

PITTSBURGH TECHNICAL COLLEGE

A NONPROFIT INSTITUTION

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PITTSBURGH TECHNICAL COLLEGE

North Fayette Campus

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Mission and Guiding Principles

Mission

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

Vision

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

Guiding Principles

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

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

General Information

Accreditation

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

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

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

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

The Practical Nursing Certificate Program is accredited through fall 2018 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).

Degree Authority

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

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

History

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

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

In July 2016, PTI became Pittsburgh Technical College.

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

PTC's Approvals, Authorizations, and Designations

- Approved for the training of state rehabilitation students.
- Approved for the training of veterans and war orphans.

- Approved by the U.S. Department of Justice, Immigration and Naturalization Service, for attendance by non-immigrant alien students.
- Approved for the training of dislocated workers through the CareerLink.
- Approved by the Ohio State Board of Career Colleges and Schools to recruit students.
- Approved by the West Virginia Council for Community and Technical College Education to recruit students.
- Approved by the National Certification Board for Therapeutic Massage and Body Work (NCBTMB).
- Approved by the State of Ohio State Medical Board for Massage Therapy.
- Approved testing site (the National Center for Competency Testing).
- Approved by the Pennsylvania State Nursing Board to offer a certificate in Practical Nursing.
- PTC's Tutoring Center is authorized to issue certificates to tutors meeting College Reading and Learning Association requirements.
- Authorized Pearson Vue testing center.
- Authorized CLEP testing center.
- Authorized Kryterion testing center.
- A school member of Associated Body Work and Massage Professionals (ABMP).
- Designated by G.I. Jobs as a military-friendly school.

Rights Reserved

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

Legal Control

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

Non-Discrimination Policy

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

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 also 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, and/or those who wish to file a complaint, may contact PTC's Title IX Coordinator for more information:

Nancy Sheppard, SPHR; Title IX Coordinator; 1111 McKee Road, Oakdale, PA 15071; 412-809-5311; 800-784-9675; sheppard.nancy@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 the Senior Vice President of Academic Affairs.

Disclosure Requirements

Under various sections of this publication and through information posted on www.ptcollege.edu/consumerinfo 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. Average salary of graduates – employed full time
10. Institutional median loan debt

Degree and Certificate Programs of Study

Definitions

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

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

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

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

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

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

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

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.

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

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

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

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

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

Bachelor of Science Degree Programs of Study

Business Administration

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

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

LOWER DIVISION COURSES

GENERAL EDUCATION COURSES REQUIRED (24 Credits)

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

Course No.	Course Name	Credits	Course No.	Course Name	Credits
GEE100	English Composition 1	4	GEM250	Pre-Calculus	4
GEE150	English Composition 2	4	GES210	Principles of Microeconomics	4
GEM165	College Algebra	4	GES300	Principles of Macroeconomics	4

GENERAL EDUCATION ELECTIVE COURSES (8 Credits)

Course No.	Course Name	Credits	Course No.	Course Name	Credits
GEE211	Effective Speech	4	GES130	Ethics	4
GEH120	Art History	4	GES150	Critical Thinking	4
GEH121	History of Technology	4	GES175	Social Problems	4
GEM170	Physical Science	4	GES200	Human Relations in Organizations	4
GEM205	Personal Finance	4	GES230	Cultural Diversity	4
GES100	Psychology	4	GES250	Leadership Principles	4

BUSINESS FOUNDATIONS COURSES REQUIRED (Minimum Total of 28 Quarter Credits.)

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

Course No.	Course Name	Credits	Course No.	Course Name	Credits
ACC100	Financial Accounting 1	4	BUS145	Principles of Management	4
ACC205	Financial Accounting 2	4	FIN200	Principles of Finance	4
BUS100	Introduction to Business	4	MKT205	Principles of Marketing	4
BUS111	Computer Applications	4			

BUSINESS EMPHASIS COURSES (Minimum Total of 24 Quarter Credits.)

Course No.	Course Name	Credits	Course No.	Course Name	Credits
ACC211	Accounting for Partnerships & Corporations	4	FIN320	Investment Management	4
ACC221	Federal Taxes 1: Individual Taxation	4	HMA137	Introduction to Reservation	3
ACC222	Federal Taxes 2: Tax for Business Entities	4	HMA222	Resort Management	3
ACC225	Payroll Accounting	4	MKT200	Professional Selling	4
ACC230	Accounting Information Systems	4	MKT235	Advertising and Promotions	4
BUS121	Business Law	4	TTA100	Destinations	4
BUS200	International Business	4	TTA113	Dynamics of Tourism	4
BUS215	Spreadsheet Applications	3	TTA114	Hospitality & Tourism Supervision	4
BUS220	Human Resource Management	4	TTA116	Global Distribution Systems 1	3
BUS232	Database Applications for Business	3	TTA145	Marketing & Selling the Travel Product	3
BUS240	Small Business Management	4	TTA225	Tourism & the Corporate Environment	4
BUS290	Business Strategies	4	TTA226	Travelogue	3
FIN210	Financial Management	4	TTA230	International Travel	4

ELECTIVE COURSES (Minimum Total of 8 Quarter Credits.)

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

UPPER DIVISION COURSES

GENERAL EDUCATION COURSES REQUIRED (4 Credits)

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

Course No.	Course Name	Credits
GEM350	Finite Mathematics and Applied Calculus	4

GENERAL EDUCATION ELECTIVE COURSES (28 Credits)

Course No.	Course Name	Credits	Course No.	Course Name	Credits
GEE300	American Literature	4	GEH405	International Relations	4
GEE400	Professional Communications	4	GEM300	Statistics	4
GEH325	American Government & Politics	4	GES305	Social Psychology	4
GEH400	Social & Cultural History of the United States	4	GES325	Ethical Issues in Business & Industry	4

BUSINESS FOUNDATIONS COURSES REQUIRED (Minimum Total of 28 Quarter Credits.)

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

Course No.	Course Name	Credits	Course No.	Course Name	Credits
ACC310	Managerial Accounting	4	BUS400	Global Business Strategy	4
ACC320	Corporate Finance & Investments	4	BUS485	Capstone Strategic Corporate Management	8
BUS300	Business and Employment Law	4	MKT425	Strategic Marketing	4

BUSINESS EMPHASIS COURSES (Minimum Total of 20 Quarter Credits.)

Course No.	Course Name	Credits	Course No.	Course Name	Credits
ACC350	Auditing	4	BUS410	Operations Management	4
ACC360	Cost Accounting	4	BUS420	Labor Relations and Employment	4
ACC400	Intermediate Accounting I	4	BUS425	Managing Complex Projects	4
ACC405	Intermediate Accounting II	4	BUS460	International Marketing	4
BUS305	Leading Organizational Change	4	BUS480	Business Intelligence and Analysis	4
BUS325	Supply Chain Management	4	FIN400	Financial Institutions and Markets	4
BUS350	Social Media in Communications	4	HMA300	Hospitality Facility Management	4
BUS365	Electronic Commerce Strategies	4	IST360	Information Systems Management	4
BUS375	Entrepreneurship and Innovation	4	TTA355	Hospitality & Tourism Financial Management	4
BUS385	Organizational Behavior	4	TTA400	Hospitality and Tourism Law	4
BUS390	Government and Public Policy	4	TTA420	Events and Meeting Management	4

CAREER SKILLS COURSES REQUIRED (Total of 12 Quarter Credits.)

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

Course No.	Course Name	Credits	Course No.	Course Name	Credits
GSD300	Career Development	2	GSI400	Internship	9
GSD325	Steps to Career Success	1			

Information Systems and Technology

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

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

LOWER DIVISION COURSES

GENERAL EDUCATION COURSES REQUIRED (16 Credits)

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

Course No.	Course Name	Credits	Course No.	Course Name	Credits
GEE100	English Composition 1	4	GEM165	College Algebra	4
GEE150	English Composition 2	4	GEM250	Pre-Calculus	4

GENERAL EDUCATION ELECTIVE COURSES (16 Credits)

Course No.	Course Name	Credits	Course No.	Course Name	Credits
GEE211	Effective Speech	4	GES150	Critical Thinking	4
GEH120	Art History	4	GES175	Social Problems	4
GEH121	History of Technology	4	GES200	Human Relations in Organizations	4
GEM170	Physical Science	4	GES230	Cultural Diversity	4
GEM205	Personal Finance	4	GES250	Leadership Principles	4
GES100	Psychology	4	GES210	Principles of Microeconomics	4
GES130	Ethics	4	GES300	Principles of Macroeconomics	4

INFORMATION SYSTEMS AND TECHNOLOGY FOUNDATIONS COURSES REQUIRED

(Minimum Total of 26 Quarter Credits.)

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

Course No.	Course Name	Credits	Course No.	Course Name	Credits
ITA104	Introduction to Information Technology	4	ITA126	Networking 1	5
ITA112	Desktop Operating Systems	5	ITA142	Network Operating Systems	5
ITA124	Hardware Technology 1	3	ITS274	Information Security 1	5

INFORMATION SYSTEMS AND TECHNOLOGY EMPHASIS COURSES (Minimum Total of 26 Quarter Credits.)

Course No.	Course Name	Credits	Course No.	Course Name	Credits
ITA195	Network Operating Systems 2	5	ITA315	Cloud & IoT	3
ITA203	Network Infrastructures	5	ITP152	Introduction to Information Systems	4
ITA206	Customer Service & Process	3	ITP211	Programming Mobile Applications	4
ITA211	Server Applications	3	ITP275	Object Oriented Programming	4
ITA224	Information Systems Administration	5	ITS264	Digital Forensics	5
ITA236	Networking 2	5	ITS280	Regulatory Compliance	3
ITA265	Database Development	5	ITS281	Information Security 2	5
ITA296	Network Operating Systems 3	5	ITS309	Information Systems Auditing	5
ITA309	Enterprise Systems Deployment	5	ITS310	Ethical Hacking	4

ELECTIVE COURSES (Minimum Total of 8 Quarter Credits.)

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

UPPER DIVISION COURSES

GENERAL EDUCATION COURSES REQUIRED (4 Credits)

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

Course No.	Course Name	Credits
GEM350	Finite Mathematics and Applied Calculus	4

GENERAL EDUCATION ELECTIVE COURSES (28 Credits)

Course No.	Course Name	Credits	Course No.	Course Name	Credits
GEE300	American Literature	4	GEH405	International Relations	4
GEE400	Professional Communications	4	GEM300	Statistics	4
GEH325	American Government & Politics	4	GES305	Social Psychology	4
GEH400	Social & Cultural History of the United States	4	GES325	Ethical Issues in Business & Industry	4

INFORMATION SYSTEMS AND TECHNOLOGY FOUNDATIONS COURSES REQUIRED

(Minimum Total of 16 Quarter Credits.)

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

Course No.	Course Name	Credits	Course No.	Course Name	Credits
IST300	Network Systems Management	4	IST350	Database Management	4
IST310	Cyber Security	4	IST405	Web Development and SEO Management	4

INFORMATION SYSTEMS AND TECHNOLOGY EMPHASIS COURSES (Minimum Total of 36 Quarter Credits.)

Course No.	Course Name	Credits	Course No.	Course Name	Credits
IST340	Network Operating Systems Management	4	IST400	Systems Analysis & Design	4
IST360	Information Systems Management	4	IST410	Information Systems Architecture & Technology	4
IST370	Information Systems Business Intelligence for Industry	4	IST420	IT Project Management	4
IST380	Governance & Security in Technology	4	IST430	Problems in Information Systems	4
IST390	Scripting Languages for Technology	4	IST440	Information Mgmt. & Data Loss Prevention	4
			IST460	Computer and Network Security	4

CAREER SKILLS COURSES REQUIRED (Total of 12 Quarter Credits.)

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

Course No.	Course Name	Credits	Course No.	Course Name	Credits
GSD300	Career Development	2	GSI400	Internship	9
GSD325	Steps to Career Success	1			

Associate in Science Degree Programs of Study

Business Administration – Concentration in Accounting Administration

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

Course No.	Course Name	Credits
ACCOUNTING CONCENTRATION		
*ACC100	Financial Accounting 1	4
*ACC205	Financial Accounting 2	4
ACC121	Accounting Principles	4
ACC221	Federal Taxes 1: Individual Taxes	4
ACC125	Payroll Accounting	4
ACC211	Accounting for Partnerships and Corporations	4
ACC216	Government and Nonprofit Accounting	4
ACC222	Federal Taxes 2: Tax for Business Entities	4
ACC230	Accounting Information Systems	4
FIN320	Investment Management	4
PROGRAM REQUIREMENTS		
*BUS100	Introduction to Business	4
*BUS111	Computer Applications	4
BUS121	Business Law	4
*BUS145	Principles of Management	4
BUS215	Spreadsheet Applications	3
*FIN200	Principles of Finance	4
**GSD001	Steps to Career Success 1	1
BUS002	Steps to Career Success 2	1
BUS003	Steps to Career Success 3	1
GSD175	Career Development	2
**GSI192	Internship	8
GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GEM204	Personal Finance	4
GES150	Critical Thinking	4
GES210	Principles of Microeconomics	4
GES300	Principles of Macroeconomics	4
TOTAL		108

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

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

Business Administration – Concentration in Management

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

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

Course No.	Course Name	Credits
MANAGEMENT CONCENTRATION		
*ACC100	Financial Accounting 1	4
*ACC205	Financial Accounting 2	4
*BUS100	Introduction to Business	4
*BUS145	Principles of Management	4
BUS200	International Business	4
BUS220	Human Resource Management	4
BUS240	Small Business Management	4
BUS290	Business Strategies	4
*MKT205	Principles of Marketing	4
PROGRAM REQUIREMENTS		
*BUS111	Computer Applications	4
BUS121	Business Law	4
BUS215	Spreadsheet Applications	3
BUS232	Database Applications for Business	3
*FIN200	Principles of Finance	4
FIN320	Investment Management	4
MKT201	Professional Selling	4
MKT235	Advertising and Promotions	4
**GSD001	Steps to Career Success 1	1
BUS002	Steps to Career Success 2	1
BUS003	Steps to Career Success 3	1
GSD175	Career Development	2
**GSI192	Internship	8
GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GEM204	Personal Finance	4
GES150	Critical Thinking	4
GES210	Principles of Microeconomics	4
GES300	Principles of Macroeconomics	4
TOTAL		111

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

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

Computer Aided Drafting – Concentration in Architectural Engineering Technology

The Computer Aided Drafting Program is 21 months in length and consists of seven 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.

Course No.	Course Name	Credits
ARCHITECTURAL ENGINEERING TECHNOLOGY CONCENTRATION		
*CAD101	Drafting 1	4
*CAD106	MicroStation	4
*CAD111	AutoCAD	4
*CAD132	Architectural Drafting 1	4
*CAD133	Mechanical Drafting 1	4
CAD134	Architectural Drafting 2	3
CAD147	Commercial Wiring Systems	3
CAD152	Industrial Pipe Drafting	3
CAD158	Building Systems	3
CAD159	Industrial Pipe Application Software	3
CAD201	Civil/Topographical Drafting	3
CAD206	Civil Application Software	3
CAD217	Structural Drafting	3
*CAD221	Architectural Application Software 1	3
CAD234	Architectural Application Software 2	3
*CAD236	Architectural Capstone	8
PROGRAM REQUIREMENTS		
CAD210	Statics & Strengths of Materials	4
**GSD001	Steps to Career Success 1	1
CAD002	Steps to Career Success 2	1
GSD175	Career Development	2
†GSI199	Internship	12
**GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
*GEM165	College Algebra	4
GEM170	Physical Science	4
GEM200	Trigonometry	4
GES150	Critical Thinking	4
Total		110

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

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

† Students may have options to choose from: GSI192 or GSI208 in combination with an additional General Education Elective.

Computer Aided Drafting – Concentration in Mechanical Engineering Technology

The Computer Aided Drafting Program is 21 months in length and consists of seven quarters. Students will follow industry standards such as ANSI (American National Standards Institute), ISO (International Standards Organization), and GD&T (Geometric Dimensioning & Tolerancing). Students will apply these standards to industry leading software: AutoCAD, MicroStation, Plant 3D, Creo/Pro Engineer, Solidworks, Inventor and Revit Structural.

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

Course No.	Course Name	Credits
MECHANICAL ENGINEERING TECHNOLOGY CONCENTRATION		
*CAD101	Drafting 1	4
*CAD106	MicroStation	4
*CAD111	AutoCAD	4
*CAD132	Architectural Drafting 1	4
*CAD133	Mechanical Drafting 1	4
*CAD138	Mechanical Drafting 2	3
CAD139	Mechanical Drafting 3	3
CAD143	Introduction to Parametric Modeling	3
CAD152	Industrial Pipe Drafting	3
CAD159	Industrial Pipe Application Software	3
CAD204	Energy Technology	4
CAD217	Structural Drafting	3
*CAD226	Mechanical Application Software 1	3
CAD251	Mechanical Application Software 2	3
CAD253	Mechanical Applications 3	3
CAD254	Geometric Tolerancing	3
*CAD256	Mechanical Capstone	8
PROGRAM REQUIREMENTS		
CAD210	Statics & Strengths of Materials	4
**GSD001	Steps to Career Success 1	1
CAD002	Steps to Career Success 2	1
GSD175	Career Development	2
†GSI199	Internship	12
**GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
*GEM165	College Algebra	4
GEM170	Physical Science	4
GEM200	Trigonometry	4
GES150	Critical Thinking	4
Total		114

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

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

† Students may have options to choose from: GSI192 or GSI208 in combination with an additional General Education Elective.

