

AET131 Architectural Application Software 1 — 3 Credits

Prerequisite: CAD114

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.

AET141 Building and Life Safety Systems — 4 Credits

Prerequisite: CAD114

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.

AET161 Materials and Construction Methods — 3 Credits

Prerequisite: CAD114

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.

AET171 Civil/Topographical Drafting — 3 Credits

Prerequisite: CAD114

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.

AET181 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.

AET201 Architectural Application Software 2 — 4 Credits

Prerequisite: AET131

This course is a continuation of AET131 Architectural Application Software 1. Students will be introduced to Revit MEP and continue to refine the standards and practices learned in AET131. 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.

AET301 Architectural Capstone — 5 Credits

Prerequisite: AET131, AET201

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

AMP301 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 influences and business environmental issues that affect decision-making will also be explored.

AMP326 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.

AMP351 Strategic Human Resources — 6 Credits

This course examines the role of human resource professionals 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.

AMP376 Foundations of Data Analytics — 6 Credits

This course will provide a foundation for students 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.

AMP401 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 a dynamic business environment. Leadership concepts related to innovative practices and competitive approaches will be emphasized.

AMP426 Strategic Marketing in a Global Workplace — 6 Credits

Students will gain an understanding of strategic marketing topics that enable an 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

BIO115 Anatomy and 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.

BIO130 Anatomy and 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

BKP101 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.

BKP111 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.

BKP121 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.

BKP131 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.

BKP136 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.

BKP141 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

BUS012 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.

BUS013 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.

BUS101 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.

BUS112 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.

BUS122 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.

BUS146 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.

BUS201 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.

BUS216 Spreadsheet Applications **3 Credits**

Prerequisite: BUS112

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.

BUS221 Human Resource Management **4 Credits**

Prerequisite: BUS146

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.

BUS233 Database Applications for Business **3 Credits**

Prerequisite: BUS112

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.

BUS241 Small Business Management **4 Credits**

Prerequisite: BUS101, MKT206

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.

BUS291 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 business and make connections with the internal and external

environments. Topics for analysis and recommendations include legal structure, operations management, leadership styles, as well as growing and harvesting strategies.

BUS301 Business & Employment Law **4 Credits**

Prerequisite: BUS146

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.

BUS307 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.

BUS326 Supply Chain Management **4 Credits**

Prerequisite: MKT206

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.

BUS351 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.

BUS366 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.

BUS376 Entrepreneurship and Innovation **4 Credits**

Prerequisite: BUS241

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.

BUS386 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.

BUS392 Government and Public Policy **4 Credits**

Prerequisite: BUS301

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.

BUS401 Global Business Strategy **4 Credits**

Prerequisite: FIN201, MKT206

This course provides an analysis of 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.

BUS411 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.

BUS421 Labor Relations and Employment **4 Credits**

Prerequisite: BUS301

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.

BUS426 Managing Complex Projects **4 Credits**

Prerequisite: BUS146, FIN201

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.

BUS461 International Marketing **4 Credits**

Prerequisite: MKT426

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 projects 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.

BUS481 Business Intelligence and Analysis **4 Credits**

Prerequisite: BUS426

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.

BUS486 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

CAD104 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.

CAD114 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.

CAD154 Industrial Pipe Drafting — 4 Credits

Prerequisite: CAD104, CAD114

This course is an introduction to the principles 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.

CAD219 Structural Drafting — 3 Credits

Prerequisite: CAD104, CAD114

This course is an introduction to principles and practices specific to 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.

CAD261 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, bean analysis, design properties and the effect of materials on a structure.

CJU

CJU012 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.

CJU013 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.

CJU100 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.

CJU110 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.

CJU115 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.

CJU120 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.

CJU130 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.

CJU200 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.

CJU205 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. The primary focus of the course is the utilization and interpretation of criminal statutes.

CJU210 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.

CJU226 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.

CJU230 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.

CJU245 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.

CJU260 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.

CJU276 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.*

CJU280 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.

CRE

CRE000 Career Exploration **0 Credits**

This non-credit course will provide students with an opportunity to explore various PTC Associate degree programs in order to make a more knowledgeable decisions on selecting a program of study. Students will work closely with Student Advisors to create an individualized plan in which they will engage in such activities as sitting in a variety of classes, meeting with education leadership and students, and engaging in guided reflection to determine and/or solidify their program of study.

CUL

CUL012 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.

CUL111 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.

CUL112 Basic Knife Skills **1 Credit**

This course teaches the student proper technique of fundamental knife skills used in culinary arts. Students will learn to identify the different types of knives, the knives construction, and appropriate use in the kitchen. Students will practice what they learn on a variety of different t products typically used currently in the industry. Classical cuts and guidelines will be emphasized.

CUL121 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, 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, , cakes, frostings, and pate a choux, 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.

CUL131 Introduction to Culinary Arts **8 Credits**

Topics include the art of sauce making (stocks, sauces, soups, glazes, and essences), proper techniques for preparing salads, (dressings and garnishes) and the principles of vegetable, starch and breakfast cookery. As practice fundamental cooking techniques, they practice basic knife skills and have an opportunity to prepare various meals. Throughout the course a strong emphasis is placed on safety, creativity, and plate presentation.

CUL141 Introduction to Fish/Shellfish and Meats **8 Credits**

In this course, students learn the intricacies of seafood fabrication including roundfish, flatfish and shellfish. , Not only fabrication, but proper preparation, and presentation as well. 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.

CUL143 Purchasing and Cost Control **4 Credits**

This course exposes students to the process of planning, purchasing, and controlling supplies in a food service environment. The ultimate goal is 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.

CUL146 Culinary, Hospitality, and Supervision **4 Credits**

This course focuses on managing 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 define strategies designed to motivate employees and resolve conflicts with staff, guests, and suppliers.

CUL151 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 and Italian cuisines. 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. This course also explores the organization, responsibilities, and equipment of the cold kitchen. Students get hands-on experience preparing simple platters, hors d'oeuvres, and advanced salads in classical forms for receptions and buffets. Training includes exposure to tools for sausage production, grinding, curing and smoking. Proper sanitation procedures are reinforced throughout the course.

CUL154 Culinary Elements of Wines and Spirits **2 Credits**

Prerequisite: CUL122

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.

CUL172 Advanced Cooking, Pastry, and Intercontinental Cuisine **7 Credits**

In this capstone course, students get the chance to apply their full range of culinary skills to the design and preparation of their own creations. Students participate in a series of industry-based projects. Additionally, students will explore select global cuisines from Asia, the Middle East, Latin America, and Europe. Emphasis is placed on gaining familiarity with the history, culture, indigenous ingredients, and food presentations of each region. Students have the opportunity to prepare, taste, and evaluate dishes from these regions using traditional and contemporary cooking techniques. Kitchen sanitation requirements are emphasized throughout the course.

CUL176 Nutrition and Menu Planning **3 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 menu.

ELC

ELC101 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 the right triangle solutions for evaluating AC circuits.

ELC111 Electricity 1 **5 Credits**

This course introduces the students to electrical occupations; atomic structure; electrical units of measurement; series circuits; parallel circuits; series-parallel or combination circuits; Ohm's law; electrical power; Kirchhoff's law; schematic diagrams; and electrical meters.

ELC121 Residential Wiring **5 Credits**

This is a course on residential wiring methods, which will include theoretical application and hands-on implementation of the NEC requirements. Students will receive practical hands-on instruction on today's residential electrical systems ranging from an introduction to building your future in the construction industry, basic safety for electricians, use of hand tools, splices, use of power tools, and wiring basic electrical circuits. A separate laboratory will provide the student with opportunities to apply the concepts taught in the classroom setting.

ELC122 Residential Wiring Applications **4 Credits**

This is a course on residential wiring methods, which will include theoretical operation and hands-on application of the NEC requirements. Students will receive practical hands-on instruction for today's residential electrical systems ranging from an introduction to device boxes; pull and junction boxes; grounding; residential wiring; and service-entrance requirements. A separate laboratory will provide the student with opportunities to apply the concepts taught in the classroom setting.

ELC132 Introduction to National Electric Code **2 Credits**

This course will introduce the student to one of the most important tools for an electrician. The National Electrical Code (NEC) is to provide the minimum requirements for the installation of electrical systems, in concert with local applicable electrical codes as per the local Authority Having Jurisdiction (AHJ). The student will discover the purpose of the NEC, how to navigate the NEC text, as well as how to use it to find the installation requirements for various electrical devices

and wiring methods. The student will also be provided with an overview of the National Electrical Manufacturers Association (NEMA) and Nationally Recognized Testing Laboratories such as UL and CSA.

ELC133 National Electrical Code Applications **2 Credits**

This course will introduce the student to applications for the NEC, as an electrician. The National Electrical Code (NEC) is to provide the minimum requirements for the installation of electrical systems, in concert with local applicable electrical codes as per the local Authority Having Jurisdiction (AHJ). In this course, the student will learn how to interpret and apply different NEC Articles in a lab setting. Upon completion of this course the student will be able to complete a basic electrical installation and specifically cite the correct NEC Articles used.

ELC134 Blueprint Reading **3 Credits**

This course introduces students to reading and interpreting blueprints for residential and commercial wiring.

ELC141 Electricity 2 **4 Credits**

Prerequisite: ELC111

This course introduces the students to more advanced electrical theory used by electricians. You will study alternating current; inductance; series RL circuits; parallel RL circuits; capacitors; capacitance; series RC circuits; and parallel RC circuits.

ELC152 Commercial Wiring **4 Credits**

Prerequisite: ELC121

This course introduces the student(s) to commercial wiring methods, which will include theoretical application and hands-on implementation of the NEC requirements for commercial installations. Students receive practical hands-on instruction for today's commercial electrical systems ranging from basic rigging; material handling; hand bending of conduit; wireways, raceways and fittings; and conductors and cables. A separate laboratory for hands-on training provides the students with opportunities to apply the concepts taught in the classroom setting.

ELC153 Commercial Wiring Applications **4 Credits**

This course covers the specific requirements for electrical installations in commercial buildings, including offices, retail stores, and other commercial spaces. Students will learn about the several types of commercial wiring systems and how to install electrical panels, switches, and fixtures. The course also covers safety practices and the NEC requirements for commercial wiring. Students will gain hands-on experience in commercial electrical wiring using a range of tools and materials commonly used in commercial electrical installations. By the end of the course, students will have gained practical skills and experience that will prepare them for entry-level positions in commercial electrical work.

ELC162 Motor Controls **4 Credits**

Prerequisite: ELC111

This course introduces the student(s) to AC and DC motors, including their components, circuits, connections, and NEC requirements. This course will also introduce student(s) to the operating principles of contactors and relays, including both mechanical and solid-state devices, as well as how to select and install relays and troubleshoot control circuits.

ELC191 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.

ELC211 Programmable Controllers **4 Credits**

Prerequisite: ELC201

This course covers the basic hardware and operating principles of PLC's, their inputs and outputs, maintenance, troubleshooting and networking.

ELC221 Troubleshooting Electrical Systems **3 Credits**

Prerequisite: ELC111, ELC141, ELC181, ELC201

This course introduces troubleshooting methods and students practice their skills by troubleshooting working electrical systems.

ELC231 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.

ELC241 Transformers and Distribution Systems **4 Credits**

This course focuses on the principles of electrical distribution systems, including transformers, switchgear, and protective devices. Students will learn about the several types of transformers and how to install and maintain them. The course also covers safety practices and the NEC requirements for transformers and distribution systems. By the end of the course, students will have gained practical skills and experience that will prepare them for entry-level positions in commercial electrical work

ELT

ELT012 Steps to Career Success 2 **1 Credit**

This course covers the fundamentals of the AC power grid in the United States. It is designed to verse electronics professionals about the development of the electrical system and provide knowledge & talking points such they may intelligently communicate with laypersons, technical professionals and engineers about the electrical grid which consists of power generation, transmission, distribution, and commercial/residential wiring.

ELT013 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.

ELT102 Math for Engineering Technology **4 Credits**

This course provides students with the essential math skills required to logically solve problems in electrical and electronics engineering applications. The curriculum covers basic electrical and electronics DC arithmetic, topics in algebra, and selected applications of trigonometry. Learners examine the importance of correct engineering calculator use, logical thinking, electronic engineering prefixes, and units. Students also acquire the principles of right triangle solutions for proper evaluation of AC circuits.

ELT103 Introduction To Electronics **4 Credits**

Electricity and electronic systems are explored through the study of AC and DC fundamentals. Lab activities introduce students to electronic test equipment and troubleshooting techniques used by technicians in industry. Topics include resisters, transformers, diodes, rectifiers, filters, transistors, and regulators.

ELT105 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.

ELT119 Electronics 1 **7 Credits**

Prerequisite: ELT102, ELT105

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.

ELT129 AC Fundamentals **4 Credits**

Prerequisite: ELT102, ELT105

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.

ELT139 Electronics 2 **7 Credits**

Prerequisite: ELT119, ELT129

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.

ELT147 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.

ELT148 Digital Electronics **7 Credits**

Prerequisite: ELT139

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.

ELT244 Communication Systems **7 Credits**

Prerequisite: ELT148

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.

ELT246 Control System Electronics **7 Credits**

Prerequisite: ELT148

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.

ELT248 Robotics **4 Credits**

Prerequisite: ELT148

Robotics is a lab-based course that introduces the basic concepts of robotics, focusing on the construction and programming of autonomous mobile robots.

ELT276 Physics For Engineering Technology **4 Credits**

This course provides an introductory study into physics, its implementations of pertinent basic laws and values of physics and their applied applications to engineering technology.

FIN

FIN201 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 provide students with the basic tools necessary to analyze projects and justify corporate investments.

FIN211 Financial Management **4 Credits**

Prerequisite: FIN201

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 stocks and bonds in corporate financing. Case studies are used to explore the financing decisions and capital structure of businesses.

FIN321 Investment Management **4 Credits**

Prerequisite: FIN201

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.

FIN326 Corporate Finance & Investments **4 Credits**

Prerequisite: FIN201, ACC206

This course provides an introduction to the theory, the methods, and 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.

FIN401 Financial Institutions and Markets **4 Credits**

Prerequisite: FIN326

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

GDA012 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.

GDA101 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.

GDA102 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.

GDA103 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.

GDA145 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.

GDA146 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.

GDA147 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.

GDA148 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.

GDA151 Behavioral Design **3 Credits**

Prerequisite: GDA101

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.

GDA153 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.

GDA154 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.

GDA211 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.

GDA212 Portfolio Development 1 **4 Credits**

This course focuses on advanced layout and design skills. The student explores more complex visual communication theories and applies 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.

GDA213 Portfolio Development 2 **4 Credits**

Prerequisite: GDA212, GDA257

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.

GDA214 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.

GDA215 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.

GDA216 Advanced Production **3 Credits**

Prerequisite: GDA153

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.

GDA217 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.

GDA220 Portfolio Web Development **4 Credits**

Prerequisite: GDA257, GDA267

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.

GDA257 Web Design 2 **3 Credits**

Prerequisite: GDA147

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.

GDA267 Web Design 3 **3 Credits**

Prerequisite: GDA257

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

GEE095 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.*

GEE101 English Composition 1 — 4 Credits

Corequisite: GEE095, 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.

GEE151 English Composition 2 — 4 Credits

Prerequisite: GEE101

This writing course is a continuation of the fundamentals introduced in GEE101 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.

GEE176 Media Communications — 4 Credits

Prerequisite: GEE151

This course will introduce students to professional-level writing and editing skills and techniques, and the practice of effective communication on the web and other marketing projects. Students practice information gathering through research and inquiry, then organize the material and compose headings, taglines, and copy for online media. Real-world industry examples are analyzed critically, as is the students' own work.

GEE212 Effective Speech — 4 Credits

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.

GEE301 American Literature — 4 Credits

Prerequisite: GEE151

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.

GEE316 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. The 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.

GEE401 Professional Communications — 4 Credits

Prerequisite: GEE101, GEE151

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

GEH122 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.

GEH326 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.

GEH401 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.

GEH406 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

GEM096 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 to 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.*

GEM121 College Mathematics — 4 Credits

Corequisite: GEM096, 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.

GEM166 College Algebra — 4 Credits

Prerequisite: Satisfactory performance on the mathematics proficiency exam or GEM121

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.

GEM171 Physical Science — 4 Credits

Prerequisite: GEM166

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.

GEM201 Trigonometry 4 Credits

This general studies course involves the use of applied trigonometric functions. Topics include concepts in geometry, Pythagorean Theorem, trigonometric identities relative to right triangles, the law of sines and cosines, logarithmic functions, and an introduction to vectors.

GEM206 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.

GEM251 Pre-Calculus 4 Credits

Prerequisite: GEM166

This course explores definitions and concepts of functions and graphs. Topics include properties of absolute value, polynomial, rational, exponential, logarithmic, and trigonometric functions, and techniques for solving equations and inequalities.

GEM301 Statistics 4 Credits

Prerequisite: GEM166

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.

GEM306 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 way 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.

GEM352 Applied Calculus 4 Credits

Prerequisite: GEM251

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

GES102 Wellness and Resilience for College and Beyond 4 Credits

College is an exciting and stressful time for everyone. The increased freedom and independence are both exciting and daunting, leading many students to struggle in new ways or with emotions that seem to have increased in intensity. Conversely, research has shown that individuals who develop and use resilience strategies and emotion regulation skills (such as opposite action, relaxation strategies, mindfulness, and practicing gratitude) as well as build positive routines (for example, good eating and sleep habits, daily exercising, scheduling fun activities) are more likely to be effective in their job roles, involved in strong relationships, physically and mentally healthy, and satisfied with their lives overall.

The purpose of this course is to teach undergraduate students skills for having resilience in the face of commonly experienced stressors and difficulties. Simply put, resilience is the ability to both survive and thrive. Resilience is not only

about your ability to positively adapt in the face of adverse or challenging circumstances (that is, survive), but it is also about learning the positive skills, strategies, and routines that enable you to live a happy, fulfilling, and successful life (in other words, thrive). This course will provide you with a personalized set of strategies and skills for self-care and optimize your academic and social experiences while at Pittsburgh Technical College and beyond.

GES110 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.

GES131 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.

GES151 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.

GES176 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.

GES201 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.

GES211 Principles of Microeconomics **4 Credits**

Prerequisite: GEM121 or GEM166

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.

GES231 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 processes, 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 genders, 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.

GES252 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.

GES301 Principles of Macroeconomics **4 Credits**

Prerequisite: GEM121 or GEM166

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.

GES306 Social Psychology **4 Credits**

Prerequisite: GES110

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.

GES351 Business Ethics and Social Responsibility **4 Credits**

Making ethical decisions is paramount when working in an organization. The course will explore 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, business, and society.

GSD

GSD005 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.

GSD015 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.

GSD180 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.

GSD310 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.

GSD330 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

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 of 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 of 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 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 of 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.

GSI218 Surgical Technology Internship **9 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 AMP301, AMP326, AMP351, AMP376, AMP401, AMP426

The Applied Capstone course will allow students to demonstrate integrated knowledge between their associate degree and bachelor's 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

HMA101 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.

HMA139 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 of how to create and modify passenger name records, reserving airline reservations. Topic discussed include the five mandatory fields and pricing domestic itineraries.

HMA201 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.

HMA204 Food and Beverage **4 Credits**

This course focuses on leadership within food and beverage operations. Focusing on the 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.

HMA208 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.

HMA251 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.

HVA

HVA012 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.

HVA109 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.

HVA113 Heating Systems 1 **4 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.

HVA119 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.

HVA124 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.

HVA129 Heating Systems 2 **5 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.

HVA134 Residential Refrigeration **5 Credits**

This course is designed to give the student the ability to understand refrigeration theory. The student will understand the basic refrigeration cycle; have a 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.

HVA138 Hydronics **4 Credits**

Prerequisite: HVA129

This course will provide the student with a working knowledge of low-pressure boilers, zoning applications relative to hot water heat application of electronic and mechanical controls specific to hot water heating.

HVA144 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.

HVA149 Commercial Refrigeration **5 Credits**

Prerequisite: HVA129, HVA134

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.

HVA153 Load Calculations and Psychometrics **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.

HVA158 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.

HVA164 Chiller Systems **4 Credits**

Prerequisite: HVA149

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.

HVA169 Certification Preparation **5 Credits**

This course will prepare the students to take the EPA, Section 608 Technician Certification, 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

ISC101 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

IST301 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.

IST311 Cyber Security 4 Credits

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

IST341 Network Operating Systems Management 4 Credits

Prerequisite: IST301

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.

IST351 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 of the relational model and with an SQL database management structure.

IST361 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.

IST371 Information Systems Business Intelligence for Industry 4 Credits

Prerequisite: IST351

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.

IST376 Introduction to Robotics and AI Programming 4 Credits

The objective of this course is to introduce concepts to the field of Robotic and AI Programming and through the participation of the entire engineering design process. This course covers a variety of multidisciplinary topics necessary to understand the fundamentals of designing, building, and programming robots. During this course, students will be required to gradually complete the design and construction of a robot system kit and follow the constraints and objectives for completing on the final project demonstration.

IST381 Governance & Security in Technology 4 Credits

Prerequisite: IST311

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.

IST391 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.

IST401 Systems Analysis & Design **4 Credits**

This course introduces the intricacies of systems analysis and design. The purpose is to provide an understanding of the system's 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 analyze and optimize systems, and to make decisions as technology managers quantitatively and systematically. 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 dynamic experience in developing business systems analysis documents, as well as in analyzing and designing systems. The course includes analysis of current systems, logical and physical systems design, system implementation, testing, maintenance, and documentation.

IST406 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. Students 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.

IST411 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.

IST421 IT Project Management **4 Credits**

Prerequisite: IST406

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 and 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.

IST431 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.

IST441 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.

IST461 Computer and Network Security 4 Credits

The course covers the 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 prevention measures.

ITA

ITA106 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.

ITA114 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.

ITA123 Hardware Technology 1 3 Credits

Prerequisite: ITA106

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.

ITA127 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.

ITA143 Network Operating Systems 1 5 Credits

Prerequisite: ITA114, ITA127

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.

ITA197 Network Operating Systems 2 **5 Credits**

Prerequisite: ITA143

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.

ITA207 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.

ITA208 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.

ITA212 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 the major functions of these applications and prepares the student to provide the necessary entry-level support.

ITA237 Networking 2 **5 Credits**

Prerequisite: ITA127

This course focuses on servicing and supporting CISCO routers and switches. Upon completion, the student will possess the knowledge, skills and understanding needed to configure, maintain and troubleshoot routers, routing and routing protocols on networks.

ITA266 Database Development **5 Credits**

Prerequisite: ITA106

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.

ITA275 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.

ITA297 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.

ITA308 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.

ITA316 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.

ITA332 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

ITG012 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.

ITG013 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

ITP101 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.

ITP111 Introduction to HTML/CSS **3 Credits**

This course introduces students to 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, and how to add interactivity with JavaScript. .

ITP154 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.

ITP203 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.

ITP212 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 limited to: User Interface Components, User Interaction, Multi-view Applications and Basic Data Persistence.

ITP249 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.

ITP254 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.

ITP263 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.

ITP277 Object-Oriented Programming **5 Credits**

Prerequisite: ITP154

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.