Computer Programming

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

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

Course No.	Course Name	Credits
PROGRAMMING CONCENTRATION		
ITP100	Introduction to Microcomputer Applications	3
*ITP110	Introduction to HTML/CSS	3
*ITP153	Introduction to Information Systems	4
ITP202	Project Management	3
ITP211	Programming Mobile Applications	3
ITP251	Introduction to Computer Systems	4
ITP252	GUI Development	3
ITP262	Programming Enterprise Applications	4
ITP276	Object-Oriented Programming	5
ITP301	Introduction to Game Design	5
ITP306	Game Development 1	4
ITP312	Game Development 2	7
ITP361	User-Centered Design and Testing	6
ITP371	Data Structures and Algorithms	7
ITP381	Database Systems	7
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
ITG002	Steps to Career Success 2	1
ITG003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship	8
GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM204	Personal Finance	4
*GEM165	College Algebra	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4
GES250	Leadership Principles	4
TOTAL		113

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

Criminal Justice

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

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

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

Course No.	Course Name	Credits
CRIMINAL JUSTICE CONCENTRATION		
SSA100	Introduction to Criminology and Criminal Justice	4
SSA110	Introduction to Policing	4
SSA115	Introduction to Homeland Security	4
SSA120	Criminal Procedure	4
SSA130	Principles of EOC/Dispatch	4
SSA200	Criminal Investigations	4
SSA205	Criminal Law	4
SSA210	Modern Corrections Issues	4
SSA226	Cyber Crime	4
SSA230	Juvenile Justice	4
SSA245	Casino and Lodging Security	4
SSA260	Security and Loss Prevention	4
SSA276	Act 235 Certification Preparation (or) SSA230	4
SSA280	Report Writing For Criminal Justice Professionals	4
PROGRAM REQUIREMENTS		
BUS111	Computer Applications	4
GSD001	Steps to Career Success 1	1
CJU002	Steps to Career Success 2	1
CJU003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship	8
GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GES100	Psychology	4
GES150	Critical Thinking	4
GES175	Social Problems	4
GES200	Human Relations in Organizations	4
TOTAL		104

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

Culinary Arts

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

Course No.	Course Name	Credits
CULINARY ARTS CONCENTRATION		
CUL100	Introduction to Culinary Arts	8
CUL113	Fundamental Concepts of Cooking	2
CUL114	Sanitation	2
CUL115	Basic Knife Skills	1
CUL120	Effective Kitchen Design Principles	2
CUL125	Math for Culinary	4
CUL130	Introduction to Fish/Shellfish and Meats	8
CUL142	Purchasing and Cost Control	4
CUL145	Culinary, Hospitality, and Supervision	4
CUL153	Culinary Elements of Wines and Spirits	2
CUL155	Restaurant Management	2
CUL160	Baking and Pastry Fundamentals	8
CUL170	Nutrition and Menu Planning	4
CUL180	Fundamentals of Classical Cuisine/Garde Manger	7
CUL200	Advanced Intercontinental Cuisine	7
CUL210	Advanced Cooking and Pastry	7
PROGRAM REQUIREMENTS		
CUL001	Steps to Career Success 1	1
CUL002	Steps to Career Success 2	1
GSD175	Career Development	2
**GSI199	Internship	12
GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM204	Personal Finance	4
GES130	Ethics	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4
GES230	Cultural Diversity	4
TOTAL		120

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

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

Electronics Engineering Technology

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

Course No.	Course Name	Credits
ELECTRONICS CONCENTRATION		
*ELT101	Math for Electronics	4
*ELT115	Electricity	7
ELT125	Electronics 1	7
ELT128	AC Fundamentals	4
ELT135	Electronics 2	7
ELT145	Digital Electronics	7
ELT146	Computer and Network Systems	4
ELT254	Communication Systems	7
ELT266	Control System Electronics	7
ELT267	Microcontrollers	4
PROGRAM REQUIREMENTS		
**GSD001	Steps to Career Success 1	1
ELT002	Steps to Career Success 2	1
ELT003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI199	Internship	12
** GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
*GEM165	College Algebra	4
GEM170	Physical Science	4
GES150	Critical Thinking	4
GEM204	Personal Finance	4
GES250	Leadership Principles	4
TOTAL		107

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

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

Electronics Engineering Technology – Concentration in Industrial Instrumentation

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

Course No.	Course Name	Credits
INDUSTRIAL INSTRUMENTATION CONCENTRATION		
*ELT101	Math for Electronics	4
*ELT115	Electricity	7
ELT125	Electronics 1	7
ELT128	AC Fundamentals	4
ELT146	Computers & Network Systems	4
GOE141	Overview of the Oil and Gas Industry	4
GOE250	Industrial Communications 1	4
GOE251	Process Control 1	7
GOE267	Process Control 2	7
GOE277	Industrial Controllers	4
GOE274	Process Control 3	6
GOE276	Industrial Communications 2	3
PROGRAM REQUIREMENTS		
**GSD001	Steps to Career Success 1	1
ELT002	Steps to Career Success 2	1
ELT003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI199	Internship	12
**GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
*GEM165	College Algebra	4
GEM170	Physical Science	4
GEM204	Personal Finance	4
GES150	Critical Thinking	4
GES250	Leadership Principles	4
TOTAL		110

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

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

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.

Course No.	Course Name	Credits
GRAPHIC DESIGN CONCENTRATION		
*GDA115	Design 1	3
GDA116	Drawing	1
GDA126	Color Theory and Techniques	3
GDA117	Typography	3
*GDA129	Computer Illustration	3
*GDA130	Digital Imaging	3
*GDA136	Photography	3
*GDA137	Web Design 1	3
GDA138	Computerized Page Make-Up	3
GDA139	Advanced Digital Imaging/Production	3
GDA143	Production	3
GDA144	Advertising Processes	3
*GDA200	Portfolio Development 1	4
GDA201	Corporate Design	3
*GDA203	Portfolio Development 2	4
GDA204	Multi-Page Documents	3
GDA205	Entrepreneurship	4
*GDA210	Portfolio Web Development	3
*GDA255	Web Design 2	3
GDA256	Design 2	3
*GDA268	Web Design 3	3
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
GDA002	Steps to Career Success 2	1
GSD175	Career Development	2
GSI192	Internship	8
GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEH120	Art History	4
GEM204	Personal Finance	4
GES100	Psychology	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4
TOTAL		108

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

Heating Ventilation & Air Conditioning Technology

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

Course No.	Course Name	Credits
HVAC CONCENTRATION		
*HVA108	Fundamentals of Electricity	5
*HVA112	Heating Systems 1	5
HVA118	Welding and Sheet Metal Fabrication	4
HVA123	Customer Service and Career Development for HVAC	6
*HVA128	Heating Systems 2	6
*HVA133	Residential Refrigeration	6
*HVA137	Hydronics	4
HVA143	HVAC-R Controls	4
*HVA148	Commercial Refrigeration	5
HVA152	Load Calculations and Psychrometrics	6
HVA157	Troubleshooting and Diagnostics	3
HVA163	Chiller Systems	4
HVA168	Certification Preparation	5
PROGRAM REQUIREMENTS		
**GSD001	Steps to Career Success 1	1
HVA002	Steps to Career Success 2	1
GSI199	Internship	12
**GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
*GEM165	College Algebra	4
GES130	Ethics	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4
TOTAL		109

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

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

Hospitality Management Administration – Concentration in Hotel & Restaurant Management

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

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

Course No.	Course Name	Credits
HOTEL AND RESTAURANT CONCENTRATION		
*BUS100	Introduction to Business	4
CUL114	Sanitation	2
CUL140	Purchasing and Cost Control	2
HMA106	Introduction to the Hospitality	4
HMA207	Hospitality Supervision	4
HMA200	Front Office Procedures 1	4
*HMA206	Food and Beverage 1	4
HMA222	Resort Management	3
HMA236	Food and Beverage 2	4
HMA250	Meeting and Event Planning	4
HMA257	Rooms and Facilities Management	4
HMA263	Wines and Mixology	3
TTA145	Marketing and Selling the Travel Product	3
TTA255	Travelogue Presentation	2
PROGRAM REQUIREMENTS		
*ACC100	Financial Accounting 1	4
*BUS111	Computer Applications	4
BUS215	Spreadsheet Applications	3
GSD001	Steps to Career Success 1	1
BUS002	Steps to Career Success 2	1
BUS003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship	8
GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GES100	Psychology	4
GES150	Critical Thinking	4
GES230	Cultural Diversity	4
GES250	Leadership Principles	4
TOTAL		103

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

Hospitality Management Administration – Concentration in Travel and Tourism Management

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

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

Course No.	Course Name	Credits
TRAVEL AND TOURISM CONCENTRATION		
*BUS100	Introduction to Business	4
HMA106	Introduction to the Hospitality	4
HMA207	Hospitality Supervision	4
*HMA137	Introduction to Reservations	3
HMA250	Meeting and Event Planning	4
TTA100	Destinations	4
TTA113	Dynamics of Tourism	4
*TTA116	Global Distribution Systems 1	3
TTA117	Global Distribution Systems 2	3
*TTA145	Marketing and Selling the Travel Product	3
TTA225	Tourism and the Corporate Environment	4
TTA230	International Travel	4
TTA255	Travelogue Presentation	2
PROGRAM REQUIREMENTS		
*ACC100	Financial Accounting 1	4
*BUS111	Computer Applications	4
BUS215	Spreadsheet Applications	3
GSD001	Steps to Career Success 1	1
BUS002	Steps to Career Success 2	1
BUS003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship	8
GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GES100	Psychology	4
GES150	Critical Thinking	4
GES230	Cultural Diversity	4
GES250	Leadership Principles	4
TOTAL		102

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

Information Technology – Concentration in Network Administration

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

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.

Course No.	Course Name	Credits
NETWORK ADMINISTRATION CONCENTRATION		
ITA203	Network Infrastructures	5
ITA206	Customer Service and Process	3
ITA309	Enterprise Systems Deployment	5
ITA315	Cloud & IoT	3
ITA331	Information Systems Administration	5
PROGRAM REQUIREMENTS		
*ITA104	Introduction to Information Technology	4
*ITA112	Desktop Operating Systems	5
ITA124	Hardware Technology 1	3
*ITA126	Networking 1	5
ITA142	Network Operating Systems 1	5
ITA195	Network Operating Systems 2	5
ITA211	Server Applications	3
ITA236	Networking 2	5
ITA265	Database Development	5
ITA274	Information Security 1	4
ITA296	Network Operating Systems 3	5
ITG002	Steps to Career Success 2	1
ITG003	Steps to Career Success 3	1
**GSD001	Steps to Career Success 1	1
GSD175	Career Development	2
GSI192	Internship	8
**GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GEM204	Personal Finance	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4
GES250	Leadership Principles	4
TOTAL		115

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

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

Information Technology – Concentration in Network Security and Computer Forensics

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

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

Course No.	Course Name	Credits
NETWORK SECURITY AND COMPUTER FORENSICS CONCENTRATION		
ITS264	Digital Forensics	5
ITS280	Regulatory Compliance	3
ITS281	Information Security 2	5
ITS309	Information Systems Auditing	5
ITS310	Ethical Hacking	4
PROGRAM REQUIREMENTS		
*ITA104	Introduction to Information Technology	4
*ITA112	Desktop Operating Systems	5
ITA124	Hardware Technology 1	3
*ITA126	Networking 1	5
ITA142	Network Operating Systems 1	5
ITA195	Network Operating Systems 2	5
ITA211	Server Applications	3
ITA236	Networking 2	5
ITA265	Database Development	5
ITA296	Network Operating Systems 3	5
ITA274	Information Security 1	4
**GSD001	Steps to Career Success 1	1
ITG002	Steps to Career Success 2	1
ITG003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship	8
**GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GEM204	Personal Finance	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4
GES250	Leadership Principles	4
TOTAL		116

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

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

Medical Assisting

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

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

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

Course No.	Course Name	Credits
MEDICAL ASSISTING CONCENTRATION		
*MED106	Medical Terminology	5
*MED111	Clinical Techniques 1	4
*MED121	Clinical Techniques 2	4
*MED126	Anatomy & Physiology 1	5
*MED132	Clinical Techniques 3	4
*MED134	Anatomy & Physiology 2	5
*MED137	Communications in Healthcare	4
*MED139	Clinical Techniques 4	4
*MED144	Clinical Techniques 5	4
*MED145	Diseases and Diagnostic Methods	5
*MED147	Foundations of Health Insurance	4
*MED153	Computerized Practice Management & E.H.R.	3
*MED199	Healthcare Delivery in the Medical Office	5
*MED208	Coding for the Medical Assistant	4
*MED225	Pharmacology	5
*MED248	Medical Laboratory	4
*MED268	Medical Seminar	3
*MED267	CMA Review	2
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
MED002	Steps to Career Success 2	1
MED003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI186	Medical Assisting Practicum	8
GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GES100	Psychology	4
GES130	Ethics	4
GES150	Critical Thinking	4
GES230	Cultural Diversity	4
TOTAL		119

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

Medical Office Administration

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

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

Course No.	Course Name	Credits
MEDICAL OFFICE CONCENTRATION		
BUS111	Computer Applications	4
*MED106	Medical Terminology	5
*MED126	Anatomy and Physiology 1	5
*MED134	Anatomy and Physiology 2	5
*MED137	Communications in Healthcare	4
*MED145	Diseases and Diagnostic Methods	5
*MED147	Foundation of Health Insurance	4
*MED151	Diagnostic and Procedural Coding for Physicians 1	4
*MED153	Computerized Practice Management & E.H.R.	3
*MED161	Diagnostic and Procedural Coding for Physicians 2	4
*MED171	Diagnostic and Procedural Coding for Physicians 3	4
*MED199	Healthcare Delivery in the Medical Office	5
*MED203	Principles of Practice Management 1	4
*MED214	Advanced Coding 1	4
*MED224	Advanced Coding 2	4
*MED225	Pharmacology	5
*MED238	Principles of Practice Management 2	4
*MED268	Medical Seminar	3
*MED322	National Exam Preparation	2
PROGRAM REQUIREMENTS		
**GSD001	Steps to Career Success 1	1
MOA002	Steps to Career Success 2	1
MOA003	Steps to Career Success 3	1
GSD175	Career Development	2
**GSI192	Internship	8
GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GES100	Psychology	4
GES130	Ethics	4
GES150	Critical Thinking	4
GES175	Social Problems	4
TOTAL		123

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

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

Multimedia Technologies – Concentration in Video Production

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

Course No.	Course Name	Credits
VIDEO PRODUCTION CONCENTRATION		
*GDA136	Photography	3
GDA205	Entrepreneurship	4
MMA111	Digital Design	3
MMA114	Design Concepts	3
*MMA116	Audio/Video Editing 1	3
*MMA118	Cinematography	3
*MMA119	Audio/Video Editing 2	3
*MMA120	Introduction to Post Production	3
MMA205	Motion Graphics 1	3
*MMA206	Videography	4
*MMA208	Audio Production 1	3
*MMA209	Audio Production 2	3
*MMA211	Motion Graphics 2	3
MMA212	Advanced Visual Effects	3
MMA215	Audio Production 3	3
MMA216	Video Senior Project	4
MMA217	Audio Production 4	3
MMA222	Advanced Editing	3
MMA227	Streaming & Podcasting	3
*MMA229	Video Portfolio Development	8
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
GDA002	Steps to Career Success 2	1
GSD175	Career Development	2
GSI192	Internship	8
GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEH120	Art History	4
GEM204	Personal Finance	4
GES100	Psychology	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4
TOTAL		112

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

Multimedia Technologies – Concentration in Web Design and Development

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

Course No.	Course Name	Credits
WEB DESIGN AND DEVELOPMENT CONCENTRATION		
GDA116	Drawing	1
GDA117	Typography	3
GDA126	Color Theory and Techniques	3
*GDA129	Computer Illustration	3
*GDA130	Digital Imaging	3
*GDA136	Photography	3
GDA205	Entrepreneurship	4
*MMA105	Web Authoring Design	3
*MMA106	Client-Side Web Development	3
MMA107	Dynamic Content Management	3
MMA115	Web Design Concepts	3
MMA143	Delivery for the Web	3
MMA201	Server Side Scripting	3
MMA202	Interactive Design	3
MMA207	Development Methods	3
MMA224	Advanced Interactive Technologies	3
*MMA228	Web Portfolio Development	8
MMA230	Server-Side Development	3
MMA240	Web Project Development	4
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
GDA002	Steps to Career Success 2	1
GSD175	Career Development	2
GSI192	Internship	8
GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEH120	Art History	4
GEM204	Personal Finance	4
GES100	Psychology	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4
TOTAL		106

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

Nursing

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

Course No.	Course Name	Credits
NURSING CONCENTRATION		
*RNU175	Introduction to Nursing	1
*RNU181	Foundations in Nursing	3
*RNU182	Clinical Practice 1	2
*RNU186	Primary Care and Wellness	4
*RNU187	Clinical Practice 2	3
*RNU190	Lifespan Development	4
*RNU192	Pharmacology Applications for RN Practice	2
*RNU196	Acute Care of the Adult	6
*RNU197	Clinical Practice 3	5
*RNU201	Care of Adults with Chronic Illness	5
*RNU203	Clinical Practice 4	6
*RNU206	Nursing Care Evolving Family	5
*RNU207	Clinical Practice 5	6
*RNU211	Psychiatric/Mental Health Nursing	4
*RNU213	Clinical Practice 6	3
*RNU216	Professional Transition into Practice	8
*RNU217	Clinical Practice 7	10
PROGRAM REQUIREMENTS		
*NUR103	Anatomy & Physiology 1	4
*NUR108	Microbiology	4
*NUR111	Microbiology Lab	2
*NUR113	Anatomy & Physiology 1 Lab	2
*NUR118	Anatomy & Physiology 2	4
*NUR119	Anatomy & Physiology 2 Lab	2
*NUR129	Nutrition	4
*NUR137	Pharmacology	4
**GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GES100	Psychology	4
GES130	Ethics	4
GES150	Critical Thinking	4
GES175	Social Problems	4
TOTAL		135

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

** All General Education courses are offered online

Smart Building Technology

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

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

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

Course No.	Course Name	Credits
SMART BUILDING TECHNOLOGY CONCENTRATION		
ELT101	Math for Electronics	4
ELT115	Electricity	7
ELT125	Electronics 1	7
ELT126	Structured Wiring	4
ELT128	AC Fundamentals	4
ELT135	Electronics 2	7
ELT146	Computer and Network Systems	4
SBT141	Applied Communications	4
SBT251	Security and Life Safety	6
SBT260	Energy Management and Lighting Controls	6
SBT261	Project Management	3
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
ELT002	Steps to Career Success 2	1
ELT003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI199	Internship	12
GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
*GEM165	College Algebra	4
GEM170	Physical Science	4
GEM204	Personal Finance	4
GES150	Critical Thinking	4
GES250	Leadership Principles	4
TOTAL		105

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

Surgical Technology

The Surgical Technology Program is 24 months in length and consists of eight quarters. Students in the Surgical Technology Program are trained in both academic and clinical settings that prepare the graduate for entry-level positions in an operating room setting at various healthcare facilities such as hospitals and out-patient 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.