ITP302 Introduction to Game Design **5 Credits**

This course introduces students to the rigorous field of interactive simulation and video game design. Topics of discussion include the issues inherent in the process of game design and the skills and tools necessary for game development. The focus of the course will be hands-on development of 2D/3D computer games.

ITP307 Game Development 1 **4 Credits**

This course is a continuation of ITP302 Introduction to Game Design and will focus on such topics as 2D/3D 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/3D computer games.

ITP313 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 2D/3D computer games.

ITP359 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.

ITP372 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.

ITP379 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.

ITP383 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 to 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

ITS254 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.

ITS282 Information Security 2 **5 Credits**

Prerequisite: Acceptance into the Information 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.

ITS283 Regulatory Compliance **3 Credits**

Prerequisite: Acceptance into the Information 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. The 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.

ITS311 Information Systems Auditing 5 Credits

Prerequisite: Acceptance into the Information 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.

ITS312 Ethical Hacking 4 Credits

Prerequisite: Acceptance into the Information 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

MED107 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.

MED138 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, teamwork, and measuring customer satisfaction.

MED148 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.

MED149 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.

MED154 Diagnostic and Procedural 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.

MED163 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.

MED164 Diagnostic and Procedural Coding for Physicians 2 4 Credits

Prerequisite: MED154

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.

MED174 Diagnostic and Procedural Coding for Physicians 3 **4 Credits**

Prerequisite: MED154

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.

MED195 Healthcare Delivery in the Medical Office **5 Credits**

This course provides students with a basic understanding of the 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.

MED204 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.

MED217 Advanced Coding 1 **4 Credits**

Prerequisite: MED154, MED164, MED174

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.

MED227 Advanced Coding 2 **4 Credits**

Prerequisite: MED154, MED164, MED174

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.

MED234 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.

MED239 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.

MED269 Medical Seminar **3 Credits**

Prerequisite: The student is required to successfully complete all courses in the 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.

MED323 National Exam Preparation **2 Credits**

Prerequisite: MED154, MED164, MED174

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

MET101 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.

MET111 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.

MET121 Introduction to Mechanical Design **3 Credits**

Prerequisite: CAD104, CAD114

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.

MET131 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 include the extraction, conversion, transportation, storage, distribution and the usage of energy as it relates to the energy fields.

MET141 Mechanical Application Software 1 **4 Credits**

Prerequisite: MET121

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

MET201 Mechanical and Fabrication Design **4 Credits**

Prerequisite: MET111, MET121

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

MET221 Mechanical Application Software 2 **3 Credits**

Prerequisite: MET121

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

MET231 Geometric Tolerance **3 Credits**

Prerequisite: MET121

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.

MET301 Mechanical Capstone **5 Credits**

Prerequisite: MET121, MET141, MET201

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

MKT

MKT202 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.

MKT206 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 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.

MKT236 Advertising and Promotions **3 Credits**

Prerequisite: MKT206

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.

MKT426 Strategic Marketing **4 Credits**

This course provides students with solid experience in creating market-driven and market-driven 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.

MMV

MMV116 Audio/Video Editing 1 **3 Credits**

Prerequisite: MMV120

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.

MMV117 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.

MMV118 Cinematography **3 Credits**

Prerequisite: GDA146

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.

MMV119 Audio/Video Editing 2 **3 Credits**

This course is a continuance of MMV116 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.

MMV120 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.

MMV122 Video Preproduction **3 Credits**

This course immerses students in the key principles of the video production pipeline. From concept to completion, students 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.

MMV205 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.

MMV206 Videography **4 Credits**

Prerequisite: MMV118

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.

MMV208 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 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.

MMV209 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.

MMV211 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.

MMV216 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.

MMV227 Streaming & 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 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.

MMV229 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.

MMV231 Videography 2 **3 Credits**

Prerequisite: MMV206

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.

MMV237 Visual Effects **3 Credits**

Prerequisite: MMV211

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 cinematography, particularly 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.

MMV238 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, i.e., 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.

MMV239 Studio Audio **3 Credits**

Prerequisite: MMV208, MMV209

This course combines recording, mixing and mastering audio while applying the tools, techniques and skills acquired in the previous audio courses. Various recording methods are utilized, including Foley, automatic dialogue replacement (ADR), voice over (VO), stereo mic techniques, multitrack music recording, and loop creation. 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. Upon completion of this course students will have a working knowledge of studio patch bays, microphone selection and placement, and engineering on a professional mixing console.

MMW

MMW105 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. A 70% grade must be attained.

MMW106 Client-Side Web Development **3 Credits**

Prerequisite: MMW105

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.

MMW115 Web Design Concepts **3 Credits**

This course is designed to provide the student with an overview of 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.

MMW121 Data-Driven Projects **3 Credits**

Prerequisite: MMW105, MMW106

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.

MMW145 Front-End Web Development **3 Credits**

Prerequisite: MMW105, MMW106

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.

MMW190 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.

MMW202 Interactive Design **3 Credits**

Prerequisite: MMW105, MMW106

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.

MMW228 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.

MMW233 Development Technologies 1 **3 Credits**

Prerequisite: MMW121

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.

MMW234 Project Methods 1 **3 Credits**

Prerequisite: MMW105, MMW190

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.

MMW235 Development Technologies 2 **3 Credits**

Prerequisite: MMW233

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.

MMW236 Project Methods 2 **4 Credits**

Prerequisite: MMW202, MMW234

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.

MMW242 Digital Marketing **3 Credits**

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

MOA012 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.

MOA013 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 notetaking 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 database is presented to assist the student in the process of locating, evaluating, and applying information effectively. A synopsis of NCLEX success strategies to employ 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 notetaking 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 the 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: GEM121 (if Accuplacer ≤ 45) or GEM166 (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 in Nursing — 3 Credits

Prerequisite: BIO150, BIO151, NUR002, RNU125

Corequisite: GEM121 (if Accuplacer ≤ 45) or GEM166 (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: GEM121 (if Accuplacer ≤ 45) or GEM166 (if Accuplacer > 45), BIO165, BIO166, RNU181 (Must be passed concurrently with RNU184 or both must be repeated concurrently)

This practicum accompanies RNU181: Foundations in 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, GEM166, 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 are examined and coping strategies are reviewed. Students will be given opportunities to identify health promotion needs and design health promotion and wellness plans. The 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, GEM166), 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: GES110

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, GEM166, 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: GEM121 (if Accuplacer ≤ 45) or GEM166 (if Accuplacer > 45), NUR129, 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: GEM166, 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: GEM166, 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: GEM166, 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: GEM166, 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. The 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: GEM166, 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: GEM166, 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: GEM166, 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: GEM166, 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 with emphasis on preparation for the NCLEX-RN 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.

SGT

SGT113 Surgical Instrumentation **3 Credits**

Prerequisite: Admission to Surgical Technology program

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.

SGT118 Foundations of Surgery **4 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 patients' psychological and emotional concerns regarding surgery. The students will gain hands-on experience with aseptic technique, handwashing, surgical scrub and surgical gowning techniques. Lab exercises will be conducted to provide hands-on practical experience.

SGT123 Surgical Preparation, Equipment, and Supplies **4 Credits**

Prerequisite: SGT113, SGT118

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.

SGT130 Principles of Surgery **3 Credits**

Prerequisite: SGT113, SGT118

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.

SGT216 Surgical Procedures 1 **4 Credits**

Prerequisite: SGT123, SGT130, 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.

SGT226 Surgical Procedures 2 **4 Credits**

Prerequisite: SGT216, 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.

SGT227 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.

SGT236 Surgical Procedures 3 **4 Credits**

Prerequisite: SGT216, 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.

SGT246 Surgical Procedures 4 **4 Credits**

Prerequisite: SGT216, 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.

SGT264 Clinical Rounds Review — 2 Credits

Corequisite: SGT266

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 SGT268 (CST review) by completing brief reviews of previously mastered surgical technology concepts.

SGT266 Clinical Rotation — 7 Credits

Prerequisite: Successful completion of Surgical Technology core classes through term 5; 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 with 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.

SGT268 CST Review — 2 Credits

Prerequisite: Completion of all core courses

Corequisite: GSI218

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 10 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.

TMP

TMP102 Introduction to Massage — 4 Credits

This course introduces the student to the concept of professional touch. Students will be introduced to the history and evolution of massage therapy, as well as the professional, legal, and ethical boundaries associated within the therapist's scope of practice. Students will learn concepts necessary for success in the massage profession such as accurate record keeping, informed consent, intake, and assessment procedures. The course will introduce the benefits and indication for massage, potential contraindications, and how to communicate effectively with clients regarding these situations. The course will stress the importance of professional communication and ethical decision-making throughout their careers as a massage therapist.

TMP103 Kinesiology 1 — 4 credits

This course will introduce the student to anatomy of the muscular system. Throughout the course, students will be introduced to navigation of the body through identifying bones, bony landmarks, and "trails" as described by the

textbook materials. In addition, the course will introduce the musculature of the body including origin, insertion, action, range of motion, and stretching.

TMP104 Kinesiology 1 Lab **2 credits**

This course will provide students with hands-on palpation to supplement learning that is occurring in TMP 103 Kinesiology 1. Students will have an opportunity to find and identify bones and bony landmarks, as well as palpate origin and insertion points for muscles. Students will demonstrate muscle actions through both active and passive movement patterns. In addition, students will be introduced to trigger point palpation and will incorporate basic stripping techniques and trigger point work on muscle groups.

TMP108 Spa Applications **2 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 a 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.

TMP111 Swedish Massage **2 Credits**

The application of a system of structured Swedish massage strokes, touch, pressure and movement of the soft tissues of the human body are introduced along with employing 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.

TMP113 Kinesiology 2 **4 credits**

Prerequisites: TMP103, TMP104

This course continues the study of the anatomy of the muscular system. Throughout the course, students will continue to examine the body through identifying bones, bony landmarks, and "trails" as described by the textbook materials. In addition, the course will continue to study the musculature of the body including origin, insertion, action, range of motion, and stretching.

TMP114 Kinesiology 2 Lab **2 credits**

Prerequisites: TMP103, TMP104

This course will provide students with hands-on palpation to supplement learning that is occurring in TMP 104 Kinesiology 2. Students will have an opportunity to find and identify bones and bony landmarks, as well as palpate origin and insertion points for muscles. Students will demonstrate muscle actions through both active and passive movement patterns. In addition, students will be introduced to trigger point palpation and will incorporate basic stripping techniques and trigger point work on muscle groups.

TMP116 Clinical 1 **1 Credit**

This course will provide students with experience in a supervised public clinic setting. Students will utilize material covered in first quarter classes to perform business administration tasks to gain a better understanding of the duties required in a massage business. Once students have received adequate training in their courses, massage therapy techniques will be performed under the supervision of a licensed massage therapist. In addition, students will use client scenarios to expand their knowledge on massage treatment protocols and contraindications.

TMP126 Clinical 2 **1 Credit**

Prerequisite: TMP111

This course will provide students with experience in a supervised public clinic setting. Students will utilize material covered in previous classes to perform massage therapy techniques under the supervision of a licensed massage therapist. In addition, students will use client scenarios to expand their knowledge on massage treatment protocols and contraindications.

TMP133 Integrated Swedish Massage **2 credits.**

Prerequisite: TMP111

This course will build upon concepts learned in TMP111 Swedish Massage to enhance massage therapy treatment outcomes and meet client goals. Students will be introduced to the concept of deep tissue/neuromuscular massage. During this course, the students will apply critical thinking to developing massage protocols for clients with various musculoskeletal conditions. Students will enhance communication skills through role-plays and opportunities for practice through client scenarios.

TMP134 Business Ethics **3 Credits**

This 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. Students will complete a career portfolio to prepare for graduation and future employment opportunities. In addition, students will continue to explore the professional relationship, and legal and ethical boundaries associated with the massage therapy profession.

TMP136 Clinical 3 **1 Credit**

Prerequisite: TMP111

This course will provide students with experience in a supervised public clinic setting. Students will utilize material covered in prior quarter classes to perform massage therapy techniques under the supervision of a licensed massage therapist. In addition, students will use client scenarios to expand their knowledge on massage treatment protocols and contraindications.

TMP158 Adaptive Massage Modalities **2 Credits**

Prerequisite: TMP111

This course is designed to introduce students to a variety of adaptive massage considerations in various client settings such as prenatal massage, clients diagnosed with HIV/AIDS, clients diagnosed with cancer or living on hospice/palliative care, athletes, and massage for geriatric clients, and clients with physical disabilities and mental health needs. Students will learn how to address each situation and the varying massage techniques that will need to be performed to safely massage each population.

TMP159 Massage Seminar **2 Credits**

Prerequisite: Successful completion of all previous massage therapy courses.

This course prepares students for success on the MBLEx licensure exam which is required as a component for licensure within most states in the United States. The course will review all topics currently tested by the MBLEx and allow students to participate in mock practice exams to better understand their knowledge of the content topics.

TMP160 Capstone **2 Credits**

Prerequisite: Successful completion of all previous massage therapy courses.

The Capstone course will allow students to demonstrate integrated knowledge from all previous massage therapy courses. The course aims to assess the student's knowledge of hands-on practical application for massage and to ensure the student is ready to meet entry-level expectations for employers. This course will allow students to utilize clinical protocols through understanding of the biomechanical principles of movements and the application of client scenarios to soft tissue pathologies throughout the healing process.

TTA

TTA102 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.

TTA228 Travelogue — 3 Credits

Prerequisite: MKT206

This course covers the skills and materials learned in the core classes of the Hospitality Management concentration and the familiarization trip that the students planned. 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 of internal and external community members about the trip.

WEL

WEL012 Steps to Career Success 2 — 1 Credit

This course focuses on basic electrical skills for welders. Topics include electrical safety, digital meter operation, fuses, voltage, current, resistance, and grounding theory.

WEL101 Introduction to Welding — 3 Credits

This course teaches students the basic practices of welding, including oxy-acetylene welding, brazing, soldering, and SMAW. Students demonstrate these techniques on various joints and positions. Students are introduced to industry safety practices which are reinforced in the shop. This course includes both lab and classroom elements.

WEL105 Math for Welders — 4 Credits

This course provides students with the basic math tools necessary to solve problems they may encounter in a Fabrication Shop or in the Field. The course consists of a review of arithmetic, the use of the Metric System, the basic use of Plane Geometry, Angular development and using formulas to solve Tube and Plate Bending.

WEL116 Metal Cutting — 3 Credits

In this course students learn techniques to cut and shape metal using: oxyfuel, manual and semi-automatic plasma cutting, carbon arc torches, an ironworker, band saws, bevelers and thermal lance torches. Students learn how to set up equipment and layout specific projects using blueprints. Industry safety practices specific to equipment set up and operation are reviewed and reinforced throughout the course and shop. This course includes both lab and classroom elements.

WEL126 Blueprint Reading and Welding Symbols — 3 Credits

In this course students learn skills needed to read and correctly interpret design plans for welded joints. Coursework includes recognizing structural shape, preparing a bill of materials, recognizing and interpreting welding symbols and basic sketching. This is a theory-based class.

WEL214 Shielded Metal Arc Welding — 6 Credits

Prerequisites: WEL101; WEL116; WEL126

In this foundational course, students learn the principles and techniques of Shielded Metal Arc Welding. Students learn to weld on T-joints with various electrodes in all positions. They apply the visual inspection process to evaluate welds. Coursework includes SMAW equipment inspection, setup, minor repair and operation. Students are introduced to safety practices related to electric arc welding. This course includes both lab and classroom elements.

WEL218 Advanced Pipe Welding — 2 Credits

Prerequisite: WEL326

In this course students learn how to perform welds using E-6010 electrode using a downhill progression. Students apply the visual inspection process to evaluate welds. Students have the opportunity to participate in the API 1104 6G pipe qualification conducted by a certified welding inspector. Industry safety standards are reinforced in the shop. This course includes both lab and classroom elements.

WEL306 Welding Certification/Prep **3 Credits**

Prerequisite: WEL214

This course is designed to prepare students for the 3G and 4G AWS D1.1 Plate Qualification and ASME section IX pipe test. This course includes topics such as welding codes, reading WPS documents, destructive/non-destructive testing, and visual inspection criteria. This course is designed to upgrade those who already have basic welding skills to an advanced stage. Emphasis is placed upon using E-7018 and E-6010 electrodes on pipe and plate utilizing V-grooves. This course includes both lab and classroom elements.

WEL326 SMAW Pipe Welding **5 Credits**

Prerequisite: WEL214

In this course students learn how to perform welds using E-6010 and E-7018 electrodes in all positions. Students apply the visual inspection process to evaluate welds. Students have the opportunity to participate in the ASME IX 6G pipe qualification conducted by a certified welding inspector. This course includes both lab and classroom elements.

WEL336 Advanced Plate Welding **3 Credits**

Prerequisite: WEL214

In this course students learn how to perform welds using E-7018 electrodes in all positions. Students apply the visual inspection process to evaluate welds. Students have the opportunity to participate in the AWS D1.1 3G and 4G qualification conducted by a certified welding inspector. Industry safety standards are reinforced in the shop. This is a lab course.

WEL401 Gas Metal Arc Welding **3 Credits**

Prerequisites: WEL101; WEL116; WEL126

In this course students learn the practices and techniques of Gas Metal Arc Welding. Students learn to weld mild steel and aluminum utilizing fillet and groove welds in all positions. Students are introduced to shielding gases and filler wire associated with GMAW. They apply the visual inspection process to evaluate welds. Coursework includes equipment inspection, setup, minor repair, and operation. Industry safety standards are reinforced in the shop. This course includes both lab and classroom elements.

WEL406 GTAW Pipe Welding **3 Credits**

Prerequisites: WEL411; WEL326

In this course students learn how to perform welds using Gas Tungsten Arc Welding in all positions. Students apply the visual inspection process to evaluate welds. Students have the opportunity to participate in the ASME IX 6G pipe qualification conducted by a certified welding inspector. Industry safety standards are reinforced in the shop. This is a lab only course.

WEL411 Gas Tungsten Arc Welding **3 Credits**

Prerequisites: WEL101; WEL116; WEL126

In this course students learn the practices and techniques of Gas Tungsten Arc Welding. Students learn to weld mild steel utilizing fillet and groove welds in all positions. Students are introduced to shielding gases and filler wire associated with GTAW. They apply the visual inspection process to evaluate welds. Coursework includes equipment inspection, setup, minor repair, and operation. Topics include selecting proper tungsten and filler metals. Industry safety standards are reinforced in the shop. This course includes both lab and classroom elements.

WEL416 GTAW/SMAW Pipe Welding **5 Credits**

Prerequisites: WEL411; WEL326

In this course students learn how to perform welds using Gas Tungsten Arc Welding and E-7018 electrodes in all positions. Students apply the visual inspection process to evaluate welds. Students have the opportunity to participate in the ASME IX 6G pipe qualification conducted by a certified welding inspector. Industry safety standards are reinforced in the shop. This course includes both lab and classroom elements.

WEL421 AWS SENSE MIG and TIG — 2 Credits

Prerequisites: WEL401; WEL411

In this course, students are introduced to Metal Inert Gas and Tungsten Inert Gas fabrication techniques. Students use blueprints to identify project specifications and assemble a bill of materials. Students cut project pieces using a variety of tools and processes. Industry safety standards are reinforced in the shop. This is a lab course.

WEL427 GTAW Tube — 3 Credits

Prerequisites: WEL411; WEL326

In this course students learn how to perform welds using Gas Tungsten Arc Welding and E-7018 electrodes in all positions. Students apply the visual inspection process to evaluate welds. Students have the opportunity to participate in the ASME IX 6G tube qualification conducted by a certified welding inspector. Industry safety standards are reinforced in the shop. This is a lab course.

WEL431 Flux Core Arc Welding — 3 Credits

Prerequisites: WEL401; WEL214

In this course students learn the practices and techniques of Flux Core Arc Welding. Students learn to weld mild steel utilizing fillet and groove welds in all positions. Students are introduced to shielding gases and filler wire associated with FCAW. They apply the visual inspection process to evaluate welds. Coursework includes equipment inspection, setup, minor repair and operation. Students have the opportunity to participate in the AWS D1.1 weld qualifications with a certified weld inspector. Industry safety standards are reinforced in the shop. This course includes both lab and classroom elements.

WEL435 Blueprints II — 2 Credits

Prerequisite: WEL126

In this course students hone current blueprint skills and develop new skills that can be applied to projects in the field. Coursework includes project layout, fit up, sequencing, orientation, alignment techniques and fabrication tactics. Students participate in several projects to apply these skills. This is a theory-based class.

WEL441 Exotic Metals — 2 Credits

Prerequisite: WEL411

In this advanced course, students learn Gas Tungsten Arc Welding on stainless steel and aluminum in various joints and positions. Coursework includes determining base and filler metals applicable to the project and managing tungsten performance. Students apply the visual inspection process to evaluate welds. This is a lab course.

Course Numbering System

Courses are sequentially numbered based on offerings in the course layouts.

Discipline	Prefix Code	Number Series
Business		
Accounting Administration	ACC	102-407
Applied Management	AMP	301-426
Business Administration	BUS	101-486
Finance	FIN	201-401
Hospitality Management	HMA	101-251
Marketing	MKT	202-426
Travel & Tourism	TTA	102-228
Career Development	BUS	012-013
Criminal Justice		

Criminal Justice	CJU	100-280
Career Development	CJU	012-013
Culinary Arts		
Baking & Pastry	BKP	101-141
Culinary Arts	CUL	111-175
Career Development	CUL	011-012
Design		
Computer Aided Drafting	CAD	104-261
	AET	101-301
	MET	101-301
Graphic Design GDA	GDA	101-267
Digital Media and Video Prod.	MMV	116-249
Multimedia- Web Design	MMV	105-242
Career Development	GDA	012
Energy & Electronics		
Electronics	ELT	102-248
Career Development	ELT	012-013
General Education		
Science	BIO	115-181
English	GEE	095-401
History	GEH	122-406
Math	GEM	096-352
Social Science	GES	102-351
Healthcare		
Medical	MED	107-323
Surgical Technology	SGT	113-268
Therapeutic Massage	TMP	102-160
Career Development	MOA	012-013
	SGT	002-003
Information Systems & Technology		
Information Systems	IST	301-461
IT – Network	ITA	106-332
CIS-Software Development	ITP	101-383
IT – Security & Forensics	ITS	254-312
Career Development	ITG	012-013
Nursing		
Practical Nursing	NUR	129-191
Nursing (ASN)	RNU	125-261
Career Development	NUR	001-002
Trades Technology		
Electrician Technology	ELC	101-231
HVAC	HVA	109-169
Welding	WEL	101-441
Career Development	HVA	012
	WEL	012
Career Development		
Career Development	GSD	005-330
Internship/Capstone	GSI	191-490
Career Exploration	CRE	000

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 Enrollment 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:

- Certification of high school graduation, GED, or home school equivalency.
- Official grade transcripts from all previously attended colleges.
- Payment of required deposits.
- Attendance at a required student orientation program.
- Completion of acceptable financial arrangements for payment of tuition, fees, and housing if applicable.

All students are required to complete Student Readiness modules in Bright Space/D2L before the first day of class. Orientations are mandatory and will vary depending on the program in which the student has enrolled. The Department Chair and/or the student Enrollment Counselor will send Orientation information to the student prior to the start of the quarter.