As part of the admissions process, applicants are required to take the Accuplacer exam with a minimum score requirement attained as well as participate in an online preadmission information session. A two-step TB test must be completed prior to enrollment and updated prior to beginning the fourth quarter. A comprehensive physical examination, verification of vaccination history, as well as ACT 33, 34, and 73 clearances are required prior to beginning clinical rotation in the 7th quarter. All costs are assumed by the student. Detailed information regarding program matter is contained in the Surgical Technology Student Handbook.

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

Course No.	Course Name	Credits
SURGICAL TECHNOLOGY CONCENTRATION		
*MED106	Medical Terminology	5
*MED145	Diseases and Diagnostic Methods	5
*MED228	Pharmacology for the Surgical Technologist	5
*NUR103	Anatomy and Physiology 1	4
*NUR108	Microbiology	4
*NUR113	Anatomy and Physiology 1 Lab	2
*NUR118	Anatomy and Physiology 2	4
*NUR119	Anatomy and Physiology 2 Lab	2
*SGT102	Orientation to Surgical Technology	5
*SGT112	Surgical Instrumentation	3
*SGT114	Foundations of Surgery	3
*SGT122	Surgical Preparation, Equipment, and Supplies	4
*SGT127	Principles of Surgery	3
*SGT205	Surgical Technology 1	4
*SGT225	Surgical Technology 2	4
*SGT235	Surgical Technology 3	4
*SGT242	Surgical Technology 4	4
*SGT252	Surgical Technology 5	4
*SGT263	Clinical Rotation	8
*SGT261	Clinical Rounds Review	2
*SGT265	CST Review	2
PROGRAM REQUIREMENTS		
**GSD001	Steps to Career Success 1	1
SGT002	Steps to Career Success 2	1
SGT003	Steps to Career Success 3	1
GSD175	Career Development	2
*GSI219	Surgical Technology Internship	12
**GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GES100	Psychology	4
GES130	Ethics	4
GES150	Critical Thinking	4
GES230	Cultural Diversity	4
TOTAL		131

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

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

Welding Technology

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

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

Course No.	Course Name	Credits
WELDING TECHNOLOGY CONCENTRATION		
WEL100	Gas Welding Plate and Pipe	5
WEL115	Metal Cutting and Fabrication	3
*WEL125	Blueprint Reading & Welding Symbols	3
*WEL215	General SMAW Practices (Equipment and Electrode Identification)	5
WEL217	Advanced Pipe Welding	5
WEL235	General Exotic Metals	3
WEL305	WELDING Certification /Prep	4
WEL325	SMAW Pipe Welding	5
WEL335	Advanced Plate Welding	3
WEL400	Gas Metal Arc Welding	3
WEL405	GMAW Pipe Welding	2
WEL410	Gas Tungsten Arc Welding	3
WEL415	GTAW Pipe Welding	5
WEL420	AWS SENSE MIG and TIG Prep	2
WEL426	GTAW Tube	4
WEL430	Flux Core Inner and Outer Shield	2
WEL440	Advanced Exotic Metals	2
PROGRAM REQUIREMENTS		
**GSD001	Steps to Career Success 1	1
WEL002	Steps to Career Success 2	1
GSD175	Career Development	2
GSI199	Internship	12
**GENERAL EDUCATION		
*GEE100	English Composition 1	4
*GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM120	College Mathematics	4
GEM204	Personal Finance	4
GES130	Ethics	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4
TOTAL		107

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

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

Certificate Training Programs of Study

Baking & Pastry

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

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

Course No.	Course Name	Credits
PROGRAM CONCENTRATION		
BKP100	Baking and Pastry Theory and Principles	4
BKP110	Artisan Breads and Doughs	7
BKP120	Basic Pastries and Dessert Presentations	7
BKP130	Cakes, Gateaux, and Torten	7
BKP135	Basic Professional Skills	2
BKP140	Chocolates and Sugar Techniques	7
PROGRAM REQUIREMENTS		
CUL114	Sanitation	2
CUL115	Basic Knife Skills	2
CUL142	Purchasing and Cost Control	2
GSD175	Career Development	2
TOTAL		42

Certificate

Culinary Arts

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

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

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
PROGRAM CONCENTRATION		
CUL100	Introduction to Culinary Arts	8
CUL113	Fundamental Concepts of Cooking	2
CUL114	Sanitation	2
CUL115	Basic Knife Skills	1
CUL120	Effective Kitchen Design Principles	2
CUL125	Math for Culinary	4
CUL130	Introduction to Fish/Shellfish and Meats	8
CUL142	Purchasing and Cost Controls	4
CUL145	Culinary, Hospitality, and Supervision	4
CUL153	Culinary Elements of Wines & Spirits	2
CUL160	Baking and Pastry Fundamentals	8
CUL170	Nutrition and Menu Planning	4
CUL180	Fundamentals of Classical Cuisine/Garde Manger	7
CUL200	Advanced Intercontinental Cuisine	7
PROGRAM REQUIREMENTS		
CUL001	Steps to Career Success 1	1
CUL002	Steps to Career Success 2	1
CUL155	Restaurant Management	2
GSD175	Career Development	2
GSI199	Internship	12
TOTAL		69

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.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
PROGRAM CONCENTRATION		
ELC100	Math for Electricians	4
ELC110	Electricity 1	5
ELC120	Residential Wiring	5
ELC130	Blueprint Reading	2
ELC140	Electricity 2	4
ELC150	Commercial Wiring	5
ELC160	Motor Controls	5
ELC170	Industrial Wiring	5
ELC180	Electricity 3	6
ELC190	Computers & Networking	3
ELC200	Electricity 4	4
ELC210	Programmable Controllers	4
ELC220	Troubleshooting Electrical Systems	3
ELC230	Project Management & Estimating	4
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
GSD175	Career Development	2
GSI199	Internship	12
TOTAL		<u>74</u>

Heating, Ventilation and Air Conditioning Technology (HVAC)

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

Course No.	Course Name	Credits
PROGRAM CONCENTRATION		
*HVA108	Fundamentals of Electricity	5
*HVA112	Heating Systems 1	5
HVA118	Welding and Sheet Metal Fabrication	4
HVA123	Customer Service and Career Development for HVAC	6
*HVA128	Heating Systems 2	6
*HVA133	Residential Refrigeration	6
*HVA137	Hydronics	4
HVA143	HVAC-R Controls	4
*HVA148	Commercial Refrigeration	5
HVA152	Load Calculations and Psychrometrics	6
HVA157	Troubleshooting and Diagnostics	3
HVA163	Chiller Systems	4
HVA168	Certification Preparation	5
GEM120	College Mathematics	4
GSI199	Internship	12
TOTAL		79

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

Certificate

Industrial Instrumentation

The PTC certificate in Industrial Instrumentation is a 9 month evening program that prepares students with an electronics background for a career as an instrumentation or measurement technician.

You will be trained on industry current instrumentation equipment that's found in the Industrial Instrumentation and Process Control fields. Graduates can apply their skill and knowledge to the tristate region's surging oil and gas industry or in any industry around the world.

Courses found in the Industrial Instrumentation certificate program will transfer to the Industrial Instrumentation Electronics Technology Associate in Science Degree.

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

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
PROGRAM CONCENTRATION		
GOE141	Overview of the Oil and Gas Industry	4
GOE250	Industrial Communications	4
GOE251	Process Control 1	7
GOE267	Process Control 2	7
GOE276	Industrial Communications 2	3
GOE277	Industrial Controllers	4
GEM170	Physical Science	4
GSD001	Steps to Career Success 1	1
ELT003	Steps to Career Success 3	1
GSD175	Career Development	2
TOTAL		37

Medical Coding

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

Course No.	Course Name	Credits
PROGRAM CONCENTRATION		
MED106	Medical Terminology	5
MED126	Anatomy and Physiology 1	5
MED134	Anatomy and Physiology 2	5
MED145	Diseases and Diagnostic Methods	5
MED147	Foundation of Health Insurance	4
MED151	Diagnostic and Procedural Coding for Physicians 1	4
MED153	Computerized Practice Management and EHR	3
MED161	Diagnostic and Procedural Coding for Physicians 2	4
MED171	Diagnostic and Procedural Coding for Physicians 3	4
MED199	Healthcare Delivery	5
MED214	Advanced Coding 1	4
MED224	Advanced Coding 2	4
MED322	National Exam Preparation	2
*GSD001	Steps to Career Success 1	1
GSD175	Career Development	2
TOTAL		57

* Students who complete the certificate online will take GSD011 Steps to Career Success Online

Certificate

Microsoft Network Professional

The program is a 12-month evening certificate program to prepare individuals to become a Microsoft Certified Solutions Expert in Server Infrastructure. Classes start every six months, consist of four (4) terms, and are taught by experienced information technology trainers.

Microsoft Network Professional Plus

The program offers an evening certificate program over approximately 15 months for individuals who wish to enter the Information Technology field, but have a very limited background in computers. This program begins with a very intense A+ technician training and is followed by the challenging MCSE: Server Infrastructure and CCNA certification tracks. Labs and other hands-on learning modules constitute a major portion of the learning process.

Graduates of both programs are prepared to work as network administrators, systems analysts, and Microsoft certified solutions experts. Courses in certificate training may transfer to Associate Degree level programs. Please refer to elective options, listed later in this catalog.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
PROGRAM CONCENTRATION		
CST036	A+ Service Technician	(10)
MNP104	Windows Server Administration Fundamentals	5
MNP114	Installing & Configuring Windows Server	5
MNP124	Administering Windows Server	10
MNP134	Configuring Advanced Windows Server	5
MNP143	Designing & Implementing a Server Infrastructure	5
MNP163	Implementing an Advanced Server Infrastructure	5
MNP172	CISCO Certified Network Associate	5
TOTAL		<u>40</u> (50)

A+ Service Technician

Pittsburgh Technical College's Center for Certification and Adult Learning offers a 3-month evening certificate program that prepares individuals to take the COMPTIA A+ certification examination. This is a 132-hour course that covers materials found in the CompTIA A+ certification examination. It provides the students with hands-on experience and skill development needed to perform the hardware-associated and the software-associated tasks of installation, service and support of microcomputers. Students are given a solid, practical understanding of PC configuration, troubleshooting, and repair.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
PROGRAM CONCENTRATION		
CST036	A+ Service Technician	10
TOTAL		<u>10</u>

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 1,510 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.

Course No.	Course Name	Credits
PROGRAM CONCENTRATION		
*NUR103	Anatomy and Physiology 1	4
*NUR108	Microbiology	4
*NUR111	Microbiology Lab	2
*NUR113	Anatomy and Physiology 1 Lab	2
*NUR118	Anatomy and Physiology 2	4
*NUR119	Anatomy and Physiology 2 Lab	2
*NUR137	Pharmacology in Nursing	4
*NUR143	Pharmacology Applications in Nursing	2
*NUR151	Foundations of Nursing 1	4
*NUR152	Nursing Practice 1	6
*NUR161	Foundations of Nursing 2	4
*NUR162	Nursing Practice 2	6
*NUR165	Medical/Surgical Nursing Care of the Adult	4
*NUR166	Nursing Practice 3	6
*NUR170	Psychosocial and Psychiatric Issues	3
*NUR175	Gerontology and Nursing Practice	3
*NUR176	Nursing Practice 4	4
*NUR180	Maternity Nursing	2
*NUR181	Nursing Practice 5	3
*NUR185	Pediatric Nursing	2
*NUR186	Nursing Practice 6	3
*NUR190	Transition into Nursing Practice	4
*NUR191	Nursing Practice 7	6
TOTAL		84

Therapeutic Massage Practitioner

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

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

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

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

Course No.	Course Name	Credits	Instructional Hours
PROGRAM CONCENTRATION			
*MED126	Anatomy & Physiology 1	5	55
*MED134	Anatomy & Physiology 2	5	55
*MED145	Diseases and Diagnostic Methods	5	55
*TMP109	Spa Modalities	3	55
*TMP118	Pregnancy and Infant Massage	3	44
*TMP122	Clinic 1	1	20
*TMP124	Introduction to Massage	4	44
*TMP132	Clinic 2	1	20
*TMP141	Kinesiology	5	55
*TMP142	Clinic 3	1	20
*TMP152	Swedish Massage	3	55
*TMP206	Business Ethics	5	55
*TMP223	Medical Massage	3	44
*TMP228	Clinical Massage	3	55
*TMP246	Deep Tissue Massage	3	55
*TMP252	Massage Seminar	4	44
*GSD001	Steps to Career Success 1	1	11
*GSD175	Career Development	2	22
*GSI191	Internship	5	150
TOTAL		62	914

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

Certificate

Welding Technology

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

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

Course No.	Course Name	Credits
PROGRAM CONCENTRATION		
WEL100	Gas Welding Plate and Pipe	5
WEL115	Metal Cutting and Fabrication	3
*WEL125	Blueprint Reading & Welding Symbols	3
*WEL215	General SMAW Practices (Equipment and Electrode Identification)	5
WEL235	General Exotic Metals	3
WEL305	WELDING Certification /Prep	4
WEL325	SMAW Pipe Welding	5
WEL335	Advanced Plate Welding	3
WEL400	Gas Metal Arc Welding	3
WEL410	Gas Tungsten Arc Welding	3
WEL420	AWS SENSE MIG and TIG Prep	2
WEL430	Flux Core Inner and Outer Shield	2
WEL440	Exotic Metals Advanced	2
PROGRAM REQUIREMENTS		
**GSD001	Steps to Career Success 1	1
WEL002	Steps to Career Success 2	1
GSD175	Career Development	2
**GENERAL EDUCATION		
GEM120	College Mathematics	4
GEM204	Personal Finance	4
TOTAL		55

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

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

Student Elective Options

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

Transferability from MNP Certificate to IT Degree

<i>Microsoft Network Professional</i>		<i>Information Technology</i>	
MNP104	5	ITA126	5
MNP113	5	ITA195	5
MNP123	10	ITA211	3
		ITA152	3
MNP133	5	ITA203	5
MNP143	5	ITA224	5
MNP163	5	ITA309	5
MNP172	5	ITA136	5
CST035	10	ITA103 (2) and ITA124 (3) and ITA152 (3)	8

Transferability of PN Courses to ASN Program

NUR103	4	NUR103	4
NUR113	2	NUR113	2
NUR108	4	NUR108	4
NUR111	2	NUR111	2
NUR118	4	NUR118	4
NUR119	2	NUR119	2
NUR137	4	NUR137	4

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

ACC100 Financial Accounting 1

4 credits

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

ACC121 Accounting Principles

4 Credits

Prerequisite: ACC205

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

ACC205 Financial Accounting 2

4 credits

Prerequisite: ACC100

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

ACC211 Accounting for Partnerships and Corporations

4 credits

Prerequisite: ACC205

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

ACC221 Federal Taxes 1: Individual Taxation

4 credits

Prerequisite: ACC205

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

ACC222 Federal Taxes 2: Tax for Business Entities

4 credits

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

ACC226 Payroll Accounting

4 credits

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

ACC300 Accounting Information Systems

4 credits

Prerequisite: ACC205

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

ACC310 Managerial Accounting

4 credits

Prerequisite: ACC205

Study the concepts, theory and practice of the cost-control function of management. Learn what information is needed within an organization; where to obtain this information; and how managers can use this information to plan, control and make decisions. Topics include cost behavior and forecasting, capital budgeting, activity-based costing and

management, costs of quality and productivity improvement programs, cost-volume analysis, tactical decision making and transfer pricing.

ACC320 Corporate Finance & Investments

4 credits

Prerequisite: FIN200, ACC205

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

ACC350 Auditing

4 credits

Prerequisite: ACC310

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

ACC360 Cost Accounting

4 credits

Prerequisite: ACC310

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

ACC400 Intermediate Accounting I

4 credits

Prerequisite: ACC310

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

ACC405 Intermediate Accounting II

4 credits

Prerequisite: ACC400

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

BKP100 Baking and Pastry Theory and Principles

4 Credits

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

BKP110 Artisan Breads & Doughs

7 Credits

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

BKP120 Basic Pastries and Dessert Presentations

7 Credits

This course is designed to give the student fundamental working knowledge of the traditional methods of producing puff pastry, creams and custards, pies and tarts. This course also includes practical techniques of platter design and presentations. Emphasis is on the production of basic pie dough, short dough and a variety of pie and tart fillings. This

course covers preparation and presentation of individual hot and cold plated desserts, using a variety of traditional and modern plating techniques. Plate design, station organization, frozen desserts, flavor, textural components, and portion control are emphasized.

BKP130 Cakes, Gateaux & Torten

7 Credits

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

BKP135 Basic Professional Skills

2 Credits

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

BKP140 Chocolates & Sugar Techniques

7 Credits

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

BUS002 Steps to Career Success 2

1 Credits

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

BUS003 Steps to Career Success 3

1 Credits

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

BUS100 Introduction to Business

4 credits

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

BUS111 Computer Applications

4 credits

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

BUS121 Business Law

4 credits

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

BUS145 Principles of Management

4 credits

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

BUS200 International Business

4 Credits

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

BUS215 Spreadsheet Applications **3 credits**

Prerequisite: BUS111

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

BUS220 Human Resource Management **4 credits**

Prerequisite: BUS145

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

BUS232 Database Applications for Business **3 credits**

Prerequisite: BUS111

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

BUS240 Small Business Management **4 credits**

Prerequisite: BUS100, MKT205

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

BUS290 Business Strategies **4 credits**

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

BUS300 Business & Employment Law **4 credits**

Prerequisite: BUS145

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

BUS305 Leading Organizational Change **4 credits**

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

BUS325 Supply Chain Management **4 credits**

Prerequisite: MKT205

This course will focus on strategic, tactical and operational issues of supply chain management and become familiar with the integration of various entities. Topics include: supply chain strategy, e-procurement, supply chain risk management, supply chain coordination & integration, value of information, global supply chains, customer value, dynamic pricing, coordinated product design chain, and supply chain performance measures.