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 58.7% 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), and evidence of immunizations. COVID-19 vaccinations are also required as federal mandates require that employees (including students) of most healthcare facilities be vaccinated against COVID. While many facilities will allow for an exemption of receiving the COVID-19 vaccine based on medical or sincerely held religious beliefs, some do not. If a student requests a COVID-19 vaccination exemption and it is granted (including the COVID-19 vaccination), titers bloodwork, and a negative 10-panel urine drug screen.
- Prospective Students who use medical marijuana are not eligible for admission into the nursing programs.
- Provide evidence of current cardiopulmonary resuscitation (CPR) certification taken through the American Heart Association.
- Obtain Act 33, 34, and 73 criminal background clearances.
- Students who have completed theory and lab classes for Anatomy & Physiology 1, Anatomy & Physiology 2, and Microbiology must have completed the courses within the last 5 years and earned a "C" or higher to be considered for transfer credit.

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 (including the COVID-19 vaccination), titers bloodwork, 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 an 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)
- Students who have completed theory and lab classes for Anatomy & Physiology 1, Anatomy & Physiology 2, and Microbiology must have completed the courses within the last 5 years and earned "C" or higher to be considered for transfer credit.

Admission Criteria for Additional Associate Degree Programs

- **Surgical Technology:** Prospective Surgical Technology students must earn a minimum score of 237 on the ACCUPLACER Writing exam to be accepted into the program.
- **Computer Information Systems - Software Development:** Prospective CISSD students must earn a minimum score of 256 on the ACCUPLACER Quantitative Reasoning, Algebra, & Statistics (QAS) exam to be accepted into the program.

Practice questions for these tests can be obtained by going to the ACCUPLACER website at https://accuplacer.collegeboard.org/students/prepare-for-accuplacer/practice.

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 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 PTC's 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 Requirements

Full information on international student admissions can be found on Pittsburgh Technical College's website at https://ptcollege.edu/admission/international-students/.

Documents required for admissions include:

- An International Application Form
- Official secondary or post-secondary transcripts of academic grades (translated into English) and proof of graduation.
- Proof of English proficiency in one of the following ways:
- Proof of completion of secondary education (or higher) in the United States
- Proof of completion of secondary education at an international high school where English was the language of primary instruction.
- Completion of a standardized English assessment with these scores:

All programs except the School of Nursing:

- TOEFL test score: 79 iBT
- IELTS test score: 6.5
- Duolingo test score: 120-125

School of Nursing:

- TOEFL test score: 94 iBT
- IELTS test score: 7
- Duolingo test scores are not accepted by the PA State Board of Nursing at this time.

English Language Proficiency Exempt Countries

Antigua and Barbuda	Fiji	Nigeria
Australia	The Gambia	Saint Kitts and Nevis
Bahamas	Ghana	Saint Lucia
Barbados	Grand Turks and Caicos Islands	Saint Vincent and the Grenadines
Belize	Grenada	Sierra Leone
Bermuda	Guyana	Solomon Islands
Botswana	Ireland	Trinidad and Tobago
British Virgin Islands (Anguilla, St. Kitts, and Nevis)	Jamaica	Uganda
Canada (all provinces except Quebec)	Kenya	United Kingdom
Cayman Islands	Liberia	Zambia
Dominica	Malta	Zimbabwe
	Mauritius	
	New Zealand	

Re-Entry Students

To be considered for reentry:

Students who have withdrawn from Pittsburgh Technical College at any point in time must go through the reentry process in order to reenroll in courses. Be advised that approval from the Student Financial Services department, Reentry SAP Committee and the Academic Affairs Department must be received for a student to be permitted to return to PTC; reentry is not guaranteed, and PTC reserves the right to deny reentry to any student the institution deems ineligible to return.

The following financial and academic stipulations will be considered for the reentry process:

- The student must have no outstanding balance to the school and have an approved form of payment in place prior to reentry if financial aid is exhausted or the student is ineligible. PTC will not grant payment plans on past due balances in order to start classes.

- The student will be required to submit all transcripts from institutions attended prior to PTC. This includes transcripts from schools that a student may have attended after enrolling at PTC. The student is responsible for obtaining these transcripts and submitting them to PTC to move forward with the reentry process. All transcripts from other institutions attended must be on file before enrollment.
- The student's maximum time frame will be calculated to ensure that a student can complete their program within the time frame, as listed in the Maximum Time Frame section under the SAP policy. Be advised that a student who wishes to change programs will have all credits from their previous, uncompleted, program(s) calculated into this decision. Students who are unable to complete their program within Maximum Time Frame will not be permitted to reenter.
- A student who is academically suspended due to not meeting the terms of an academic plan while on SAP Financial Aid and Academic Probation, will be required to have an alternate payment method established prior to reentry. Students will officially be on Permanent Federal Financial Aid Suspension. The student will not be eligible for federal financial aid as established in the SAP policy and not eligible to appeal. Students will be required to complete an academic success plan with their academic team to ensure that they can be successful when they reenter.
- Students who reenter on Temporary Financial Aid Suspension will be required to complete an appeal letter, academic plan, and appeal form, as established in the SAP Policy in order to be eligible for federal financial aid. These documents must be submitted prior to the start of the quarter a student wishes to reenter. Students who reenter and fail to meet the terms of their academic plan will be academically suspended and may not be eligible for future reentry.
- In certain cases, a student will need to complete the programmatic reentry requirements of that program to be eligible for reentry. Each program may have certain requirements which will need to be completed and approved first before reentry approval will be granted. These requirements will be detailed to the student by the Director of Enrollment, and/or the Academic Chair or Dean. Once the reentry program conditions are met, reentry approval will be given.

All students who reenter Pittsburgh Technical College will be given an Academic Plan that will be tailored to their individual circumstance. This plan will be created by the Academic Chair of their program's department, and will need reviewed, signed, and submitted to the Director of Enrollment prior to reenrollment. The exceptions to this would be students in the Schools of Healthcare and Nursing who have programmatic requirements that a student must meet, (remediation, audits, etc.). Because these requirements are governed by this department, Academic Plans will not be issued.

Reentry students are charged tuition and fees at the current published tuition and fee rate at the time of reentry into PTC. Estimated books, supplies and housing, (if applicable), are included in the student's financial aid plan in addition to tuition and fees.

Financial Information

Program Tuition

Based on Full-Time 9 Month Enrollment

	Estimated Tuition per Academic Year
Bachelor of Science Degree Programs	
Business Administration	$15,840.00
Business Administration - Online*	$15,840.00
Information Systems and Technology	$18,500.00
Information Systems and Technology - Online*	$20,350.00
Bachelor of Science Degree EARN Program**	
Applied Management*	$9,900.00
Business Administration*	$10,560.00
Information Systems and Technology	$11,840.00
Associate Degree Programs	
Business	
Business Administration	$16,170.00
Criminal Justice	
Criminal Justice	$16,100.00
Criminal Justice -Online*	$16,100.00
Culinary Arts	
Culinary Arts	$15,660.00
Design	
Computer Aided Drafting	$19,610.00
Graphic Design	$13,300.00
Digital Media and Video Production	$14,000.00
Energy and Electronics Technology	
Electronics Engineering Technology	$17,390.00
Electronic Engineering Technology - Online*	$17,020.00
Autonomous Robotics	$17,390.00
Healthcare	
Medical Office Administration - Online*	$14,210.00
Surgical Technology	$16,100.00
Information Systems and Technology	
Computer Information Systems - Software Development	$19,980.00
Information Technology	$18,500.00
Information Technology - Online*	$18,500.00
Web/UX Design	$14,430.00
Nursing	
Nursing	$21,090.00
LPN TO ASN Track	$21,460.00
Trades Technology	
HVAC Technology	$14,300.00
Welding Technology	$14,210.00

Certificate Programs	
Baking and Pastry	$12,470.00
Culinary Arts	$13,340.00
Electrician Technology	$13,630.00
HVAC Technology	$14,560.00
Medical Coding (Online)	$10,920.00
Practical Nursing	$16,640.00
Therapeutic Massage Practitioner	$13,520.00
Welding Technology	$12,470.00

Academic year defined as 3 terms - 30 weeks

* Online Program Only - No Housing

** Education Advancement Rewards Now - See website for details

Tuition and Fee Calculation *(effective July 1, 2023)*

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

PROGRAM					
$370	**$350**	**$330**	**$290**	**$260**
CAD Computer Information Systems – Software Development. Electronics Engineer. Information Systems & Tech. (BS) Information Tech. Nursing	Criminal Justice Graphic Design Digital Media and Video Production Web/UX Design. Surgical Tech.	Applied Mgmt. (BS) Business Admin. (BS) Business Admin. (AS)	Baking & Pastry Culinary Arts Electrician Tech. Medical Coding Welding (AS) Welding (CERT)	HVAC (AS) HVAC (CERT) Practical Nursing Therapeutic Massage

Fees

Fees for on ground programs are charged each quarter and are based on the number of credits taken per quarter and enrollment status (on-ground or online)

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:	$1200	$600	$600	$600	$300

Examples

A typical example of a **per term** tuition calculation would be as follows:

A student enrolls in Business Administration.	Credits for the Term:	15
	Per-Credit Charge:	x $330
	Total:	*$4,950*
	Term Fee Based on 12 or more credits:	+ .$1200
	Tuition Total:	**$6,150**

*Students in a current Borrower Based Academic Year plan (BBAY) that began in January 2023 or April 2023 will have the previous fee structure honored throughout the balance of the plan period. Changes in fees will not occur until the next financial aid period of enrollment.

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

The tuition reservation deposit is a requirement for Official Acceptance to PTC, due within 30 days of Conditional Acceptance and refundable in full if the applicant does not start classes. Deposit is applied in full against tuition charges upon the start of classes.

Applicants may be eligible to have the tuition deposit waived in the following circumstances:

- Applicant is a PTC graduate returning for an additional program in the next consecutive term after graduation. Graduates with one or more quarters between enrollments will be required to submit a tuition deposit for each enrollment.
- Applicant is eligible to have tuition, fees and books paid in full by a Workforce Development agency or their employer. Agency authorization must be confirmed before the deposit can be waived.
- Applicant is eligible for the PA Fostering Youth Grant.
- Applicant is enrolled for a Personal Track course only. Should the applicant choose to enroll in a full program following completion of the Personal Track course, a tuition deposit will be required.

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 fourteen business days after his/her visit to the College or within fourteen 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. Unearned federal aid is returned within 45 days of the official date of withdrawn determination. The official withdrawal date will be the date the school receives notification of the withdrawal.

To officially withdraw, a student must notify the Academic Chair, Program Coordinator, or Student Advisor and complete a Withdraw Request form. 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 25, 2022

Withdrawal Date	Charge	Refund
Day 1 through Day 7	0%	100%
Day 8 through Day 17	45%	55%
Day 18 through Day 35	70%	30%
Day 36 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.

A 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:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. SEOG
6. Other federal aid programs

7. PHEAA Grant (State aid)
8. 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 is 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.

Student Accounts Policy

Invoices & Student Accounts

The Student Accounts Office manages the student billing process. Invoices are done quarterly and are mailed to the student's permanent address for any outstanding balance due that is not on automatic monthly payment plan. Additional invoices are generated monthly for any outstanding balances throughout enrollment.

Each quarter has an established billing due date. If the student account is not paid in full prior to the due date, there are negative consequences that Pittsburgh Technical College's Student Financial Services Department can assist students to avoid.

Students who graduate or withdraw will continue to receive invoices if an outstanding balance remains due and will receive an official letter of notification upon separation from school. If a graduated or withdrawn student carries a balance beyond 90 days of their last date of official attendance, the account will be subject to submission to outside collections and reported to the major credit bureaus. PTC also reserves the right to pursue uncollected balances by any method under collection regulations.

Invoice Due Dates

Invoices are sent approximately 30 days prior to each start if the student is officially enrolled or in the system as a future start for the upcoming term at the time of production. Invoices are generally due 10 days prior to a term start unless special circumstances that are determined by the Bursar allow for additional time in specific situations. Official start dates can be obtained by reviewing the academic calendar.

Accounts are reviewed after the completion of each term's add/drop period which is 7 days after the official start. Changes that result from additional credits added that result in additional uncovered costs will have an invoice generated by the **12th day** of the term that will be due 15 days from the date of production. Failure to pay the additional balance could result in suspension of enrollment.

Invoice Late Fee

Quarterly Invoice Late Payment Fees of 2% of the past due payment amount up to a maximumof $250, will be added immediately following the 25th calendar day of each quarter for those with a remaining balance, which will not be covered by any pending aid or is not setup on an established monthly payment plan. An exception may apply due to book charge differentials only that may have been higher in actual charges than estimated for billing. These will be dealt with on a case-by-case basis. Student Financial Services reserves the right to waive or reduce late fees at its discretion if a valid reason or hardship for late payment is established.

Administrative Withdrawal

Student Invoices not paid in full by the 10th day of each term (outside of changes that may result from the add/drop period which will have an additional 15-day period) are subject to administrative withdrawal. Housing and Student Schedules are subject to termination for future quarters. Future re-entry will require any outstanding balance to be paid in full to return without exception.

Student Account Hold

After late payment fees are added and results to collect are unmet, an administrative hold will be placed on a student's account to prevent registering for future classes. This hold will not be lifted until the balance is paid or a satisfactory agreement is completed with the student accounts department.

Readmission

Students that wish to be readmitted to PTC must resolve their past due balances prior to obtaining approval to return. The past due balance can be resolved with a private alternative loan or payment in full. PTC will not grant payment plans on past due balances in order to start classes. Depending on the severity of past due balance issues, students may also be required to have a plan in place for future balances due prior to approval to return.

Payment Plans

Beginning with the April 2022 starts, monthly payment plans are available, not to exceed 12 months in length or the academic year period whichever is less. Plans are designed to cover the entire balance that would be due over the established period in full. These monthly payment plans are not available for students who are transferring in and deemed to be high risk due to prior defaulted loans or a history of multiple enrollments without academic progress. These will be addressed on an individual basis and left to the full discretion of the Bursar and Associate Vice President of Student Financial Services.

Previously setup and established payment plans with varying terms established prior to April 2022 will be honored under their original terms through their conclusion unless a separation in enrollment occurs.

Outside Collection Agency Account Submissions

Balances that remain after a student withdraws or graduates that are not paid or set up on an accepted payment plan within 90 days of the last official date of attendance will be subject tosubmission to one of our approved outside collection agencies. PTC also reserves the right to submit accounts sooner than the 90-day period depending on the severity of the delinquencyand the conditions that may have caused it. Once the account is submitted, future correspondence and payments will go through the agency directly. Any exception to this will need approval from the Bursar.

Balances at Graduation

Approximately 30 days prior to graduation, students who have outstanding balances remaining that are not scheduled to be covered by outstanding aid, will receive a final invoice that would be due by the last date of the term. If a balance

remains at graduation that is not subjected to an established monthly payment plan, the student's official degree and transcripts will be held until the balance is paid in full.

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 90-day notice for any changes in per credit or fee charges.

Financial Aid Information

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, 2022, are as follows:

The William D. Ford Federal Direct Program:

Direct Stafford Loans--Subsidized

Loan amounts based on a full academic year of 30 weeks of instruction and 36 quarter credits.

- 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.

Direct Stafford Loans--Unsubsidized

Loan amounts based on a full academic year of 30 weeks of instruction and 36 quarter credits.

- 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

Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for this need-based grant.

Supplemental Education Opportunity Grants (SEOG)

These need-based grants are awarded to those that have a zero EFC as determined by the completion of the FAFSA application.

Pennsylvania Higher Education Assistance Agency (PHEAA)

PHEAA administers several grant and scholarship programs. Each program has specific eligibility requirements and applications. These programs are provided through the Commonwealth of Pennsylvania and administered through PHEAA.

Students will need to have their FAFSA application on file along with any other required applications. Detailed information on PA state grant programs can be found at: www.PHEAA.org.

State programs that PTC participates in are:

- PA State Grant
- PA-Tips Grant
- PA-Path Scholarship
- PA-EAP
- PA-Chafee
- PA-Fostering Youth
- PA-RTSS
- PA-State Work Study

Student Loan Information/Default Management

Any first-time student loan borrower 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.

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, ten-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 18, 2023	September 26, 2023
Fall Quarter	October 10, 2023	December 20, 2023
Winter Quarter	January 23, 2024	April 2, 2024
Spring Quarter	April 16, 2024	June 27, 2024

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*	Juneteenth	Day after Thanksgiving
Good Friday	Independence Day*	Christmas Day*
	Labor Day	

**These holidays typically fall over Student Break*

Class Schedules

On Campus classes are offered between 7:20 am and 10:25 pm Monday through Friday. Certain on campus courses may contain an online component, which will be reflected on a student's schedule. 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.

Fully online courses will include a synchronous meeting time coordinated by the instructor that may not be listed on a student's schedule. All information regarding an online course's synchronous meetings will be communicated by the instructor, in addition to being listed on the course's Blackboard site.

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

Academic Standards Policy

In alignment with our current Satisfactory Academic Progress policy, students' Cumulative GPA and Course Completion Rate is evaluated at the end of each term. Students are defined by the following categories:

- **Academic Good Standing**: students whose cumulative GPA is 2.00 or above and a minimum of 67% credits attempted has been completed.
- **Academic Warning**: students whose cumulative GPA is below 2.00 or not completing 67% of credits attempted.
- **Academic Probation**: students whose cumulative GPA is below a 2.00 or not completing 67% of credits attempted after completing a term on Academic Warning
- **Academic Suspension**: students whose cumulative GPA is below a 2.00 or not completing 67% of credits attempted after completing a term on Academic Probation

- Students on Academic Warning and Probation will receive written notices sent to the student's school email notifying them of their status. While on Warning or Probation, students may be required to complete academic success plans to monitor the student's progress.

Students who are suspended will receive a letter sent to their home address and their school email address. Please refer to the Academic Probation and Suspension Procedure for the appeal process.

Students who are Academically Suspended will be required to sit out for a minimum of 1 quarter. Students who are readmitted after a suspension period will be readmitted on an Academic Probation status and will have their progress closely monitored by their academic team. Students who are readmitted may also be limited in the number of credits they are taking and may be required to complete an academic success plan or remediation plan with their academic team.

Students will be removed from Academic Probation once their cumulative GPA has improved to a 2.00 and/or a minimum of 67% of credits have been completed.

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 in 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 are absent 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 shows 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 permission from the instructor, will not be included in determining financial aid eligibility and disbursement.

Attendance Procedure for Pregnancy & Pregnancy Related Conditions

In accordance with Title IX of the Education Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the absences are determined to be medically necessary. Students will be provided with the opportunity to make up any work missed because of such absences, if

possible. For more information or requests for accommodation, students should inform their instructor(s) and/or contact PTC's Title IX coordinator at hr@ptcollege.edu.

Attendance Procedure for Religious Observance

PTC will make reasonable efforts to accommodate students who must be absent from classes or miss scheduled exams to observe a religious holiday or participate in some other form of religious observance. Students shall be provided, whenever possible, a reasonable opportunity to make up academic assignments missed due to such absences, unless doing so creates or imposes an undue burden on other students or the College. At the beginning of the academic quarter, you should review the course requirements to identify foreseeable conflicts with assignments, exams, or other required attendance. If possible, please contact your instructor within the first two weeks of the quarter to allow time for us to discuss and make fair and reasonable adjustments to the schedule and/or tasks.

Audit of Courses

PTC in some circumstances may permit students to audit classes. Students auditing classes are not charged tuition and no student aid is involved during the audit period. Students will be responsible for any costs associated with books and materials for the course. Students are expected to complete all work and meet required attendance. Audited courses will not appear on student's transcripts. Grades and credits earned do not count towards overall degree completion and grade point calculation.

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

Career Exploration

Pittsburgh Technical College understands that students may wish to explore their options before committing to a program. A one-quarter Career Exploration plan was developed to give undecided students a means of sampling multiple associate degree programs without incurring expenses for classes that would not transfer to another program.

As part of this one-quarter program, students can take two, credit-bearing general education courses that could transfer into any PTC program; and one credit-bearing general education course that is based on their programs of possible interest. Students enrolled in this plan would also take a 30-hour non-credit career exploration course that would be arranged with the Student Advisor based on program interests. This allows students to shadow current students in various programs, sit-in on a variety of courses, meet with faculty and education leadership, and participate in guided reflection activities in order for them to make an informed decision as to the program that they will enroll in for their next quarter.

Currently enrolled students who wish to elect this option must receive approval from their Student Advisor and/or current Academic Chair before processing.

For the quarter which a student is enrolled in this plan, tuition charges and financial aid will be based off of a student's intended program.

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. Some programs may require repeating a course already completed elsewhere if a significant period of time has passed since course completion. A student's enrollment coordinator will communicate with the student the transfer credit that has been approved. The student's Financial Aid Officer 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 of 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 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's degree.

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	ACC102 Financial Accounting 1
Business Law	50	4	BUS122 Business Law

Principles of Management	50	4	BUS146 Principles of Management
Principles of Marketing	50	4	MKT206 Principles of Marketing

Composition & Literature

College Composition	46	4	GEE101 English Composition 1
	50	8	GEE101 English Composition 1 & GEE151 English Composition 2
College Composition Modular	50	4	GEE151 English Composition 2

History & Social Sciences

Introductory Psychology	50	4	GES110 Psychology
Principles of Macroeconomics	50	4	GES211 Principles of Microeconomics
Principles of Microeconomics	50	4	GES301 Principles of Macroeconomics

Science & Mathematics

Calculus	50	4	GEM352 Applied Calculus
College Algebra	50	4	GEM166 College Algebra
College Mathematics	50	4	GEM121 College Mathematics
Pre-Calculus	50	4	GEM251 Pre-Calculus

DSST ® Exam	Passing Score	Credits Allowed	PTC Course
Criminal Justice	400	4	CJU100 Intro to Criminology & Criminal Justice
Fundamentals of College Algebra	400	4	GEM166 College Algebra
Human Resource Management	400	4	BUS221 Human Resources Management
Introduction to Business	400	4	BUS101 Introduction to Business
Personal Finance	400	4	GEM206 Personal Finance
Principles of Finance	400	4	FIN201 Principles of Finance
Principles of Financial Accounting	400	4	ACC101 Financial Accounting 1
Principles of Physical Science I	400	4	GEM171 Physical Science
Principles of Public Speaking	400	4	GEE212 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 Department 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 75% 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 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 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	GEH122 Art History
Calculus AB	3	4	GEM352 Applied Calculus
English Language & Composition	3	4	GEE101 English Composition 1
English Literature & Composition	3	4	GEE151 English Composition 2
Macroeconomics	3	4	GES301 Macroeconomics
Microeconomics	3	4	GES211 Microeconomics
Physics 1: Algebra Based	3	4	GEM171 Physical Science
Physics 2: Mechanics	3	4	GEM171 Physical Science
Psychology	3	4	GES110 Psychology
Statistics	3	4	GEM301 Statistics
United States Government & Politics	3	4	GEH326 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 submit their final high school transcripts prior to their official start date. 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 Enrollment 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
Electronics Engineering Technology	ELT102, ELT105, ELT119

Opportunities to Earn Credit in High School

Dual enrollment is a broad term defining the situation where a student is enrolled in both a high school/career technical center and a post-secondary institution at the same time, but this term does not address how the credits are handled.