BUS350 Social Media in Communications **4 credits**

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

BUS365 Electronic Commerce Strategies **4 credits**

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

BUS375 Entrepreneurship and Innovation **4 credits**

Prerequisite: BUS240

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

BUS385 Organizational Behavior **4 credits**

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

BUS390 Government and Public Policy **4 credits**

Prerequisite: BUS300

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

BUS400 Global Business Strategy **4 credits**

Prerequisite: FIN200, MKT205

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

BUS410 Operations Management **4 credits**

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

BUS420 Labor Relations and Employment **4 credits**

Prerequisite: BUS300

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

BUS425 Managing Complex Projects **4 credits**

Prerequisite: BUS145, FIN200

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

BUS460 International Marketing **4 credits**

Prerequisite: MKT425

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

BUS480 Business Intelligence and Analysis **4 credits**

Prerequisite: BUS425

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

BUS485 Capstone Strategic Corporate Management **8 credits**

Prerequisite: Must have received a "C" grade or better in all Business Foundation Courses

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

CAD002 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.

CAD101 Drafting 1 **4 Credits**

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

CAD106 MicroStation **4 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.

CAD111 AutoCAD **4 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.

- CAD132 Architectural Drafting 1** **4 Credits**
Prerequisite: CAD101, CAD106, CAD111
This course is an introduction to the principles of architectural drafting and building materials as they apply to residential structures. Students will apply proper drafting standards and construction material knowledge to create architectural floor plans, elevations, building sections, wall sections, details, and schedules.
- CAD133 Mechanical Drafting 1** **4 Credits**
Prerequisite: CAD101, CAD106, CAD111
This course is an overview of the mechanical industry. Topics include terminology, print reading, geometric construction methods, drawing layouts, precision measurement, basic threads, basic assemblies, dimensioning techniques as they apply to the mechanical industries.
- CAD134 Architectural Drafting 2** **3 Credits**
Prerequisite: CAD132
This course is an introduction to the principles of architectural drafting and building materials as they apply to commercial structures. Students will apply proper drafting standards and construction material knowledge to create architectural floor plans, elevations, building sections, wall sections, details and schedules.
- CAD138 Mechanical Drafting 2** **3 Credits**
Prerequisite: CAD133
This course is a continuation to the practices of drafting as applied to the mechanical industry. Advanced topics learned in CAD133 as well as gears, fasteners, manufacturing techniques and practices; finish marks advanced dimensioning techniques, tolerancing methods and the utilization of Machinery's Handbook.
- CAD139 Mechanical Drafting 3** **3 Credits**
Prerequisite: CAD138
This course will continue the practices of the mechanical industry by introducing the student to material properties, weldment drawings, cams and jigs and fixtures to create documentation and drawings used in the industry.
- CAD143 Introduction to Parametric Modeling** **3 Credits**
Prerequisite: CAD133
This course is an introductory course to parametric modeling using the software called Inventor. Students will create 3-dimensional parametric models, assemblies and construction documents as they relate to industry standards.
- CAD147 Commercial Wiring Systems** **3 Credits**
Prerequisite: CAD106, CAD111
This course will introduce to drafting practices and techniques needed to create commercial wiring systems drawings. Topics include electrical lighting and power plans, data control systems, communication systems, block diagrams, and construction documentation.
- CAD152 Industrial Pipe Drafting** **3 Credits**
Prerequisite: CAD106, CAD111
This course is an introduction to the principals of pipe drafting as applied to commercial and industrial structures. Topics include material and connection types, creation of commonly used pipe drawings, selection of drafting symbols and pipe and instrumentation diagrams, methods, and techniques.
- CAD158 Building Systems** **3 Credits**
Prerequisite: CAD106, CAD111
This course is an introduction to the principles of the mechanical systems used within a building. Students will learn symbology and standard drafting practices as applied to HVAC and fire protection drawings as they apply to commercial building projects.
- CAD159 Industrial Pipe Application Software** **3 Credits**
This course is an introduction to the principles of Piping Drafting as applied to Autodesk Plant 3D software. Topics to include, material types, preparation of commonly used piping drawings, placing and building of equipment, piping and instrumentation diagrams, generation of isometric, and orthographic drawings.

- CAD201 Civil/Topographical Drafting** **3 Credits**
Prerequisite: CAD106, CAD111
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.
- CAD204 Energy Technology** **4 Credits**
Prerequisite: CAD133
This course will introduce the student to different types of energy such as renewable energies and fossil energies. Topics to include the extraction, conversion, transportation, storage and use of energy as it relates to the energy fields.
- CAD206 Civil Application Software** **3 Credits**
Prerequisite: CAD106
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.
- CAD210 Statics & Strengths of Materials** **4 Credits**
Prerequisite: GEM200
This course is an introduction to principles of mechanics of structures as they relate to the engineering industries. Topics include the calculation of: stress and strain of material, static equilibrium, support reactions, beam analysis, design properties and the effect of materials on a structure.
- CAD217 Structural Drafting** **3 Credits**
Prerequisite: CAD106, CAD111
This course is an introduction to principles and practices specific to the structural drafting industries. Students will learn proper drawing methods as they relate to commercial structures. Topics include steel frame construction, beam and column connection detailing and fabrication drawings.
- CAD221 Architectural Application Software 1** **3 Credits**
Prerequisite: CAD111
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.
- CAD226 Mechanical Application Software 1** **3 Credits**
Prerequisite: CAD133
This course introduces students to the software Creo. Students will be introduced to modeling tools, modification commands, the interface and advanced techniques to create 3-dimensional parametric models and mechanical documents.
- CAD234 Architectural Application Software 2** **3 Credits**
Prerequisite: CAD221
This course is a continuation of CAD221 Architectural Application Software 1. Students will be introduced to Revit MEP and continue to refine the standards and practices learned in CAD221. 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.
- CAD236 Architectural Capstone** **8 Credits**
Prerequisite: CAD134, CAD234
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.

CAD251 Mechanical Application Software 2	3 Credits
<i>Prerequisite: CAD226</i>	
This course is a continuation of CAD226. Students will use modify the interface and use advanced techniques such as: sweeps, blends, helical seeps, cuts, family tables and parameters to create complex models, detail drawings and assembly drawings.	
CAD253 Mechanical Applications 3	3 Credits
<i>Prerequisite: CAD133</i>	
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.	
CAD254 Geometric Tolerancing	3 Credits
<i>Prerequisite: CAD133, CAD138, CAD139</i>	
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.	
CAD256 Mechanical Capstone	8 Credits
<i>Prerequisite: CAD139, CAD251</i>	
Participation in this course requires the completion of a capstone project that integrates the student's knowledge and skills acquired during the completion of the mechanical concentration curriculum.	
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CJU002 Steps to Career Success 2	1 Credits
The purpose of this course is to develop an understanding of the nuances of the criminal justice field and related industries. Topics will include industry related organizations, social networking, employer expectations and other professional skills.	
CJU003 Steps to Career Success 3	1 Credits
The purpose of this course is to apply professional skills and to become actively involved in the criminal justice field and related industry activities.	
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CST035 A+ Service Technician	10 Credits
A+ Service Technician is a 132-hour course that covers material found on the Comptia A+ certification test. This course provides students with the hands-on experience and skill development needed to perform the hardware-associated tasks of installation, service, and support of microcomputers. Students also gain the hands-on experience in the software-associated tasks of installation, service, and support on microcomputers. Students are given a solid, practical understanding of PC configuration, troubleshooting, and repair. Students are given instruction and self-study materials that assist them in preparing for the COMPTIA A+ certification examination.	
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CUL001 Steps to Career Success 1	1 Credits
The purpose of this course is to acclimate students to the available resources to maintain their focus on achieving career goals within the culinary arts. The course is scheduled for all students in the 1st quarter, one hour per week.	
CUL002 Steps to Career Success 2	1 Credits
The purpose of this course is to develop an understanding of the nuances of the culinary arts industries. Topics will include industry related organizations, social networking, employer expectations and other professional skills.	
CUL100 Introduction to Culinary Arts	8 Credits
In this introductory course, students get their first hands-on experience in a professional kitchen. Topics include the fine art of sauce making (stocks, glazes, essences and all major soup categories), proper techniques for preparing salads, dressings and garnishes, and the principles of vegetable, starch and breakfast cookery. As they practice fundamental cooking techniques, students acquire basic knife skills and have an opportunity to prepare breakfast and mid-day meal classics. Throughout the course, strong emphasis is placed on safety, creativity and plate presentation.	

CUL113 Fundamental Concepts of Cooking **2 Credits**

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

CUL114 Sanitation **2 Credits**

This course introduces the student to the various components of sanitation and safety in a food production environment. After studying the origins of food borne diseases and preventative measures enforced by regulatory agencies, students learn proper procedures for handling food, cleaning and sanitizing their work area, and safely using and maintaining kitchen equipment. Upon successful completion of this course, students are certified in sanitation procedures approved by the American Culinary Federation and/or the National Restaurant Association.

CUL115 Basic Knife Skills **1 Credit**

This course teaches the student fundamental knife skills used in the culinary arts. Students will learn to identify the different types of knives, their construction and their use in the kitchen. Students will learn to identify the different types of products used in production and how to prepare them using the classical cuts used in culinary preparations.

CUL120 Effective Kitchen Design Principles **2 Credits**

The course outlines the best practices for designing a safe and effective professional kitchen, based on functional relationships, equipment space, and operating efficiencies. Students then get an opportunity to apply these principles to the design of their own mock kitchen.

CUL125 Math for Culinary **4 Credits**

This course links the world of mathematics to the culinary profession. Students will learn and understand math fundamentals relevant to the foodservice industry. Topics to be discussed include the application of addition, subtraction, multiplication, and division operations to whole numbers, fractions, decimals, percentages, ratios, and measurement (both weight and volume). Basic and advanced unit conversion is also covered. Students will be introduced to initial concepts of facility cost control and foodservice purchasing, including determining food cost and profitability, inventory, yield, and sales forecasts.

CUL130 Introduction to Fish/Shellfish and Meats **8 Credits**

In this course, students learn the intricacies of round/flat fish and shellfish fabrication, preparation, and garnishing. Emphasis is placed on knife skills, yield results and proper storage for various types of fish. A sister unit covers the fabrication, preparation and garnishing of red meats, poultry, and game. Students become knowledgeable in muscle and bone structure of various meats, proper knife selection, and butchery equipment. Through lectures, demonstrations and hands-on activities, students gain experience in the preferred methods for cooking meats and fish, with emphasis on portion control, creativity and plate presentation. As a follow-up to earlier sanitation training, students learn the special requirements associated with handling and storing meats and fish.

CUL142 Purchasing and Cost Control **4 Credits**

This course exposes students to the process of planning, purchasing and controlling supplies in a food service environment, with the ultimate goal of cost containment. Students gain practical experience in the entire purchasing cycle, from supplier selection, forecasting, price negotiation and ordering, to inventory, storage and disbursement of food and kitchen supplies.

CUL145 Culinary, Hospitality, and Supervision **4 Credits**

This course focuses on managing people from the hospitality supervisor's viewpoint. It includes techniques for increasing productivity and controlling labor costs, time management, and managing change. It also stresses effective communication and charts key responsibilities of a supervisor in a lodging or food service operation. Students refine strategies designed to motivate employees and resolve conflicts with staff, guests, and suppliers.

CUL153 Culinary Elements of Wines and Spirits **2 Credits**

Students gain an understanding of the important role of wines and spirits in the professional kitchen. They learn to differentiate between the chief wine regions of Europe and America and how to match specific wines to specific foods. In addition to hands-on practice in incorporating a wide variety of wines and alcohol into classic entrees and desserts, students gain exposure to proper techniques for wine tasting, bottle reading and front-of-the-house wine service.

CUL155 Restaurant Management**2 Credits**

The students learn all aspects of effectively managing a restaurant. Topics include development of a marketing plan, restaurant promotion, menu pricing, menu design and cost control. The critical human resource factor of managing a restaurant will also be discussed, including employee selection, training and development, and employee motivation.

CUL160 Baking and Pastry Fundamentals**8 Credits**

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

CUL170 Nutrition and Menu Planning**4 Credits**

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

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

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

CUL200 Advanced Intercontinental Cuisine**7 Credits**

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

CUL210 Advanced Cooking and Pastry**7 Credits**

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

ELC100 Math for Electricians**4 Credits**

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

ELC110 Electricity 1**5 Credits**

This course introduces the students to electricity, the basis of electronics, with the study of direct current, switching and control, magnetism, basic electrical instruments, alternating current, and applications to basic devices.

ELC120 Residential Wiring**5 Credits**

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

- ELC130 Blueprint Reading** **2 Credits**
This course introduces students to reading and interpreting blueprints for residential and commercial wiring.
- ELC140 Electricity 2** **4 Credits**
Prerequisite: ELC110
This course introduces the students to additional electronic components such as diodes, with applications in electronic filters and power supplies.
- ELC150 Commercial Wiring** **5 Credits**
Prerequisite: ELC120
The student will be able to read commercial blueprints and apply the National Electrical Code to commercial wiring systems. Students will also receive training in conduit bending and conduit runs for circuits.
- ELC160 Motor Controls** **5 Credits**
Prerequisite: ELC110
The course will focus on the principles and practices of various types of electrical motors. The course will also cover preventative maintenance, repair and troubleshooting of various types of electrical motors and controls.
- ELC170 Industrial Wiring** **5 Credits**
Prerequisite: ELC150
This course will focus on electrical skills students will need to perform first-line electrical maintenance tasks including the safe isolation, replacement and testing of a range of common electrical devices (motors, sensors, heating elements, solenoids, etc.)
- ELC180 Electricity 3** **6 Credits**
Prerequisite: ELC110, ELC140
This course applies knowledge of electronic fundamentals to the advanced study of electronic semiconductor switches and amplifiers. The learner is introduced to field effect transistors, operational amplifiers and bipolar junction transistors. DC biasing circuitry is explored and an emphasis is placed on AC operation and analysis.
- ELC190 Computers and Networking** **3 Credits**
This course is designed to advance students' computer and network knowledge and skills. Current Windows operating systems are introduced and used as the training environment throughout the course. Hands-on lab activities reinforce classroom lectures. All internal components of the PC, including standard interfaces, are thoroughly explored. Basic networking skills, such as Ethernet cabling, routers, Wi-Fi, and IP addresses are also explored.
- ELC200 Electricity 4** **4 Credits**
Prerequisite: ELC110, ELC140, ELV180
This course provides the students with an understanding of basic digital devices such as logic gates, flip-flops, counters, registers, decoders, and encoders. Students are also introduced to Boolean algebra, and digital troubleshooting techniques.
- ELC210 Programmable Controllers** **4 Credits**
Prerequisite: ELC200
This course covers the basic hardware and operating principles of PLC's, their inputs and outputs, maintenance/troubleshooting and networking.
- ELC220 Troubleshooting Electrical Systems** **3 Credits**
Prerequisite: ELC110, ELC140, ELC180, ELC200
This course introduces troubleshooting methods and students practice their skills by troubleshooting working electrical systems.
- ELC230 Project Management and Estimating** **4 Credits**
This course introduces the student to the duties of the project manager. These include customer expectations, cost estimation, equipment selection, personnel management and project oversight.

- ELT002 Steps to Career Success 2** **1 Credit**
In this course, students review their math skills using the NCCER Construction Math Module. Upon completion, they can sit for the construction math certification test.
- ELT003 Steps to Career Success 3** **1 Credit**
In this course, students review their electronics fundamentals. Upon completion, they can sit for the CET certification test.
- ELT101 Math for Electronics** **4 Credits**
This course provides students with math skills necessary to solve problems in electricity and electronics. It consists of a review of arithmetic, algebra, equations, right triangle solutions and complex numbers.
- ELT115 Electricity** **7 Credits**
Electricity and electronic systems are explored through the study of DC and AC fundamentals. Practical experience in parallel and series circuit analysis is gained by means of electronic bench test equipment and troubleshooting.
- ELT125 Electronics 1** **7 Credits**
Prerequisite: ELT101, ELT115
This course is an introduction to transformers, diodes, rectifiers, filters, and regulators. Semiconductor fundamentals are presented and learners master competencies in constructing, measuring, troubleshooting and analyzing filter and basic semiconductor circuits.
- ELT126 Structured Wiring** **4 Credits**
The course introduces students to low voltage cable wiring technology. It includes the design, construction, maintenance and interconnection of intelligent control systems.
- ELT128 AC Fundamentals** **4 Credits**
The course will cover the fundamentals of AC circuits, transformers, inductors, capacitors, RL/RC, and RCL circuits, passive filters, and resonance circuits. The course will cover AC calculations, measurements, and troubleshooting. In addition, usage of Oscilloscopes, function generators, and frequency counters will be addressed.
- ELT135 Electronics 2** **7 Credits**
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.
- ELT145 Digital Electronics** **7 Credits**
This course introduces students to logic gates, flip-flops, counters, registers, and code converters. Students gain practical experience by constructing, testing and troubleshooting digital circuits and systems.
- ELT146 Computer & Network Systems** **4 Credits**
Students tear down and reassemble a personal computer, install the operating system, set up wired and wireless networks, and configure IP devices.
- ELT254 Communication Systems** **7 Credits**
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.
- ELT266 Control System Electronics** **7 Credits**
This course introduces students to industrial automation and control methods. Hardware includes Programmable Logic Controllers, industrial sensors, conveyor systems and robotics. Theoretical concepts are reinforced through group-based Design Challenges.

ELT267 Microcontrollers **4 Credits**
Students are introduced to programming the BASIC Stamp Microcontroller. The program techniques control LEDs, switches and robotic motion and are reinforced through individual Design Challenges.

FIN200 Principles of Finance **4 credits**
Prerequisite: ACC100

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

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

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

FIN315 Investment Management **5 credits**
Prerequisite: FIN200

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

FIN400 Financial Institutions and Markets **4 credits**
Prerequisite: ACC320

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.

GDA002 Steps to Career Success 2 **1 Credit**
This course introduces students to the employment opportunities in their chosen degree and the professionalism needed for employment. The course utilizes graduates and employers to discuss employment, professionalism and the skillsets needed to be a successful employee. The students will see examples of what the industries have to offer and will learn 1st hand the skills needed to be successful and what it takes to maintain a career.

GDA115 Design 1 **3 Credits**
This course focuses on the fundamentals of the visual design elements of line, shape, and color, with the emphasis on creative thinking and problem solving using various techniques and methods.