Dual credit is a form of dual enrollment whereby a student is enrolled at both a high school/career technical center and post-secondary institution and will receive transcripted credit at both the high school/career technical center and the post-secondary institution for the college coursework completed.

Pittsburgh Technical College offers a number of dual enrollment options, some of which classify as dual credit:

- **College in High School** – College in High School is a dual credit program whereby college-ready students will take a course at their high school and receive credit for the course at both the high school/career technical center and Pittsburgh Technical College (PTC). Curriculum and credentials for teachers instructing these courses must meet state regulations and the standards for academic offerings and rigor that PTC must meet as part of their institutional accreditation with the Middle States Commission for Higher Education (MSCHE).
- **Dual Enrollment** – As previously mentioned, dual enrollment is a broad term that covers all of the PTC offerings for college-ready students who are given the opportunity to take college credit-bearing courses while still attending high school. However, PTC also uses this term for college-ready students who enroll in designated PTC courses where space is available in these courses during a regularly scheduled PTC quarter.
- **Early College** – The Early College option is created through special arrangement between the high school/career technical center and PTC, and this option allows college-ready students to register as full- or part-time PTC students while still attending high school. This may/may not be considered a dual credit option.
- **Teaching in High School** – Through the teaching in high school option, which is often established through specific grants awarded to PTC, a PTC faculty member teaches a PTC course for a high school/career technical center to college-ready students. This may/may not be considered a dual credit option.

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 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 Programs Paid on Clock Hour Basis

For Students enrolling in Practical Nursing, Therapeutic Massage, Baking & Pastry, or Electrician Technology, Federal Title IV aid is paid on a clock hour basis as follows:

For every 20 hours of classroom instruction 1 credit hour is earned. For example, if a student is enrolled in a class with 44 clock hours, then 44/20 = 2.2 financial aid credits. However, in all cases the financial aid credits can never exceed the academic credit assigned.

For example, if a student is attending a class with 176 clock hours the division would be 176/20= 8.8 financial aid credits; however, the academic credits assigned is 6 then PTC must use the lower of the two.

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 quarter, 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 to your schedule.

	Add Day for the Quarter	**Drop Day for the Quarter**
10-Week Course	Day 7	Day 7
1st Half 5 Week Course	Day 3	Day 7
2nd Half 5 Week Course	Day 3 of 2nd Half	Day 7 of 2nd Half

Withdrawing During the Drop/Add Period

As a non-attendance taking institution, PTC will use a current student's attendance to determine his or her status for the quarter through the instructor's roster confirmation process. During our drop/add period, PTC is 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 an initial discussion board by the 3rd calendar day of the quarter or be in communication with academic team. **Logging into the Learning Management System is not considered being in attendance.**

For Returning Students: If extenuating circumstances prevent a student from following the attendance policy, the student must communicate this with their education team or the Registrar if the 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 will be responsible for tuition charges as established by the tuition schedule.

For New Students: If extenuating circumstances prevent a student from following the attendance policy, the student must communicate this with their Enrollment Coordinator, education team, or the Registrar if the 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 Enrollment Coordinator 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 the 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 will be responsible for tuition charges as established by the tuition schedule.

Note: For any student that is registered for only a second half 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				24

$$\frac{24}{12} = 2$$

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

If a student has completed a majority of their required coursework and appears to be on track to pass the course but, for reasons beyond the student's control, is unable to finish the coursework by the end of the quarter, faculty and academic leadership have the discretion to give the student a grade of incomplete, designated by an "I" on the student's transcript. An incomplete form must be fully filled out, including specific terms of the work to be completed. This form must be given to the Registrar's office prior to submission of the faculty gradebook that will show the incomplete grade.

Coursework for an incomplete grade for five-week courses scheduled for the first half of the quarter must be completed by the tenth day of the second five-week session.

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	—
Incomplete Work	I	0
Pass/No Pass	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 the course (R).*

For full-quarter courses and courses held during the second five weeks of the quarter, coursework must be completed by the third day of the next quarter. An incomplete grade ("I") issued by a faculty member that is not made up by the above deadlines will automatically become the grade that the student would have earned without the incomplete. Students who receive an "I" will be re-evaluated for Rate of Progress/CGPA.

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 Academic Progress section of the catalog.

Withdrawals from Classes

Students who withdraw from a course by the end of the eighth 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 eighth week of a quarter will receive an "F" grade for the course.

Students enrolled in a 5-week module class who withdraw after 4 weeks will receive an "F" grade.

Please see the PTC School of Nursing Guidebook for alternative the "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.)

Posthumous Degree Policy

In the unfortunate event that an enrolled student passes away prior to degree conferral, the President of Pittsburgh Technical College reserves the right to award the student's degree posthumously.

The Dean or Academic Chair will recommend the student to the President's Office for consideration. Students who are recommended for consideration must be in good academic standing and have completed more than 50% of course work required for graduation.

Upon confirmation from the President, a letter will be sent to the deceased student's immediate family relaying the decision of awarding the posthumous degree.

A diploma indicating that it was awarded posthumously will be mailed to the deceased student's immediate family within thirty days of the last day of the student's last term attended.

Awarding of a posthumous degree will not be indicated on the deceased student's transcript or permanent record. This decision is ceremonious in nature and serves to recognize and honor students who have achieved academic success during their time as a student.

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 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.
- Students who request a leave will be required to return at the start of a term and cannot request to return in the middle of the term.

Military Students – Active-Duty Request

Students who are called to active military duty during the middle of an academic quarter may select one of the following options when this occurs:

- A student can earn the final grade in their course provided that more than three-fourths of class meetings have passed and both student and faculty members agree to this option. Students selecting this option will not be refunded any tuition or fees and will have their grade processed in the normal manner at the end of the quarter with appropriate credits and grade awarded.
- A student can elect to withdraw from their courses at any point during the quarter. "W" grades will be posted to their final transcript. Students electing this option will have their tuition refunded without credits awarded. These W grades will count in the academic progress calculation. VA funding may also be affected for students who elect this option – please contact PTC's School Certifying Official, Tom Shiel at shiel.tom@ptcollege.edu, for more information.
- If a student elects to take a Leave of Absence, they will have "L" grades posted in lieu of W grades. "L" grades are treated in the same manner as a "W" grade and can also affect VA funding and academic progress calculation. Students electing this option will have their tuition refunded without credits awarded.

If students do not notify their student advisor of their preference, the student will automatically be awarded W grades.

Students who are called to active military duty must supply their Student Advisor and School Certifying Official copies of their activation order as soon as it becomes available. In addition, the student must complete the Active-Duty Request form indicating which option above the student would like to have processed. The Student Advisor will file a copy of these orders and the Active-Duty Request from the Registrar to maintain the student's academic record along with the student's leave of absence or withdrawal request form. This policy also extends to military spouse or military dependent students that need to withdraw due to the hardships caused by the service member's activation/deployment.

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 devises, 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

Although all incoming students must take ACCUPLACER exams, these exam scores are used for placement for students enrolling in any of PTC's programs that require General Education math and/or composition courses. , Based on a student's placement exam score for English, the student:

1. May be required to take GEE095 Principles of Writing.
2. May be placed directly into GEE101 English Composition 1 and will receive a pass exemption (PE) for GEE095 Principles of Writing.
3. May be placed directly into GEE151 English Composition 2. Student will receive a pass exemption (PE) on his/her transcript for GEE095 Principles of Writing and GEE101 English Composition 1.

Based on a student's placement score for math, the student:

1. May be required to take GEM096 Supplementary Mathematics.
2. May be placed directly into GEM121 College Mathematics and receive a pass exemption (PE) for GEM096 Supplementary Math.
3. May receive a pass exemption (PE) on his or her transcript for both GEM096 Supplementary Math and GEM121 College Mathematics. The student may be placed in the next sequential math class for the student's program if applicable.

A Pass Exemption (PE) will reduce a student's tuition for credit-bearing courses 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.

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 Academic Affairs:

- 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 Code of Conduct found on PTC's website.

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, as well as involvement in community service activities. PTC will recognize students, quarterly, who achieve academic honors and high honors. At PTC's annual graduation ceremony, 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.

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 be exempt from relevant classes in a program based on credits completed in a prior program.
- The student will receive credit for tuition paid in the prior program, up to the amount of tuition charged in the 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
- Capella University
- Carlow University
- Central Pennsylvania College
- Chamberlain University
- DeVry University
- Kendall College
- LaRoche University
- Robert Morris University
- St. Francis University
- Slippery Rock University
- University of Advancing Technology
- University of Maryland Global Campus
- University of Phoenix
- University of Pittsburgh, College of General Studies
- West Liberty University
- York College of Pennsylvania

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.
- **Unsatisfactory Progress:** Refer to Satisfactory Academic Progress Policy.
- **Credit for Previous Education and Training:** Refer to Transfer of Credit Policy under Admission Policies.

Veterans Benefits and Transition 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 stop 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 Director of Enrollment.

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. If a student graduates and returns for an additional program, the SAP calculation is reset, and the original program is not included in the additional program calculations.

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 you 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 a 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	184	276
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
Business Administration – Hospitality	109	163.5
Computer Aided Drafting – Architectural Engineering Technology	94	141
Computer Aided Drafting – Mechanical Engineering Technology	94	141
Computer Information Systems – Software Development	113	169.5
Criminal Justice	101	151.5
Culinary Arts	120	180
Electronics Engineering Technology	107	160.5
Graphic Design	108	162
Heating, Ventilation, & Air Conditioning Technology	106	159
Information Technology – Network Administration	115	172.5
Information Technology – Information Security & Computer Forensics	116	174
Medical Office Administration	115	172.5
Digital Media and Video Production	112	168
Web/UX Design	106	159
Nursing	120	180

Surgical Technology	102	153
Welding Technology	109	163.5

Certificates	Minimum Credits Needed	Maximum Credits Students Can Attempt
Baking & Pastry	43	64.5
Culinary Arts	62	93
Electrician Technology	74	111
Heating, Ventilation & Air Conditioning Technology	77	115.5
Medical Coding	57	85.5
Practical Nursing	84	126
Therapeutic Massage Practitioner	52	78
Welding Technology	57	85.5

- **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 a student's PTC Dashboard account at www.myptcapp.com .

- 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 student's PTC Dashboard account at www.myptcapp.com.

Readmitted Students

Readmission to the College does not reinstate your funding or automatically means 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 recognizes its responsibility to provide academic and nonacademic services and programs equally to individuals with and without disabilities. To this end, 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. The Dean of Counseling and Student Development, Dr. Stephanie Svilar, handles all IEP or disability related inquiries. Students are advised to reach out and meet with Dr. Svilar, to request accommodations. Dr. Svilar will work with students on self-advocacy and understanding what the approved accommodations will look like in the various classrooms. Dr. Svilar will notify faculty members of the any approved accommodations.

To Request Accommodations

1. Contact Dr. Stephanie Svilar at Svilar.Stephanie@ptcollege.edu or 412-809-5341 to schedule a meeting AND
2. Submit documentation to Dr. Svilar from a licensed professional such as a medical doctor, psychologist, or another qualified diagnostician.
3. If accommodations are approved, Dr. Svilar will notify faculty/staff on a selective "need to know" basis each quarter.

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 Deans, 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.

Alumni Association

The Mission of the Alumni Association is to build lasting relationships with other alumni, students, faculty, and staff, foster spirit and leadership, serve the diverse needs of the community and encourage philanthropic support while advancing the mission and values 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.

Alumni Benefits

- ***Alma Matters Newsletter:*** Keeps you updated on alumni events and connected with the alumni community.
- ***Career Support:*** Career Services provides job search assistance and resources services.
- ***Career Fair:*** Annual recruiting event held on campus every year.

- ***Career Connect:*** Access to PTC's national online career search and recruiting tool.
- ***Discount & Affinity Programs:*** Present your alumni ID card to receive special discounts.
- ***Continuing Education:*** Bachelor's Degree programs available to alumni.

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 or capstone projects for students.
- Assisting graduates and alumni with their career search.
- Coordinating professional development opportunities, networking events and career fairs.

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 PTC Campus Security and Public Safety Office 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 GEE101 English Composition 1 and GEM121 College Mathematics will receive a Placement Exam (PE) grade designation on their transcripts for those courses. More

detailed information on placement exams can be found in the Academic Information section of this catalog under "Placement Exams."

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, Electrician Technology and HVAC.
- 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.
- The PTC medical center and fitness center are located in student housing.

Food Pantry

Food Pantries are provided for students to reduce food insecurity. There are three pantries on campus. 1) Student Lounge, 2) Energy & Technology Building, and 3) Fitness Center in Keystone Hall.

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.

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 Enrollment Coordinator.

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 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 directions to library materials and expertise on multiple kinds of information from multiple sources.

Mass Notification/PTC Alert System

PTC's mass notification system is Omnliert. The system provides emergency alerts and notifications to the PTC community via text, voice, email, and mobile app. Omnilert is the main mechanism used by the college to notify students and families of emergency announcements.

Sign up for Omnliert by visiting **ptcollege.omnilert.net** and follow the directions provided. Please contact the PTC Help Desk at 412-809-5397 if you have difficulty signing up.

Meningitis Policy

This policy requires the immunization against meningitis as a condition of residing in college-sponsored housing at Pittsburgh Technical College in compliance with the "College and University Student Vaccination Act" of June 28, 2002 (P.L. 492, No. 83).

All students applying to live in College housing will be required to provide PTC with documentation of immunization or a signed waiver that states that the student has been educated regarding the risks of meningitis, the availability of the vaccine, and the benefits of the vaccine. Proof of immunization should include the month, day, and year that the immunizations were administered prior to moving into College housing. Acceptable types of proof include:

1. a physician signed or stamped form which shows the month, day, and year the vaccination dose was administered.
2. an official immunization record generated from a state or local health authority.

Students who fail to provide proof of immunization for meningitis or a signed waiver will not receive housing assignments and will not be permitted to move into College housing.

Preferred First Name and Pronoun Procedure for Students

Pittsburgh Technical College (PTC) commits to demonstrating professional courtesy and sensitivity. It is especially important with respect to individuals who choose to use names and pronouns other than their legal first name to identify themselves for a variety of personal and/or cultural reasons. PTC seeks to provide an inclusive and non-discriminatory environment by making it possible for students to be identified by a chosen first name and pronoun in class. Currently, official class rosters are provided to the instructor with the student's legal name. However, a student may request to use an alternate name or gender pronoun, or honorific. The student should notify their instructor of their preferred name and pronoun preference at the beginning of the quarter and the instructor will make every effort to use the preferred name. Chosen first names and pronouns may not be applicable in certain programs due to the requirements of accreditation organizations and clinical sites.

To learn more about PTC's commitment, please Visit the Diversity, Equity, and Inclusion webpage at https://president.ptcollege.edu/diversity-and-inclusion/

Students are welcome to share their thoughts as PTC builds an authentic culture of care, communication, and collaboration. Send an email to wearelistening@ptcollege.edu.

Professional and Interest Organizations

There are a variety of professional and personal 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:

- Chess Club
- Esports Club
- Magic: The Gathering Club
- Rainbow Alliance
- Recharge
- Student Ambassadors
- Student Program Board
- Urban Gaming Club

If a student is interested in membership or starting an organization, he/she should consult with the Executive Director of Student Life and Co-Curricular Programming located in the Student Services Department.

PTC Campus Security and Public Safety Office

PTC maintains a full-time Campus Security and Public Safety Office 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 Campus Security and Public Safety Office 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 a big-screen TV, video games, and comfortable furniture is located in Room 504 of the main building. The lounge also houses one of three Student Food Pantries on campus.

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 workstations, 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

Multiple federal laws and one state law require students to receive training on Substance Abuse and Sexual Violence Awareness. PTC has partnered with Vector Solutions to bring the Campus Prevention initiative to our students. Campus Prevention is a collection of training modules. Some of these modules are required to be completed (Drugs, Alcohol, Sexual Violence), while others are recommended (Mental Health, DEI). Vector also offers free webinars and resources for our entire campus community. All first-quarter PTC students are required to complete three modules in the Campus Prevention series.

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 Dean of Counseling & Student Development.

PTC also offers one-on-one live tutoring online through Tutor.com. This service is free to all students. Tutor.com can be found on any course in Brightspace. Click on "Learner Resources" across the top, and then click on "Tutor.com" in the drop-down menu. A new window will open up where students can connect to a tutor right away or schedule a session later.

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 Code of Conduct and are available online at https://ptcollege.edu/about-pittsburgh-technical-college/consumer-information/#manuals.

Academic Probation, Suspension, and Dismissal Procedure

Students who disagree with the application of Rate of Progress/CGPA minimums, resulting in probation, suspension, 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 Academic Affairs. Appeals must be in writing and be received within three days of the notification of probation, suspension, or dismissal.
- The student will continue to attend classes during the appeals process.
- The Vice President of Academic Affairs, in consultation with the Academic Chair, will rule in writing on appeals within two weeks of receipt.
- Appeals from academic probation, suspension, 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 Academic Affairs.

Code of Student Conduct

Disciplinary actions imposed for violations of the Code of Student Conduct are subject to the procedures contained in the PTC Code of Student Conduct found on PTC's website.

Student Grievance Policy and Procedures

Pittsburgh Technical College (PTC) students are encouraged to participate fully in the educational process. To that end, students are provided with the Student Grievance Policy and Procedures.

If a policy or procedure was incorrectly or unfairly applied to a student, there is recourse through these procedures. This includes grievances related to disciplinary actions, such as an informal or formal charge against a student's behavior. To ensure a prompt response, please follow the procedures detailed in this policy to register a concern, or to file an appeal against a prior determination.

For purposes of this policy, PTC defines a student grievance as a concern related to one or more of the following:

- Academics/curriculum/faculty
- Administration/staff
- Non-gender-based harassment or discrimination
- Gender-based harassment or discrimination (Title IX Discrimination)

- Privacy of student records (FERPA)
- Appeals against student disciplinary or grievance decisions.
- Americans with Disabilities Act (ADA) accommodations

Bring questions or concerns about this policy to the Associate Vice President of Enrollment and Student Success. Grievance topics not shown above are in the "all other grievances" section of this policy.

Once a grievance is received, the responding party will schedule an initial meeting typically within 3-5 school days. Generally, a determination will be made within 10-12 school days following that initial meeting. A follow-up meeting will be scheduled to discuss the decision and the appeals process, if applicable.

Informal Grievance Process

Each student who has a grievance should make a reasonable effort to resolve issues on an informal basis before filing a formal grievance. 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.

Informal Academic Grievance

Basic steps for academic grievances include:

1. Meet with the instructor to discuss the issue and seek redress. After that, if the issue is not resolved then.
2. Schedule a meeting with the Academic Chair to discuss and remediate the issue. The Academic Chair will investigate the initial grievance along with any new information and will follow up with the student about appropriate redress, if applicable.

Informal Non-Academic Grievance

1. Meet with the other person/party directly involved in the grievance to discuss and remediate the issue. If the issue is not resolved at this level,
2. Meet with the appropriate Department Manager or Director to address their concern.

If a grievance cannot be satisfactorily resolved through the informal process, students may file a formal Grievance by following the procedures shown below.

Formal Grievance Process

To begin the formal process, the student must complete the Student Grievance Form, The program, or department leadership (listed below), or designee, will schedule a meeting with the student in 3-5 school days.

Steps in the process include:

An initial meeting will be held as soon as practicable, typically within three school days. A decision will generally be made within ten school days following the initial meeting.

Academic/Curriculum/Faculty

Technology and Trades

- School of Energy and Electronics Technology, School of Trades Technology
    - David Becker, Interim Academic Chair, Schools of Energy & Electronics, and Trades Technology, becker.david@ptcollege.edu, 412-809-5182

- School of Design and Engineering Technology, School of Information Systems and Technology
    - Michael Russell, Academic Chair, Schools of IST, Design & Engineering Technology

Nursing and Healthcare

- Kimberly Jutca-Taylor MSN Ed., RN, Academic Chair, School of Nursing and School of Healthcare JutcaTaylor.Kimberly@ptcollege.edu, or 412-302-8833

Business, Culinary Arts, Criminal Justice, Online Offerings

- School of Business, School of Criminal Justice
    - Michelle Zollner, Academic Chair, School of Business, and Criminal Justice, Zollner.Michele@ptcollege.edu, or 412- 809-5269
- Online Programs
    - TBD
- School of Culinary Arts (American Academy of Culinary Arts)
    - TBD

Financial Aid, Scholarships, and Grants

- Megan Lee, Financial Aid Director, Third Floor, lee.megan@ptcollege.edu, 412-809-5191

FERPA (Privacy of Student Records)

- Melissa Brown, Compliance Manager, Third Floor, brown.melissa@ptcollege.edu, 412-809-5337.

Student Affairs, Student Housing

- TBD

All Other Grievances

PTC students and employees may use EthicsPoint to file a report on any of following topics:

- Non-Gender Bias, Discrimination, or Harassment
    - Lindsay Seal, Title IX Coordinator, 1111 McKee Road, Oakdale, PA 15071, 3rd Floor - HR Department, Seal.Lindsay@ptcollege.edu or 412- 809-5311
- Gender-based or Sexual Harassment/Title IX Discrimination
    - Lindsay Seal, Title IX Coordinator, 1111 McKee Road, Oakdale, PA 15071, 3rd Floor - HR Department, Seal.Lindsay@ptcollege.edu or 412- 809-5311
- Abuse of Authority
- Accounting and Auditing Matters
- Confidentiality
- Confidentiality of physical and electronic data that includes personally identifiable information of a PTC student, employee, vendor, or other party transacting business with PTC.
- Conflict of Interest
- Disclosure of Confidential Information
- Employee Misconduct
- Improper Giving or Receiving of Gifts
- Improper Safety/Working Conditions
- Improper Supplier or Contractor Activity

- Other
- Research/Scientific Misconduct
- Violence or Threat

Appeals

A Request for Appeal must be filed in writing within three business days of the hearing or formal Grievance determination. Any exceptions are made at the discretion of the applicable PTC Representative, which is the Vice President of Academic Affairs, Associate Vice President of Enrollment & Student Success, or Title IX Coordinator (sexual harassment cases) depending on the subject.

Information on the appeals process is located in the Student Handbook and Consumer Information page.

Outside Resources

Grievances 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 Grievance Procedure
Email: RA-pls@pa.gov

Middle States Commission on Higher Education
1007 North Orange Street, 4th Floor, MB #166
Wilmington, DE 19801
Telephone: (267) 284–5011
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/complaintintro.html

Resources

- PTC Code of Student Conduct
- Campus Sexual Assault Bill of Rights
- Sexual Harassment and Sexual Violence Prevention
- Sexual Harassment & Sexual Violence Policy
- Appeal Instructions
- 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, 49 states (excluding CA), 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.pa.gov

Complaints regarding student grades or student conduct violations are governed entirely by PTC policy and the laws of Pennsylvania.

CA Residents: As of 07/23/2019, California residents who wish to take distance education courses at PTC are not eligible for federal financial aid due to CA not meeting Federal requirements for its authorization of out-of-state distance education programs.

Administration and Faculty

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Dr. Kanak Iyer

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Dr. Beverly Moore

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Cynthia Smith, Testing Center Proctor

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