GDA116 Drawing **1 Credit**
This course introduces the foundation of drawing through the five elements of art (line, space, value, form, and texture). A series of activities will focus on visual demonstrations of gesture drawing, form, perspective, and developing concepts through visual representations of imagery and typography.

GDA117 Typography **3 Credits**
This course focuses on the fundamentals of typography and introduces the students to aspects of type for display and text design. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message.

- GDA126 Color Theory and Techniques** **3 Credits**
This course introduces the basic principles of harmony and contrast. Fundamental theories pertaining to color perception and design are introduced and practiced. The student's skills with color design and communication are developed and refined through project creation and critique. Areas of focus in this course include color theories, models, digital production, traditional techniques and print.
- GDA129 Computer Illustration** **3 Credits**
In this course students use the computer as a drawing tool. Students will become aware of the industry markets of cartooning, technical illustration, and typography and how these can work in different designs and page layouts.
- GDA130 Digital Imaging** **3 Credits**
This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, working toward finished results primarily for print and Web.
- GDA136 Photography** **3 Credits**
This course provides an introduction to the concepts, techniques, procedures, and application of photography. Students will use cameras in studio and field conditions to capture images to meet the requirements of assignments designed to develop specific skills and competencies. Emphasis is placed on basic compositional rules, common features of a DSLR camera with appropriate lenses, lighting, and exposure.
- GDA137 Web Design 1** **3 Credits**
This course introduces the processes of designing web pages for publishing on the World Wide Web. Students learn to apply their visual design skills within the constraints and limits specific to this medium. Students gain an understanding of the Internet environment and the process of website design and development. Students learn basic HTML programming, image creation, and page layout with graphics and web design applications.
- GDA138 Computerized Page Make-Up** **3 Credits**
This course focuses on the capabilities of the Macintosh computer as a working tool in producing graphic art. The emphasis will be on using the computer and software as design tools and learning to merge text and graphics to create ads, newsletters, and logos for desktop publishing.
- GDA139 Advanced Digital Imaging/Production** **3 Credits**
Prerequisite: GDA130, GDA136
This course focuses on advanced image manipulation and editing techniques. Industry standards are explored for print and web production. Students develop the skills necessary to create original images and artwork.
- GDA143 Production** **3 Credits**
This course introduces the principles and methods needed to prepare traditional and electronic artwork. Specific areas of study include art rescaling, photo cropping, color separation, digital photography, file management, and a basic introduction to electronic separations and printing.
- GDA144 Advertising Processes** **3 Credits**
This course examines the creative side of advertising, through foundation theories and practical applications. Students are challenged to closely observe and understand advertising in today's market.
- GDA200 Portfolio Development 1** **4 Credits**
This course focuses on advanced layout and design skills. The student explores more complex visual communication theories, and apply them to a variety of appropriate media. Creative problem solving and presentation skills are reinforced using reliable design principles and skillful digital and conventional methods.
- GDA201 Corporate Design** **3 Credits**
This course examines corporate identity programs and the use of trademarks and logos from concept to presentation. Emphasis is on the use of type and design and how it is applied in the corporate environment.
- GDA203 Portfolio Development 2** **4 Credits**
Prerequisite: GDA200, GDA255

This course will enable students to further develop their portfolio and presentation skills for potential employers. Students will also develop an electronic portfolio using industry preferred software to demonstrate their familiarity and proficiency with the computer.

GDA204 Multi-Page Documents

Credits 3

This course highlights the study, examination and use of typography when creating page layouts and how to prepare and design multiple-page documents. The students develop skills in a computer page layout program to prepare for the industry's need for competence in magazine, booklet, brochure and catalog design.

GDA205 Entrepreneurship

4 Credits

This course provides a thorough survey of business practices from a creative professional perspective. Topics include contracts, invoicing, copyrights, freelancing, client relations, operations, management, proposals, and accounting.

GDA210 Portfolio Web Development

4 Credits

Prerequisite: GDA255, GDA268

In this course, students create a comprehensive and original campaign to complete their portfolio. This submission is fully researched, proposed, designed and produced by the individual student, down to planning and incorporating their own photographs and support elements. As an individualized assignment, students are encouraged to explore concepts and processes that advance their current design skills using print, web and interactive media.

GDA255 Web Design 2

3 Credits

Prerequisite: GDA137

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

GDA256 Design 2

3 Credits

Prerequisite: GDA115

This course will assist students in developing a variety of approaches to effective visual communication using elements of design, photography and a wide range of creative processes. Students will use suitable design principles for a project directed at a specific target audience.

GDA268 Web Design 3

3 Credits

Prerequisite: GDA255

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

GEE099 Principles of Writing

0 Credits

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

GEE100 English Composition 1

4 credits

Prerequisite: Satisfactory performance on the writing proficiency exam or GEE099

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

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

GEE150 English Composition 2 **4 credits**

Prerequisite: GEE100

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

GEE211 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.

GEE300 American Literature **4 credits**

Prerequisite: GEE150

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

GEE400 Professional Communications **4 credits**

Prerequisite: GEE100, GEE150

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

GEH120 Art History **4 credits**

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

GEH121 History of Technology **4 credits**

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

GEH325 American Government & Politics **4 credits**

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

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

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

GEH405 International Relations **4 credits**

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

GEM095 Supplementary Mathematics **0 Credits**

This course, taken during the same quarter as GEM120 College Mathematics, focuses on providing students with supplementary instruction in the topics covered in GEM120 College Mathematics: whole numbers, fractions, decimals, percentages, ratios, measurement (both English and Metric systems), and an introduction to Algebra. This course is

graded as a pass/no pass course. Instructional delivery will be given in both a traditional classroom as well as an instructional computer lab for the utilization of learning software.

Based on student scores on the institutional placement exams, a determination will be made as to whether this class remains on the student layout. Students placed in GEM095 Supplementary Mathematics must pass this course concurrently with GEM120 College Mathematics.

GEM120 College Mathematics

4 credits

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

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

GEM165 College Algebra

4 credits

Prerequisite: Satisfactory performance on the mathematics proficiency exam or GEM120

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

GEM170 Physical Science

4 credits

Prerequisite: GEM165

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

GEM200 Trigonometry

4 Credits

Prerequisite: GEM165

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

GEM204 Personal Finance

4 credits

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

GEM250 Pre-Calculus

4 credits

Prerequisite: GEM165

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

GEM300 Statistics

4 credits

Prerequisite: GEM250

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

GEM350 Finite Mathematics and Applied Calculus

4 credits

Prerequisite: GEM250

Topics covered include systems of linear equations, matrices, linear programming, differential calculus, exponential functions and the mathematics of finance. The primary focus is the application of each of these topics. The graphing utilities are used throughout the course to discover and to gain insights into the fundamental concepts.

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

GES305 Social Psychology**4 credits***Prerequisite: GES100*

This course is a study of how individuals think, feel and behave in social situations and what influences the social behavior of individuals. The course will examine interpersonal and group dynamics, communications, social and personal roles, and practices of large and small groups in business situations.

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

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

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

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

GOE250 Industrial Communications 1**4 Credits***Prerequisite: ELT145*

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

GOE251 Process Control I**7 Credits***Prerequisite: ELT145*

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

GOE267 Process Control 2**7 Credits***Prerequisite: GOE250, GOE251*

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

GOE274 Process Control 3**6 Credits***Prerequisite: GOE267, GOE266*

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

GOE276 Industrial Communications 2**3 Credits**

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

Integration experience with radio communication networks using FloBoss 107 and the NGC8206 Gas Chromatograph provides additional communications training.

GOE277 Industrial Controllers

4 Credits

Prerequisite: GOE250, GOE251

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

GSD001 Steps to Career Success 1

1 Credit

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

GSD011 Steps to Online Career Success 1

1 Credit

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

GSD175 Career Development

2 Credits

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

GSD300 Career Development

2 credits

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

GSD325 Steps to Career Success

1 credit

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

GSI186 Medical Assisting Practicum

8 Credits

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

GSI191 Internship

5 Credits

The Internship is a cooperative effort between the College and the professional community. It is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in a related working environment. *This internship requires 150 hours work experience.*

GSI192 Internship

8 Credits

The Internship is a cooperative effort between the College and the professional community. It is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in a related working environment. *This internship requires 240 hours work experience.*

GSI193 Internship **4 Credits**

The Internship is a cooperative effort between the College and the professional community. It is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in a related working environment. *This internship requires 120 hours work experience.*

GSI199 Internship **12 Credits**

The internship is a cooperative effort between the College and the professional community. It is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in a related working environment. *This internship requires 360 hours work experience.*

GSI203 Internship **6 Credits**

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

The student will gain therapeutic massage experience in an actual practice to help implement the knowledge and competencies acquired in previous courses. The unpaid internship experience is supervised by an on-site supervisor in conjunction with the Medical Academic Chair. *Students may not accept tips or get paid during their internship experience.*

GSI206 Internship **12 Credits**

The internship is a cooperative effort between the College and the professional community. The combination of internship work experience and coursework is designed to provide the students with an opportunity to apply the knowledge, skills, and attitudes learned in their major in a related working environment.

GSI208 Simulated Internship **8 Credits**

This in-house internship is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in an environment that simulates the responsibilities of an actual workplace. *This internship requires 240 hours of employment.*

GSI209 Internship **9 Credits**

This internship is a cooperative effort between the College and the professional community. It is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in a related working environment. *This internship requires 256 hours work experience.*

GSI212 Career Exploration Capstone **8 Credits**

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

GSI219 Surgical Technology Internship **12 Credits**

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

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

GSI400 Internship **9 credits**

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

HMA106 Introduction to the 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.

HMA137 Introduction to Reservations**3 Credits**

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

HMA200 Front Office Procedures 1**4 Credits**

This course presents a systematic approach to front-office procedures by detailing the flow of business through a hotel, from the reservation process to check-out and settlement. The course also examines the various elements of effective front-office management, paying particular attention to the planning and evaluation of front-office operations and to human resources management.

HMA206 Food and Beverage 1**4 Credits**

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

HMA207 Hospitality Supervision**4 credits**

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

HMA222 Resort Management**3 credits**

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

HMA236 Food and Beverage 2**4 Credits**

Prerequisite: HMA206

This course is a continuation of HMA206 Food and Beverage 1. It covers various categories of food and beverage operations including casual/theme restaurants, banquets and catered events, room service, and on-site operations. Procedures for getting ready for service, and the delivery of service are presented with a clear focus on the unique types of menus for restaurant and banquets, menu design, and menu trends are also addressed. Labor control, food cost and menu pricing will be covered.

HMA250 Meeting and Event Planning**4 Credits**

This course is designed to be a resource and learning tool for today's beginning meeting and event planning professionals. It will define the scope of the MICE industry, while describing marketing and sales strategies to attract markets with specific needs. Students will design a proposal for a given scenario as well as participate in various school functions and volunteer opportunities in the community.

HMA257 Rooms and Facilities Management**4 Credits**

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

HMA264 Wines and Mixology**3 Credits**

This course is an introduction to the traditions and production methods behind each major category of alcoholic beverage (vodka, gin, rum, tequila, whiskey, bourbon, Scotch, beer, and wine). Students will explore flavor profiles and common uses of popular brands through discuss. The very hands-on session will cover mixing techniques for different types of drinks (straight and rocks; highballs; juice drinks, multi-liquor drinks; martinis; frozen drinks; pousse cafés; hot

drinks; beer and wine cocktails), as well as recipes for classic and modern cocktails. Students will learn about bar setup, glassware, pouring and how to correctly build each type of drink. Emphasis will be placed on proper sanitation procedures for beverage service in addition to the fundamentals of responsible alcohol management. Students will have the opportunity to become for responsible alcohol management.

HMA300 Hospitality Facilities Management

4 Credits

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

HVA002 Steps to Career Success 2

1 Credit

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

HVA108 Fundamentals of Electricity

5 Credits

This course will provide the student with working knowledge and theory of electrical safety and various types of HVAC-R electrical components used in the HVAC-R industry.

HVA112 Heating Systems 1

5 Credits

This course is designed to give the student a working knowledge of various types of heating systems: gas furnaces, both natural gas and propane fuels, oil heat. This course will provide the student with theory connected to the installation, service, and troubleshooting.

HVA118 Welding and Sheet Metal Fabrication

4 Credits

This course will introduce the students to the skills associated with construction drawings, welding and sheet metal fabrication needed for the HVAC industry.

HVA123 Customer Service and Career Development for HVAC

6 Credits

This course will provide the students with the skills and working knowledge associated with the interaction with customers and clients in the HVAC industry. The course will also provide the students with the tools needed to develop a resume for positions in the HVAC career field.

HVA128 Heating Systems 2

6 Credits

This course is designed to give the student a working knowledge of various types of heating systems: heat pumps and electrical furnaces. This course will provide the student with theory connected to the installation, service, and troubleshooting of heat pumps and electrical furnaces.

HVA133 Residential Refrigeration

6 Credits

This course is designed to give the student the ability to understand refrigeration theory. The student will understand the basic refrigeration cycle; have the working knowledge of residential refrigerators and air conditioning systems. The student will be able to braze copper tubing and demonstrate the ability to use hand tools that is required in the HVAC-R field.

HVA137 Hydronics

4 Credits

Prerequisite: HVA128

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

HVA143 HVAC-R Controls

4 Credits

This course will provide the student with working knowledge and theory of DDC and pneumatic controls used in the HVAC-R industry

HVA148 Commercial Refrigeration	5 Credits
<i>Prerequisite: HVA128, HVA133</i>	
This course will provide the student with the working knowledge of refrigeration theory and operation for commercial refrigeration, Ice Machine and commercial roof top units.	
HVA152 Load Calculations and Psychrometrics	6 Credits
This course will provide the student with the working knowledge of tools to hand calculate heating and cooling loads and determine heating and air conditioning equipment size. They will also understand air and its properties.	
HVA157 Troubleshooting and Diagnostics	3 Credits
This course will provide the student with the working knowledge necessary to identify and troubleshoot problems that occur in HVAC-R equipment.	
HVA163 Chiller Systems	4 Credits
<i>Prerequisite: HVA148</i>	
This course will provide the student with the working knowledge of low-pressure and high pressure chillers, Chiller application of electronic and mechanical controls specific to chillers systems. Students will prepare and take the EPA 608 Universal Exam.	
HVA168 Certification Preparation	5 Credits
This course will prepare the students to take the Industry Competency Exam (ICE), and the North American Technician Excellence exam (NATE®). The successful completion of these certification exams will provide the opportunity for the students to illustrate their knowledge and competency when entering the HVAC-R industry.	
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ISC100 Independent Study	4 Credits
The independent study option provides students the opportunity to work with an instructor on a particular planned topic or creative project not addressable through any other course format. The student and an instructor identify the subject of study; design a strategy for investigation, plot manageable milestones and plan appropriate assessments. Proposals for the Independent Study option must be accepted for supervision by a faculty member and be approved by the Academic Chair.	
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IST300 Network Systems Management	4 credits
This course provides the student with the details of networking systems management and techniques. Topics covered include the theoretical knowledge of networking, topologies, protocols, network design, layout, network implementation and analysis and support.	
IST310 Cyber Security	4 credits
This course is designed to provide students with essential concepts of Cyber Security. Student will be familiarized to languages and systems related to providing cyber – web confidentiality, integrity and availability of web data information in how it is impacted to security.	
IST340 Network Operating Systems Management	4 credits
<i>Prerequisite: IST300</i>	
This course introduces a diversity of network operating systems. The student develops an understanding of the straightforward functions of network administration, configuration, installation, network devices and network wire management.	
IST350 Database Management	4 credits
This course offers the conception of a database environment and the range of capabilities considered to be part of the database management system. The course provides an outline of subjects and related details in development, designing, executing and managing a database. The course highlights and provides knowledge with the relational model and with an SQL database management structure.	

IST360 Information Systems Management 4 credits

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

IST370 Information Systems Business Intelligence for Industry 4 credits

Prerequisite: IST350

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

IST380 Governance & Security in Technology 4 credits

Prerequisite: IST310

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

IST390 Scripting Languages for Technology 4 credits

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

IST400 Systems Analysis & Design 4 credits

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

IST405 Web Development and SEO Management 4 credits

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

IST410 Information Systems Architecture and Technology 4 credits

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

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

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

IST430 Problems in Information Systems**4 credits**

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

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

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

IST460 Computer and Network Security**4 credits**

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

ITA104 Introduction to Information Technology**4 credits**

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

ITA112 Desktop Operating Systems**5 credits**

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

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

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

ITA126 Networking 1**5 credits**

This course provides the student with the fundamentals of networking concepts and techniques. Topics covered include the theoretical models of networking, topologies, protocols, network design, layout, network implementation and troubleshooting.

- ITA142 Network Operating Systems 1** **5 credits**
Prerequisite: ITA112, 126
This course provides the foundation for installing and supporting current versions of Microsoft Windows Operating Systems used in a network environment. The goal of the course is to provide the necessary skills to install, configure, troubleshoot and support desktop and server versions of these operating systems.
- ITA195 Network Operating Systems 2** **5 Credits**
Prerequisite: ITA142
This course provides the foundation for installing and supporting current versions of Microsoft Windows Operating Systems used in a network environment. The goal of the course is to provide the necessary skills to install, configure, troubleshoot and support desktop and server versions of these operating systems.
- ITA203 Network Infrastructures** **5 credits**
This course provides the student with the knowledge and techniques for setting up directory services and network infrastructures in a corporate environment. Emphasis is on networking services such as DHCP, DNS, WINS, as well as routing and directory services. This high-level course integrates knowledge attained in several prior courses and synthesizes it into a complex simulation of real-world situations. Students are provided with typical business scenarios that require them to analyze alternative solutions and recommend strategic processes.
- ITA206 Customer Service and Process** **3 credits**
This course introduces students to customer service and processes used to ensure the skills and work practices needed to successfully interact with customers and achieve work related success. This course supports the IT student to comprehend the customer service business impact, delivering the soft skills, and self-management skills required to deliver effective technical customer service related support. This course also assists students in providing proven, how-to techniques, processes and systems implemented for mastering customer service issues. The latest ITIL® vocabulary, concepts and other similar processes maybe used as reference for the class.
- ITA211 Server Applications** **3 Credits**
This course introduces the student to common applications found on most modern networks, ranging from mail servers to database and back-up servers. The course focuses on major functions of these applications and prepares the student to provide the necessary entry-level support.
- ITA236 Networking 2** **5 credits**
Prerequisite: ITA126, ITA142
This course focuses on servicing and supporting CISCO routers and switches. Upon completion, student will possess the knowledge, skills and understanding needed to configure, maintain and troubleshoot routers, routing and routing protocols on networks.
- ITA265 Database Development** **5 credits**
Prerequisite: ITA104
This course presents full coverage of planning, creating and manipulating records using database computer software. Topics include managing, arranging, and searching for data of existing databases using database software to create reports, labels and letters, and linking databases.
- ITA274 Information Security 1** **4 Credits**
This introductory course is designed to provide students with fundamental concepts of Network Security. Student will be introduced to terms and techniques related to providing confidentiality, integrity and availability of information.
- ITA296 Network Operating Systems 3** **5 credits**
This course is designed as a hands-on, complete overview of the many aspects of the UNIX/Linux operating systems. Students will gain knowledge in such areas as basic commands, system commands, shells, editors, the Graphical User Interface, user management and administration.
- ITA309 Enterprise Systems Deployment** **5 credits**
This project-based, capstone course examines the methods and procedures used in the design, implementation, configuration and maintenance of modern virtual and non-virtual computer systems. Topics include the planned deployment for hardware and software installations, performance monitoring, analysis and benchmarking system configurations, implementation of troubleshooting procedures and the use of change controls used to evaluate

computer systems. Additional emphasis will focus on the individual and group communication process, documentation of system related issues and the strategic management issues unique in the information technology environment.

ITA315 Cloud & IoT 3 credits

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

ITA331 Information Systems Administration 5 credits

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

ITG002 Steps to Career Success 2 1 Credit

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

ITG003 Steps to Career Success 3 1 Credit

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

ITP100 Introduction to Microcomputer Applications 3 Credits

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

ITP110 Introduction to HTML/CSS 3 Credits

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

ITP153 Introduction to Information Systems 4 Credits

This course introduces students to computer-based information systems through an introduction to programming of Web-based software. Students are introduced to the modern model of the computer in the context of a network. Programs are written in JAVA, an object-oriented language designed in part to write Web-based applications. Students create Web pages and JAVA servlets.

ITP202 Project Management 3 Credits

This course focuses on teamwork, projects analysis, and collaborative problem solving as it relates to the information technology field. Students will be exposed to a variety of project management principles, practices, and technical tools.

ITP211 Programming Mobile Applications 3 Credits

This course serves as an introduction to the development of applications for mobile devices including the techniques necessary to create both basic and advanced programs. The discussion topics will include, but are not be limited to: User Interface Components, User Interaction, Multi-view Applications and Basic Data Persistence.

- ITP251 Introduction to Computer Systems** **4 Credits**
Prerequisite: ITP153
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.
- ITP252 GUI Development** **3 Credits**
This course uses visual programming techniques to develop GUI applications. Emphasis is on the development of GUI applications that use advanced programming to combine database, data structure, and robust programming techniques to produce programs that have the look and feel of commercial applications developed in industry.
- ITP262 Programming Enterprise Applications** **4 Credits**
This capstone course requires the student to work in a group environment, creating an enterprise application utilizing the concepts, techniques, and skills developed in the computer programming curriculum.
- ITP276 Object-Oriented Programming** **5 Credits**
Prerequisite: ITP153
This course introduces students to problem solving by means of object-oriented design and implementation. Emphasis is on problem analysis and solution design documentation and implementation. Students use commercial software libraries and create Web-centric projects. Programming assignments are carried out in JAVA.
- ITP301 Introduction to Game Design** **5 Credits**
This course introduces students to the rigorous field of interactive simulation and video game design in a 2D environment. Topics of discussion include the issues inherent in the process of game design and the skills and tools necessary for story and character development. The focus of the course will be hands-on development of 2D computer games.
- ITP306 Game Development 1** **4 Credits**
This course is a continuation of ITP301 Introduction to Game Design and will focus on 2D Graphics and Animation, User Interface, Interactivity, Game States, Levels, Sound Effects and Music. The focus of the course will be hands-on development of 2D computer games.
- ITP312 Game Development 2** **7 Credits**
This course deals with the study of the technology, science, and art involved in the creation of computer games. The focus of the course will be hands-on development of 3D computer games.
- ITP361 User-Centered Design and Testing** **6 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.
- ITP371 Data Structures and Algorithms** **7 Credits**
In this course, students design and write a variety of programs covering programming techniques applicable to all business disciplines. Lab sessions promote hands-on experience in flowcharting, elementary programming, decision loops, strings, pointers, functions, and subscripted variables. Programming assignments are carried out in C++.
- ITP381 Database Systems** **7 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.
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- ITS264 Digital Forensics** **5 credits**
This course is designed to provide the student with an introduction to the Computer Forensics field of study. Topics covered in this course will assist the student with the proper collection, analyzing and storage of digital evidence. Students will also learn the process of completing a computer investigation using various computer forensic utilities and software applications throughout the course.

ITS274 Information Security **4 credits**

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

ITS280 Regulatory Compliance **3 credits**

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

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

ITS281 Information Security 2 **5 credits**

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

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

ITS309 Information Systems Auditing **5 credits**

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

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

ITS310 Ethical Hacking **4 credits**

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

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

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

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

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

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

MED106 Medical Terminology **5 Credits**

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

- MED111 Clinical Techniques 1** **4 Credits**
This course introduces medical assisting students to basic clinical skills. Emphasis is placed on learning the fundamentals of procedures that relate to patient care. Topics to be covered include: medical asepsis, infection control, OSHA Bloodborne Pathogen Standards, interviewing patients to obtain medical histories and chief complaints, the role of the medical assistant in emergency preparedness, as well as the proper technique to obtain accurate vital signs.
- MED121 Clinical Techniques 2** **4 Credits**
Prerequisite: MED111
This course provides the students with additional knowledge of clinical skills. Emphasis is placed on assisting the physician. Topics to be covered include: assisting with the patient examination, disinfecting and sterilizing equipment, and assisting with surgical procedures.
- MED126 Anatomy & Physiology 1** **5 Credits**
This course introduces the student to concepts of anatomy and physiology including an introduction to the structural units of the body including cellular function and homeostatic transport mechanisms. Systems to be examined include: The integumentary system, skeletal system, muscular system, nervous, sensory system, and male and female reproductive systems.
- MED132 Clinical Techniques 3** **4 Credits**
Prerequisite: MED111
This course provides the medical assisting student with an understanding of office procedures specific to working with the eye and ear, pediatric patients, and gynecology. Concepts of hydrotherapy and ambulatory aids will be examined and students will practice these to perform competencies. The medical assistant will demonstrate proficiency by completing competencies assessed by the instructor. *Prerequisite: MED111.*
- MED134 Anatomy & Physiology 2** **5 Credits**
This course continues the systemic review of concepts of anatomy and physiology. Systems to be examined include: the endocrine, cardiovascular, blood, lymphatic, respiratory, digestive, and urinary system.
- MED137 Communications in Healthcare** **4 Credits**
This course will focus on the skills needed for the medical professional to provide excellent customer service in healthcare. This course will examine communication skills, both written and verbal, problem-solving, conflict resolution, attitude, team work, and measuring customer satisfaction.
- MED139 Clinical Techniques 4** **4 Credits**
Prerequisite: MED111, GEM120
This course provides the medical assisting student with clinical skills specific to administration of medication. Topics to be covered include the administration of oral medication, administering intradermal, subcutaneous and intramuscular injections, dosages, and calculations. The medical assistant will demonstrate proficiency by completing competencies assessed by the instructor.
- MED144 Clinical Techniques 5** **4 Credits**
Prerequisite: MED111
This course provides the medical assisting student with clinical skills specific to phlebotomy and introduction to medical lab procedures, and cardiopulmonary testing. The medical assistant will demonstrate proficiency by completing competencies assessed by the instructor.
- MED145 Diseases and Diagnostic Methods** **5 Credits**
This course examines the etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention of selected diseases and disorders of each body system. The subjects of congenital abnormalities, pediatric illnesses, and pain and its management are included.
- MED147 Foundations of Health Insurance** **4 Credits**
This course will introduce the student to the history of health insurance. The student will be introduced to government healthcare plans and legal and regulatory requirements that govern physician billing.

- MED151 Diagnostic and Procedure Coding for Physicians 1** **4 Credits**
This course is designed to teach students the basic principles of ICD-10-CM diagnostic coding and CPT-4 procedural coding. The student will be provided with hands-on experience through application of coding principles with examples and exercises based on actual case documentation. This course is part one of a three-part course.
- MED153 Computerized Practice Management & E.H.R.** **3 Credits**
This multimedia learning course uses Medisoft software that covers all aspects of computerized registration and patient accounts management performed in the medical office. Tasks include creating patient accounts, patient scheduling, charge entry, insurance and patient payment applications, various types of adjustments, and insurance and patient collections. This course also introduces the student to the electronic health record (EHR) software, including documenting in an EHR.
- MED161 Diagnostic and Procedure Coding for Physicians 2** **4 Credits**
Prerequisite: MED151
This course builds on the knowledge gained in Diagnosis and Procedure Coding for Physicians 1. This course is designed to teach students intermediate coding for ICD-10-CM diagnostic coding and CPT-4 procedural coding. The student will be provided with hands-on experience through application of coding principles with examples and exercises based on actual case documentation. This course is part two of a three-part course.
- MED171 Diagnostic and Procedure Coding for Physicians 3** **4 Credits**
Prerequisite: MED151
This course continues the student's study of ICD-10-CM and CPT-4 coding systems. This course also introduces students to HCPCS coding. Students will be provided with hands-on experience through application of coding principles with examples and exercises based on actual case documentation. This course is part three of a three-part course.
- MED199 Healthcare Delivery in the Medical Office** **5 Credits**
This course provides students with a basic understanding of responsibilities and functions of the medical office. Students will learn the history of medicine and apply these concepts to current healthcare practices. Students will be introduced to medical law and ethics concepts and case scenarios. Students will learn about functions needed to perform administrative office duties, such as medical records, drafting documents, and filing patient documents. Students will learn about patient privacy and the importance of upholding laws in regard to patient records and healthcare information.
- MED203 Principles of Practice Management 1** **4 Credits**
The course introduces the student to basic office management. Flow of the medical office, application of management principles, leading the office team, managing quality and performance, and office marketing are topics that will be covered throughout this course. In addition, the student will be introduced to office practices involving office inventory and supplies, office policy and procedure development, Medicare compliance, maintaining staff schedules, and time management skills.
- MED208 Coding for the Medical Assistant** **4 Credits**
This course is designed to teach students the basic principles of the International Classification of Disease, 10th edition, Clinical Modification (ICD-10-CM), and CPT coding for the physicians' office. The student will be provided with hands-on experience through application of coding principles with examples and exercises based on actual case documentation.
- MED214 Advanced Coding 1** **4 Credits**
Prerequisite: MED151, MED161, MED171
This course introduces the student to advanced coding for both diagnoses (ICD) and procedures (CPT/HCPCS) by reviewing medical records. Students will become familiar with reading and interpreting medical record information to confidently abstract the right information from documents to select the correct codes, as well as, determine the accurate sequencing of those codes. The student will receive simulated real-world experience to code independently with instructor-led facilitation.
- MED224 Advanced Coding 2** **4 Credits**
Prerequisite: MED151, MED161, MED171
This course continues to introduce students to advanced coding for both diagnoses (ICD) and procedures (CPT/HCPCS). As students become experts in retrieving relevant and pertinent information from medical records to

assign accurate codes, they will be introduced to the auditing process. Students will examine medical records and become familiar with auditing techniques and learn how to prepare and present auditing findings to healthcare providers. Encoder software will be utilized.

MED225 Pharmacology **5 Credits**

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

MED228 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, care and handling of medications and solutions, medication measurements and calculations, packaging and delivery sources of medications, and classification of agents used in surgery.

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

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

MED248 Medical Laboratory **4 Credits**

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

MED267 CMA Review **2 Credits**

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

MED268 Medical Seminar **3 Credits**

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

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

MED322 National Exam Preparation **2 Credits**

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

MKT200 Professional Selling **4 credits**

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

MKT205 Principles of Marketing **4 credits**

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

MKT235 Advertising and Promotions**3 credits***Prerequisite: MKT205*

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

MKT425 Strategic Marketing**4 credits**

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

MMA105 Web Authoring Design**3 Credits**

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

MMA106 Client-Side Web Development**3 Credits***Prerequisite: MMA105*

This course is an introduction to basic programming through client-side languages. Students will integrate front end technologies and interactivity according to web standards and also explore programming concepts such as data types, control flow, functions, and events. An emphasis will be placed on writing efficient code, problem solving common errors, and user experience.

MMA107 Dynamic Content Management**3 Credits***Prerequisite: MMA105, MMA106*

This course introduces students to the standards for designing relational databases. The course begins with a focus on database design and record creation using a Structured Query Language. Then students learn the rudiments of a server-side scripting language in order to integrate the stored data dynamically into web pages.

MMA111 Digital Design**3 Credits**

Students will learn how to use Adobe Photoshop and Adobe Illustrator to create and manipulate the various still image formats used in video post-production. Photoshop techniques vital to image manipulation -- clone stamping, image enhancement, selection tools, project organization, and non-destructive workflows -- are taught. Illustrator topics such as pen tool, cropping source files, CMYK vs. RGB color space, strokes, fills, shape builders, and the pathfinder tool are also reviewed.

MMA114 Design Concepts**3 Credits**

This course immerses students in the key principles of graphic design, including typography, color theory, and the general rules of layout and design. These techniques and processes will be utilized in problem-solving specific to the on-screen graphics related to title design in video post-production. Students will also create media projects within the parameters of existing branding.

MMA115 Web Design Concepts**3 Credits**

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

- MMA116 Audio/Video Editing 1** **3 Credits**
Prerequisite: MMA120
Students learn the theory and processes of modern audio/video editing using non-linear editing software. Digital post-production techniques are emphasized, as is the basics of motion picture editing theory. The concept of visual storytelling is explored, along with pacing, scoring, montage, and the relationship between image and audio. Students utilize these techniques and theories in various projects that include in-class demonstrations.
- MMA118 Cinematography** **3 Credits**
Prerequisite: GDA136
Students will learn the role and execution of camera movements in video production. Students will also increase their base knowledge of lighting and grip equipment and their use in practical photographic situations. Hands-on activities involve jib arms, camera stabilization, and advanced lighting techniques for the moving image. Industry terminology, hardware and safety issues, simple troubleshooting, safety, care, and maintenance will also be emphasized.
- MMA119 Audio/Video Editing 2** **3 Credits**
Prerequisite: MMA116
Course content includes the grammar of the edit, edit decision lists, cutaways, integration of graphics, continuity editing, complexity editing, context transitions, time expansion and contraction, continuity, pacing, timing, and advanced visual aesthetics. Advanced editing tools such as multi-camera editing, audio techniques, multi-track soundtracks, and track-and submix-based effects will be integrated with pictures to produce a unified whole. Edit version control and color correction grading are also covered in this course.
- MMA120 Introduction to Post-Production** **3 Credits**
Students are instructed on proper project set up, asset management, preparing bins for editing, working with time code, and asset retrieval. Students are taught how to work with mixed media types within a single project. Good editing habits, along with a clear understanding of project troubleshooting/recovery are emphasized in this class
- MMA143 Delivery for the Web** **3 Credits**
Prerequisite: MMA105, MMA106
This course emphasizes efficient delivery of web projects across the internet. Students integrate interactivity, imagery, sound and video content into browser-based applications, and learn to work within modern delivery limitations.
- MMA201 Server Side Scripting** **3 Credits**
Prerequisite: MMA105, MMA106
This course expands students' knowledge of creating and working with data driven web pages that dynamically access stored information. Students learn to code in a server side scripting language to authenticate users and let authorized users manage content.
- MMA202 Interactive Design** **3 Credits**
Prerequisite: MMA105, MMA106
This course emphasizes the theory and practices of screen design and user interactivity in interactive projects. Students improve their knowledge of scripting languages to dynamically manipulate data.
- MMA205 Motion Graphics 1** **3 Credits**
Students will explore and create assignments utilizing basic animation principles. They will learn how to pre-visualize and produce animated sequences through a series of exercises. Industry-standard animation software is utilized for the creation of animations in the class with a focus on 2D and 3D animations.
- MMA206 Videography** **4 Credits**
Prerequisite: MMA118
This course 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 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.

MMA207 Development Methods**3 Credits***Prerequisite: MMA105*

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. *Prerequisites: Web Authoring Design.*

MMA208 Audio Production 1**3 Credits**

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

MMA209 Audio Production 2**3 Credits**

This course introduces the art of sound manipulation in post-production to support the development of soundtracks for visual media such as videos and animations. Audio post-production techniques are taught, with a clear understanding of frequency ranges, sample rates, and bit depth. Advanced waveform editing, loop creation, multitrack mixing, stereo field utilization, and other techniques are emphasized. Students also learn the use of sound processes most common to video editors, such as equalization, reverb, limiting, normalization, compression, and time and pitch based effects. Noise reduction and restoration techniques are also emphasized in this course.

MMA211 Motion Graphics 2**3 Credits**

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

MMA212 Advanced Visual Effects**3 Credits***Prerequisite: MMA211*

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

MMA215 Audio Production 3**3 Credits***Prerequisite: MMA208, MMA209*

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

MMA216 Video Senior Project**4 Credits**

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

MMA217 Audio Production 4**3 Credits***Prerequisite: MMA208, MMA209*

This course explores the aesthetic and technical aspects of the small-scale live performance. Students will learn how to deliver high quality sound while maintaining the ability to conduct multitrack recording. Students also learn how to use hardware such as field/studio recorders, mixers, microphones, and various other live sound devices. Students must demonstrate how to plan, set-up, and strike a sound system, as well as provide proper cable management. Troubleshooting techniques for solving common performance-related problems are also emphasized. Students are “hands-on” as they learn live audio effects such as equalization, reverb, and dynamics processing.

MMA222 Advanced Editing **3 Credits**

Prerequisite: MMA119

Students will focus on the development and management of large scale documentary projects using advanced editing and scriptwriting techniques. This course offers the challenge of creating a final product from a production that was mostly unscripted. You, the student editor, will take a commanding role by creating the narrative from the often hours and hours of footage shot. You will expand your knowledge of the editing process by utilizing advanced editing tools and techniques. The processing, organizing, and evaluation of interview media is also taught, as well as the management of a large-scale editing project.

MMA224 Advanced Interactive Technologies **3 Credits**

Prerequisite: MMA106

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.

MMA227 Streaming and Podcasting **3 Credits**

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

MMA228 Web Portfolio Development **8 Credits**

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

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

MMA229 Video Portfolio Development **8 Credits**

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

MMA230 Server-Side Development **3 Credits**

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.

MMA240 Web Project Development **4 Credits**

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.

MNP104 Windows Server Administration Fundamentals **5 Credits**

This course is designed to teach the student Windows Server Administration Fundamentals including Server installation, roles, storage, performance management, and server maintenance.

MNP114 Installing & Configuring Windows Server **5 Credits**

Prerequisite: MNP104

This course provides the foundation for installing, deploying and supporting current versions of Microsoft Windows Operating Systems. This includes installation of Active Directory and its supporting technologies. The goal of the course is to provide the necessary skills to install, configure, troubleshoot and support server versions of these operating systems.

MNP124 Administering Windows Server **10 Credits**

Prerequisite: MNP114

This course focuses on configuration and troubleshooting of Active Directory and configuration and troubleshooting of network services. Topics in this course include: configuring file and print services, configuring network services and remote access technologies, configuring a network policy server infrastructure, and configuring and managing Active Directory and group policies.

MNP134 Configuring Advanced Windows Server **5 Credits**

Prerequisite: MNP123

This course focuses on advanced network infrastructure for Windows Server 2012 including: configuring and managing high availability; configuring file and storage solutions; implementing business continuity and disaster recovery; and configuring advanced corporate network services.

MNP143 Designing & Implementing a Server Infrastructure **5 Credits**

Prerequisite: MNP134

This course covers topics such as planning and implementing a Windows server infrastructure, designing and implementing network infrastructure and access services, and designing and implementing an Active Directory infrastructure.

MNP163 Implementing an Advanced Server Infrastructure **5 Credits**

Prerequisite: MNP143

This course focuses on the advanced Windows Server 2012 environment including: implementing, managing and maintaining a server infrastructure; planning and implementing a highly available enterprise infrastructure; and planning and implementing a server virtualization infrastructure.

MNP172 CISCO Certified Network Associate **5 Credits**

This course is designed to provide students with the necessary skills and knowledge to design, build, and maintain a medium-sized network using CISCO routers, switches, and hubs. The course prepares students for the most recent CCNA certification.

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

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

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

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

NUR001 Steps to Nursing Success **0 credits**

Corequisite: NUR151 (PN program), RNU181 (ASN program)

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

NUR103 Anatomy and Physiology 1 **4 credits**

Corequisite: NUR113

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.

NUR108 Microbiology

4 Credits

Corequisite: NUR111

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.

NUR111 Microbiology Lab

2 Credits

Corequisite: NUR108

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.

NUR113 Anatomy and Physiology 1 Lab

2 Credits

Corequisite: NUR103

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.

NUR118 Anatomy and Physiology 2

4 Credits

Prerequisite: NUR103, NUR113

Corequisite: NUR119

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.

NUR119 Anatomy and Physiology 2 Lab

2 Credits

Prerequisite: NUR103, NUR113

Corequisite: NUR118

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.

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: Successful completion of all previous quarter courses

Corequisite: NUR143 (PN Program), RNU192 (ASN Program)

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:** NUR103, NUR108, NUR111, NUR113, NUR151, NUR152**Corequisite:** NUR137

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**

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. *NUR151 and NUR152 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

NUR152 Nursing Practice 1**6 Credits**

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. *NUR151 and NUR152 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

NUR161 Foundations of Nursing 2**4 Credits****Prerequisite:** NUR103, NUR108, NUR111, NUR113, NUR151, NUR152

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. *NUR161 and NUR162 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

NUR162 Nursing Practice 2**6 Credits****Prerequisite:** NUR103, NUR108, NUR111, NUR113, NUR151, NUR152

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. *NUR161 and NUR162 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful both courses must be repeated concurrently.*

NUR165 Medical/Surgical Nursing Care of the Adult**4 credits****Prerequisite:** NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR137, NUR143, NUR151, NUR152, NUR161, NUR162

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. *NUR165 and NUR166 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

NUR166 Nursing Practice 3**6 credits**

Prerequisite: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR137, NUR143, NUR151, NUR152, NUR161, NUR162

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. Prerequisites: successful completion of all 1st and 2nd quarter courses. *NUR165 and NUR166 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

NUR170 Psychosocial and Psychiatric Issues**3 credits**

Prerequisite: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR137, NUR143, NUR151, NUR152, NUR161, NUR162

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: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR151, NUR152, NUR161, NUR162

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: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR137, NUR143, NUR151, NUR152, NUR161, NUR162

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

NUR180 Maternity Nursing**2 credits**

Prerequisite: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR137, NUR143, NUR151, NUR152, NUR161, NUR162, NUR165, NUR166, NUR170, NUR175, NUR176

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. *NUR180 and NUR181 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

NUR181 Nursing Practice 5**3 Credits**

Prerequisite: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR137, NUR143, NUR151, NUR152, NUR161, NUR162, NUR165, NUR166, NUR170, NUR175, NUR176

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. *NUR180 and NUR181 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

NUR185 Pediatric Nursing**2 credits**

Prerequisite: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR137, NUR143, NUR151, NUR152, NUR161, NUR162, NUR165, NUR166, NUR170, NUR175, NUR176

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. *NUR185 and NUR186 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

NUR186 Nursing Practice 6**3 Credits**

Prerequisite: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR137, NUR143, NUR151, NUR152, NUR161, NUR162, NUR165, NUR166, NUR170, NUR175, NUR176

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. *NUR185 and NUR186 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

NUR190 Transition into Nursing Practice**4 Credits**

Prerequisite: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR137, NUR143, NUR151, NUR152, NUR161, NUR162, NUR165, NUR166, NUR170, NUR175, NUR176

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. *NUR190 and NUR191 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

NUR191 Nursing Practice 7**6 Credits**

Prerequisite: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR137, NUR143, NUR151, NUR152, NUR161, NUR162, NUR165, NUR166, NUR170, NUR175, NUR176

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. *NUR190 and NUR191 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

RNU175 Introduction to Nursing**1 credit**

This course introduces the beginning student to the concepts associated with the practice of nursing, including definitions, standards of practice, core values, roles in generalist and advanced practice, key responsibilities of the nurse in relation to quality and safety, and career planning for lifelong learning. In addition, the student explores basic study skills, test taking skills, stress and time management skills, and use of resources available to support the learning process. The goal of this course is to prepare the beginning student for success in subsequent terms of the program by laying a solid foundation in nursing.

RNU181 Foundations of Nursing**3 credits**

Prerequisite: NUR103, NUR108, NUR111, NUR113, RNU175

This course introduces the student to the foundational elements of nursing practice and basic nursing care skills and procedures. The role and scope of RN practice are examined emphasizing the components of the nursing process and nursing care planning. 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. *RNU181 and RNU182 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

RNU182 Clinical Practice 1

2 credits

Prerequisite: NUR103, NUR108, NUR111, NUR113, RNU175

This practicum course accompanies RNU181: Foundations of Nursing, and provides the student opportunities to practice basic nursing care skills and procedures in a laboratory and simulated patient care environment. Content from RNU181 is applied using written instructions, performance videos, and hands on practice of nursing skills and procedures. Skill and procedural checklists provide evidence of student mastery of the skill and procedure. *RNU181 and RNU182 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

RNU186 Primary Care and Wellness

4 credits

Prerequisite: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, RNU175, RNU181, RNU182

This course provides the ASN student with critical thinking and clinical reasoning skills specific to the primary care and wellness needs of the adult. Students will be provided with content on conducting comprehensive health histories and spiritual, cultural, psychosocial and physical assessments. Emphasis is placed on identification of normal and abnormal health data and assessment findings to identify patient problems/needs/interventions. Health promotion and wellness strategies are examined to provide a foundation for patient and family education. Stress as a human response is explored in various life situations as well as effective and non-effective coping strategies. *RNU186 and RNU187 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

RNU187 Clinical Practice 2

3 credits

Prerequisite: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, RNU175, RNU181, RNU182

This clinical experience accompanies and is built upon course content from RNU186: Primary Care and Wellness. Students are provided with hands on guided practice in conducting comprehensive health histories and spiritual, cultural, psychosocial and physical assessments in various healthcare settings. Students also gain experience in performing foundational nursing skills and procedures. As part of the clinical experience, students will provide developmentally and culturally appropriate health education to selected patients that focuses on health promotion and maintaining wellness. *RNU186 and RNU187 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

RNU190 Lifespan Development

4 credits

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.

RNU192 Pharmacology Applications for RN Practice

2 credits

Prerequisite: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, RNU175, RNU181, RNU182

Corequisite: NUR137

This laboratory learning experience focuses on the application of pharmacology information to the Registered Nurse level of nursing practice. Units of content and skill practice include: dosage calculation, methods of medication administration, intravenous therapy administration, adaptations for particular age groups 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 RN scope of practice related to pharmacology. Emphasis is placed on patient safety, along with health teaching regarding medication uses, actions, interactions, and side effects.

RNU196 Acute Care of the Adult

6 credits

Prerequisite: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU175, RNU181, RNU182, RNU186, RNU187, RNU192

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. *RNU196 and RNU197 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

RNU197 Clinical Practice 3

5 credits

Prerequisite: *NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU175, RNU181, RNU182, RNU186, RNU187, RNU192*

This clinical practicum course provides the student with opportunities to apply the nursing process and nursing skills for simulated and actual patients with acute medical and surgical conditions. Students will apply content and concepts learned in the Acute Care of Adults course in obtaining and assessing comprehensive and focused patient data, developing plans of care with evidence based nursing interventions and evaluating patient responses and outcomes. Processes of clinical reasoning, and evaluation of quality of care indicators and patient safety issues are threaded within both the clinical and simulation settings. Opportunities for application of effective communication strategies with the healthcare team, therapeutic communication with patients and families and performance of health education are provided. The role of the registered nurse within the context of caring, patient advocacy and working as a healthcare team member are embedded within the simulation and direct clinical patient care experiences. *RNU196 and RNU197 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

RNU201 Care of Adults with Chronic Illness

5 credits

Prerequisite: *NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU175, RNU181, RNU182, RNU186, RNU187, RNU192, RNU196, RNU197*

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. *RNU201 and RNU203 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

RNU203 Clinical Practice 4

6 credits

Prerequisite: *NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU175, RNU181, RNU182, RNU186, RNU187, RNU192, RNU196, RNU197*

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. *RNU201 and RNU203 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

RNU206 Nursing Care of the Evolving Family

5 credits

Prerequisite: *NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU175, RNU181, RNU182, RNU186, RNU187, RNU192, RNU196, RNU197, RNU201, RNU203*

This course focuses on two key areas of family-centered nursing practice: women's health, antepartal through postpartal health needs of women and infants, and care of children with health needs or illnesses. Content on pregnancy, the birth processes, and the needs of the newborn and family after labor and delivery is included. Strategies for promotion of health and the care needs of children with alterations in health status are examined, within a family context. *RNU206 and RNU207 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

RNU207 Clinical Practice 5**6 credits**

Prerequisite: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU175, RNU181, RNU182, RNU186, RNU187, RNU192, RNU196, RNU197, RNU201, RNU203

This clinical course accompanies RNU206. Clinical experiences are provided in primary care, hospital, and community environments where women, families, and children receive health care. *RNU206 and RNU207 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

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

Prerequisite: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU175, RNU181, RNU182, RNU186, RNU187, RNU192, RNU196, RNU197, RNU201, RNU203

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. *RNU211 and RNU213 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

RNU213 Clinical Practice 6**3 credits**

Prerequisite: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU175, RNU181, RNU182, RNU186, RNU187, RNU192, RNU196, RNU197, RNU201, RNU203

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. *RNU211 and RNU213 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

RNU216 Professional Transition into Practice**8 credits**

Prerequisite: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU175, RNU181, RNU182, RNU186, RNU187, RNU192, RNU196, RNU197, RNU201, RNU203, RNU206, RNU207, RNU211, RNU213

This course focuses on the transition from student to practicing nurse. Core competencies for leading and managing the delivery of quality care are emphasized, using recommendations from the Institute of Medicine (IOM) and the Quality and Safety Education in Nursing (QSEN) initiatives. Units of content include: leadership and change concepts and theories, strategies for building effective teamwork in the practice environment, structure and financing of health care delivery systems, patient-centered care, and management responsibilities of the nurse, quality improvement, leading evidence-based practice initiatives, health care information management, and ethical use of technology. *RNU216 and RNU217 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

RNU217 Clinical Practice 7**10 credits**

Prerequisite: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU175, RNU181, RNU182, RNU186, RNU187, RNU192, RNU196, RNU197, RNU201, RNU203, RNU206, RNU207, RNU211, RNU213

This clinical course accompanies RNU216, and 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. *RNU216 and RNU217 – Theory and clinical courses must be passed concurrently in the same quarter. If the student is unsuccessful, both courses must be repeated concurrently.*

SBT141 Applied Communications**4 Credits**

Prerequisite: ELT135

This course begins with an introduction to digital electronics concepts and continues with basic communications theory. Students experiment with the telephone system and a variety of cabling techniques.

- SBT251 Security and Life Safety** **6 Credits**
Prerequisite: ELT135
This course introduces the student to the design, installation and programming of security systems. Topics include closed circuit television, access control, Fire Alarms and Nurse Call Stations.
- SBT260 Energy Management and Lighting Controls** **6 Credits**
This course allows students to demonstrate proficiency in all aspects of Smart Building Integration, primarily energy management and lighting control systems.
- SBT261 Project Management** **3 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.
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- SGT002 Steps to Career Success 2** **1 Credit**
Students taking this course will review key concepts that were presented in previous quarters in order to ensure proficiency. Topics to be reviewed include: medical terminology, microbiology, and surgical instruments, as well as a review of all core clinical competencies such as gowning, gloving, and scrubbing.
- SGT003 Steps to Career Success 3** **1 Credit**
Students taking this course will review key concepts that were presented in previous quarters in order to ensure proficiency. Topics to be reviewed include: concepts of anatomy, physiology, and pathology, as well as a review of the surgical procedures covered in previous quarters and all core clinical competencies.
- SGT102 Orientation to Surgical Technology** **5 Credits**
This course provides the student with basic surgical protocols and procedures. Course components include functions and responsibilities of the Surgical Technologist, historical development of the Surgical Technologist and ethics in the operating room. In addition, students will become familiar with the structure and design of the operating room as well as operating room occupational hazards, safety precautions and infection control standards set forth by OSHA and the CDC. The students will become familiar with patient psychological and emotional concerns regarding surgery.
- SGT112 Surgical Instrumentation** **3 Credits**
This course introduces the student to the basic instruments of surgery. The student will prepare supplies and equipment for surgery. Topics to be covered include classification, safe usage, care, decontamination and sterilization of surgical instruments. Hands-on practice selecting instruments and accessories will be provided.
- SGT114 Foundations of Surgery** **3 Credits**
Prerequisite: SGT102, SGT112
This course introduces the student to the basic concepts and procedures of surgical care. Topics to be covered include aseptic technique, hand washing, the surgical scrub and surgical gowning techniques, as well as anesthesia concepts, and medications needed for surgical procedures. Lab exercises will be conducted to provide hands-on practical experience.
- SGT122 Surgical Preparation, Equipment, and Supplies** **4 Credits**
Prerequisite: SGT102, SGT112, SGT114
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, surgical stapling devices, catheters and drains, and hemostatic agents. The students will gain hands-on experience with the various machines and equipment used in surgery. Students will learn how to properly drape the patient prior to surgery.
- SGT127 Principles of Surgery** **3 Credits**
Prerequisite: SGT114, SGT122
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. The student will gain knowledge of transporting and positioning patients. Lab exercises will be conducted to provide hands-on practical experience.

SGT205 Surgical Technology 1

4 Credits

Prerequisite: SGT126, NUR103, NUR113

This course 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 and thyroid 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 trays for these procedures and then practice following the steps involved in the surgical procedure from beginning to end.

SGT225 Surgical Technology 2

4 Credits

Prerequisite: SGT205, NUR118, NUR119

This course is the second course that will cover the specific requirements of main surgical procedures. Surgical procedures to be covered include obstetrics/gynecology surgery, urology surgery, and minimal access 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 trays for these procedures and then practice following the steps involved in the surgical procedures from beginning to end.

SGT235 Surgical Technology 3

4 Credits

Prerequisite: SGT205, NUR118, NUR119

This course is the third 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 trays for these procedures and then practice following the steps involved in the surgical procedures from beginning to end. *Prerequisite:* SGT205, NUR118, and NUR119.

SGT242 Surgical Technology 4

4 Credits

Prerequisite: SGT225, SGT235

This course is the fourth course that will cover the specific requirements of the main surgical procedures. Cardiac, Thoracic and vascular surgical procedures will be covered. 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 trays for these procedures and then practice following the steps involved in the surgical procedures from beginning to end. This course will also help prepare the student for the clinical experience by reviewing all previously mastered concepts and by providing the student with First aid and CPR instruction.

SGT252 Surgical Technology 5

4 Credits

Prerequisite: SGT225, SGT235

This course is the fifth course that will cover the specific requirements of the main surgical procedures. Surgical procedures to be covered include otorhinolaryngologic surgery, ophthalmic, dental, oral and maxillofacial surgery. The student will be provided with hands on experience in preparing the necessary surgical trays for these procedures and then practice following the steps involved in the surgical procedures from beginning to end. This course will also help prepare the student for the clinical experience by reviewing all previously mastered concepts and applying them to simulated experiences in the surgical technology lab.

SGT261 Clinical Rounds Review

2 Credits

Corequisite: SGT263

The purpose of this course is to utilize prior knowledge and experience, as well as construct knowledge related to advanced clinical decision making, as it applies to surgical technology. All clinical documentation including evaluations and case logs will be completed at this time. The students will demonstrate, through their reflections, the process of obtaining a higher order of critical thinking. The students will have the opportunity to share experiences from their Clinical Rotation with the rest of the class to gain an appreciation of multiple perspectives on problems they may have encountered in the operating room. Students will also begin preparation for SGT265 (CST review) by completing brief reviews of previously mastered surgical technology concepts. *This class must be taken in conjunction with SGT263.*

SGT263 Clinical Rotation**8 Credits**

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

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

SGT265 CST Review**2 Credits**

Prerequisite: Completion of all core courses

Corequisite: GSI219

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

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

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

SSA110 Introduction to Policing**4 Credits**

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

SSA115 Introduction to Homeland Security**4 Credits**

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

SSA120 Criminal Procedure**4 Credits**

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

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

This course prepares the student for the role of a communication specialist/dispatcher. Focus areas include: FCC rules and regulations; basic telecommunications techniques; law enforcement, fire, and emergency medical dispatch; Computer Aided Dispatch; crisis intervention strategies; and professionalism. NIMS protocol is also examined. The student will be introduced to a real-life communication center environment through simulation lab exercises which will be incorporated as a significant component of the course. At the end of the course, the students will sit for the APCO Public Safety Telecommunicator 1 exam.

SSA200 Criminal Investigations**4 Credits**

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

SSA205 Criminal Law **4 Credits**

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

SSA210 Modern Corrections Issues **4 Credits**

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

SSA226 Cyber Crime **4 Credits**

This course explores cybercrime as an evolving crime problem. Discussions will revolve around technology development, criminal adoption of computers and other forms of information technology for illicit purposes. The subjects studied in this course also provide an introduction to legal issues surrounding e-commerce.

SSA230 Juvenile Justice **4 Credits**

During this course, students will study juvenile delinquency trends, the characteristics of juvenile offenders, the relationship of juvenile offenders and the criminal justice system, and the various methods of prevention and treatment.

SSA245 Casino & Lodging Security **4 Credits**

This course will provide students with a working knowledge of and approach to handling vital risk management issues found in the casino and hotel industries. Topics include: rule and regulations of the service industry; applicable laws affecting business operations; legal implications for failure to adhere to current standards and laws; equipment and methods used in detecting, identifying, deterring, and prosecuting offenders; and leadership qualities.

SSA260 Security and Loss Prevention **4 Credits**

Beginning by introducing students to basic loss prevention concepts, this course then presents methods of implementing a complete security program. Topics covered include screening employees, recognizing and handling internal and external threats, buying physical security systems, understanding the relationship between risk management and insurance, and identifying loss prevention means in retail and industry.

SSA276 Act 235 Certification **4 Credits**

This course enables students to prepare for and complete Act 235 Certification: Pennsylvania Lethal Weapons Training. This certification is a requirement for individuals who are required to carry a lethal weapon as a condition of employment. Preparation for the certification includes taking a psychological evaluation, fingerprinting, a physical examination, and a criminal background check. *This is a pass/fail course and the students will be required to take this course off campus at a Pennsylvania certified Act 235 school.*

SSA280 Report Writing For Criminal Justice Professionals **4 Credits**

This course is designed to teach students the basic techniques of note taking in the report writing process. The students will analyze and compile data for use in formal reporting in order to gain confidence in report writing. Communicating facts, information and ideas in an effective, simple, and logical sequence will be practiced. The various types of reports and memoranda used in the criminal justice system will be discussed.

TMP109 Spa Modalities **3 Credits**

Students will continue the practice of Swedish massage strokes, touch, pressure and movement of the soft tissues of the human body. The history of spas, spa etiquette and spa treatments are included as part of wellness model. Students will apply various body masks, mud wraps and exfoliation treatments to enhance the health and well-being of the client. This course will introduce and develop the student's ability to perform a chair massage routine utilizing massage techniques in varying amounts of time. Students will discover how to refine their body mechanics to allow for multiple chair massage treatments per day. Students will practice the external application of water, heat, and cold and other topical preparations. As an adjunct to the healing process, students will be introduced to aromatherapy, essential oil application, and blending techniques.

- TMP118 Pregnancy & Infant Massage** **3 Credits**
Prerequisite: TMP152
This course is designed to review the physiology and pathology related to the needs of infants and pregnant women. Students will be presented with proper intake procedures and a variety of modalities to meet those specialized needs.
- TMP122 Clinic 1** **1 Credit**
This course will provide students with practical hands on experience in a supervised public clinic setting. Students will utilize material covered in first quarter classes to perform support staff duties, such as cashier, table preparation, intake procedures, and greeter. Student clinics will be completed on 4 Saturdays throughout the quarter.
- TMP124 Introduction to Massage** **4 Credits**
This course introduces the student to the concept of professional touch. Included are the history of massage and the identification of the professional, legal and ethical boundaries associated with the therapist's scope of practice. Students will gain knowledge in accurate record keeping, informed consent, intake and assessment procedures, massage indications and contraindications, endangerment sites and massage tools. Students will learn to create and maintain a safe and hygienic environment for the practice of massage, as well as, communication skills and self-care techniques.
- TMP132 Clinic 2** **1 Credit**
Prerequisite: TMP152
This course will provide students with practical hands on experience in a supervised public clinic setting. Students will utilize knowledge gained in the prior quarter to provide massage therapy services. Student clinics will be completed on four Saturdays throughout the quarter. *Prerequisite: TMP152.*
- TMP141 Kinesiology** **5 Credits**
This course introduces the student to the basic anatomy of the muscular system. Subjects to be covered include bones and bony landmarks of the body. This course incorporates muscle palpation as a direct approach to understanding the origin, insertion and action of the muscles of the body.
- TMP142 Clinic 3** **1 Credit**
This course will provide students with practical hands on experience in a supervised public clinic setting. Students will utilize knowledge gained in prior quarters to provide massage therapy services. Student clinics will be completed on four Saturdays throughout the quarter.
- TMP152 Swedish Massage** **3 Credits**
This course introduces the application of a system of structured Swedish massage strokes, touch, pressure and movement of the soft tissues of the human body. Students are introduced to proper body mechanics, table mechanics, sanitary hand washing and equipment cleaning techniques. Students will be introduced to the superficial musculature and bony landmarks encountered during Swedish massage. Students will be able to perform a Swedish massage in varying amounts of time to enhance the health and well-being of the client.
- TMP206 Business Ethics** **5 Credits**
This hybrid course provides the student with knowledge of basic business and ethical concepts needed in the massage therapy profession. Topics include common business practices and structures; advantages and disadvantages of being self-employed; basic principles of accounting and bookkeeping; and federal, state, and local regulations as they apply to massage therapy. Written and verbal communication will be analyzed to enhance student professionalism. Students will learn essentials of writing resumes, cover letters, and thank you letters. Students will continue to explore the professional relationship, and legal and ethical boundaries associated with the massage therapy profession.
- TMP223 Medical Massage** **3 Credits**
Prerequisite: TMP152
This course is designed to review the physiology and pathology related to the needs of clients with medical needs. Students will be presented with a variety of modalities to meet the specialized needs of various populations. Populations explored in this course include clients diagnosed with cancer or HIV/AIDS, clients who are elderly or on hospice and palliative care, massage for clients with physical disabilities and massage for survivors of trauma and abuse.

TMP228 Clinical Massage **3 Credits**

Prerequisite: TMP141, TMP152, TMP246

This course is designed to teach students assessment techniques in evaluating posture, muscle imbalances, and movement dysfunction patterns. To reinforce the knowledge of kinesiology, students will learn to apply facilitated stretching techniques to muscles/muscle groups. This course will explore theories on stretching and muscle energy techniques designed to treat soft tissue manifestations of the human body. Students will analyze the physiological processes of soft tissue pathologies. Students will reinforce competence by integrating massage and assessment techniques to address soft tissue manifestations throughout the healing process.

TMP246 Deep Tissue Massage **3 Credits**

Prerequisite: TMP141, TMP152

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

TMP252 Massage Seminar **4 Credits**

Prerequisite: Successful completion of all massage therapy courses.

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

TTA100 Destinations **4 Credits**

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

TTA113 Dynamics of Tourism **4 Credits**

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

TTA114 Hospitality and Tourism Supervision **4 Credits**

This course focuses on the concepts and tools that are needed to manage the finances within a hospitality and tourism organization. Students will examine financial data and apply decision making skills related to financial and revenue management. Financial topics such as taxes, profit planning and forecasting, and budgeting will be explored. Case studies are used to explore the financing decisions and capital structure of hospitality and tourism organizations.

TTA116 Global Distribution Systems 1 **3 Credits**

Prerequisite: HMA137

This course is a continuation of HMA137 Introduction to Reservation. Students will continue to create and modify passenger name records using OSI and SSR messages. Topics discussed include itinerary pricing using qualifiers and fare quotes/rules.

TTA117 Global Distribution Systems 2 **3 Credits**

Prerequisite: TTA116

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

TTA145 Marketing and Selling the Travel Product **3 Credits**

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

- TTA225 Tourism and the Corporate Environment** **4 Credits**
Prerequisite: TTA116
This course examines current trends in the corporate travel industry. Study includes corporate travel departments, travel agencies, and the business travelers. Emphasis is placed on the steps taken by a corporate travel agency to acquire commercial business and the services that must be provided to the corporate client.
- TTA230 International Travel** **4 Credits**
This course focuses on international travel patterns, economic trends, and the growth of tourism worldwide. Topics include geography, attractions, and current trends in Europe, Africa, and Asia. Students explore customs, currency, and international protocol.
- TTA255 Travelogue Presentation** **2 Credits**
Prerequisite: TTA145
This course covers the skills and materials learned in the core classes of the Hospitality Management Program and the familiarization trip that the students planned and attended. The focus is on project management through presentation skills, budgets, time management, and meeting deadlines. As the final project, the students will present a travelogue to a live audience.
- TTA355 Hospitality and Tourism Financial Management** **4 Credits**
This course focuses on the concepts and tools that are needed to manage the finances within a hospitality and tourism organization. Students will examine financial data to practice decision making skills related to financial and revenue management. Topics such as taxes, profit planning and forecasting, and budgeting will be explored.
- TTA400 Hospitality and Tourism Law** **4 Credits**
This course provides students with a detailed knowledge of the laws relating to the hospitality industry. Students will examine the overall structure of the legal system as well as the legal rights, responsibilities, and obligations of organizations in the industry. Particular emphasis will be placed on legal issues such as contract law, ethics, negligence, licensing, as well as host and guest responsibilities.
- TTA420 Risk Management for Meetings and Events** **4 Credits**
In order to provide a secure setting within the Meetings, Expositions, Events, and Conventions (MEEC) industry, a risk management plan should be fully integrated into event planning. This course will examine the practices, procedures, and control of risks, particularly: organization safeguards, contracts, health, safety and security, as well as emergency preparedness and contingency planning for events.
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- WEL100 Gas Welding Plate and Pipe** **5 Credits**
This course will include acetylene welding of steel with and without filler metals. Both fillet and butt joints in flat and vertical positions will be covered, as well as groove welds in flat, vertical, and open/closed root. Students will learn brazing of steel. Upon completion of course students will take the ASME Section IX, 3 inch schedule 40 pipe test in the 6G position. All testing and certifications will be done by a certified weld inspector.
- WEL115 Metal Cutting and Fabrication** **3 Credits**
Students will learn to set-up equipment for oxy-fuel and plasma cutting. They are taught to accurately make free hand and straight line contour cuts, cut and bevel plate using semi-automatic cutting machines. Carbon arc and back gouging are also taught. Upon completion of this course students will take a test for entry level welders.
- WEL125 Blueprint Reading and Symbols** **3 Credits**
This course will provide the student with the ability to read and correctly interpret weldment designs. This course will enable students to recognize and interpret welding symbols used in the welding field.
- WEL215 General SMAW Practices (Equipment and Electrode ID)** **5 Credits**
This is an intensive introductory welding course designed to teach the basic principles of Shielded Metal Arc Welding (SMAW). It consists of classroom training in electricity and metallurgy as it pertains to arc welding. Weld joints are also taught. Lab training consists of demonstration and extensive practice with electrodes commonly used in the welding industry. Students will execute surface and fillet welds in the flat, horizontal, vertical and overhead positions with the E6010 and E7018 electrode.

- WEL217 Advanced Pipe Welding** **2 Credits**
Prerequisite: WEL215
This is an advanced pipe welding course. Emphasis will be placed on (SMAW) on 6 inch schedule 80 pipe in the 6G position welding downhill and be held to ASME Section IX standards. Students will practice welding open roots with E6010 electrode downhill. Upon completion of this course students will take the ASME Section IX pipe welding test. All testing and certifications will be done by a certified weld inspector.
- WEL235 General Exotic Metals** **3 Credits**
This course is an introductory welding course to teach students welding methods and techniques for mild steel and stainless steel. Students will perform surface welds and fillet welds on lap, corner and t-joints in all positions. Students will understand the effects and variables of: current, voltage, and electrode selection.
- WEL305 Welding Certification Prep** **4 Credits**
Prerequisite: WEL215
This is an introductory course to teach students the welding procedures and qualifications for the American Welding Society (AWS) and American Society of Mechanical Engineers (ASME). Concentration will be in (SMAW) with the E7018 electrode in the 3G and 4G positions on 3/8" plate with removable backing strips. Topics covered include: welding procedures, modularized examinations, health and safety information, and quality assurance.
- WEL325 SMAW Pipe Welding** **5 Credits**
Prerequisite: WEL215
This is an advanced course in SMAW preparing students for the ASME Section IX pipe test. Students will get extensive practice in SMAW with E6010 and E7018 Electrode on 6 inch schedule 80 pipe in the 6G position with an open root. Upon completion of this course students will take ASME Section IX pipe test. All testing and certifications will be done by certified weld inspector.
- WEL335 Advanced Plate Welding** **3 Credits**
Prerequisite: WEL215
This is an advanced course in continuation of WEL 300 in (SMAW) preparing students for AWS D1.5 certification. Students will get extensive practice in welding with the E7018 electrode in the 3G and 4G positions on 3/8" plate with backing. Upon completion of this course students will take the AWS D1.5 Structural test. All testing and certifications will be done by certified weld inspector.
- WEL400 Gas Metal Arc Welding** **3 Credits**
This course is an introductory welding course to teach students Gas Metal Arc Welding (GMAW). Class consists of lecture on electricity, metallurgy, shielding gases, and filler wire as it pertains to (GMAW). Students will learn to weld mild steel, lap, butt, and t-joints in all positions.
- WEL405 GMAW Pipe Welding** **2 Credits**
Prerequisite: WEL215
This is an advanced pipe welding course. Emphasis will be placed on (GMAW) on 6 inch schedule 80 pipe in the 6G position, welding downhill with an open root. Students will be held to ASME Section IX standards. Students will practice welding open roots with (GMAW) using bare wire. Upon completion of this course students will take the ASME Section IX pipe welding test. All testing and certifications will be done by a certified weld inspector.
- WEL410 Gas Tungsten Arc Welding** **3 Credits**
This course is an introductory welding course to teach students Gas Tungsten Arc Welding (GTAW). Class consists of lecture on electricity, metallurgy, shielding gas, filler wire and electrode classification as it pertains to (GTAW). Students will learn to weld mild steel on edge, lap, butt, corner, and t-joints in all positions.
- WEL415 GTAW Pipe Welding** **5 Credits**
Prerequisite: WEL215
This is an advanced course for tube welding that combines (GTAW) and (SMAW). Students will learn to weld 6 inch schedule 80 pipe with (GTAW) root pass and (SMAW) E7018 cover pass uphill. Upon completion of this course students will take a test with standards held to ASME (section IX). All testing and certifications will be done by certified weld inspector.

WEL420 AWS Sense MIG & TIG Prep**2 Credits***Prerequisite: WEL 125*

This course is to prepare students for the (GMAW) and (GTAW) with AWS welding projects from blueprints for entry level welders. Emphasis will be placed on students working on the AWS projects. Upon completion of this course students will take the test for entry level welders.

WEL426 GTAW Tube**4 Credits**

This is an advanced course for pipe welding that combines (GTAW) and (GMAW). Students will learn to weld 2 3/4" tube with (GTAW) root pass uphill and SMAW 7018 uphill. Upon completion of this course students will take ASME Section IX pipe welding test. All testing and certifications will be done by a certified weld inspector.

WEL430 Flux Core Inner & Outer Shield**2 Credits**

This is an introductory course to Flux Cored Arc Welding (FCAW). Class consists of lecture on electricity, metallurgy, shielding gases, and filler wire as it pertains to (FCAW). Students will learn to weld mild steel using dual shield flux cored wire on t-joints and groove welds.

WEL440 Advanced Exotic Metals**2 Credits**

This is an advanced TIG welding course. Course concentration will be on Gas Tungsten Arc Welding (GTAW). Students will learn to weld stainless steel and aluminum on edge, lap, butt, corner, and t-joints in all positions.

Course Numbering System

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

Discipline	Prefix Code	Number Series
Accounting Administration	ACC	101-405
Career Development	GSD	175-325
Career Services	GSD	001-003
Computer Aided Drafting	CAD	101-256
Computer Programming	ITP	152-381
Criminal Justice	SSA	100-280
Culinary Arts	CUL	100-210
	BKP	100-140
Electronics	ELT	101-267
Electronics – Industrial Instrumentation	GOE	141-276
General Education – English	GEE	099-400
General Education – History	GEH	120-405
General Education – Math	GEM	095-350
General Education – Social Science	GES	100-325
Graduate Services Internship	GSI	186-400
Graphic Design	GDA	115-268
Heating Ventilation Air Conditioning	HVA	108-168
Hospitality	HMA	106-264
Information Systems Technology	IST	300-460
Information Technology – Forensics	ITS	264-310
Information Technology – Networking	ITA	104-331
Management	BUS	100-485
Marketing	MKT	120-425
Medical	MED	106-322
Microsoft Network Professional	MNP	104-172
Multimedia	MMA	105-240
Nursing (ASN)	RNU	175-217
Practical Nursing	NUR	103-191
Smart Building Technology	SBT	140-262
Surgical Technology	SGT	102-265
Therapeutic Massage Practitioner	TMP	109-252
Travel Tourism	TTA	100-255
Welding	WEL	100-440

Admission Policies

Admission Requirements and Procedures

The basic requirement for admission is graduation from an accredited high school, private school, home school, or successful completion of a General Education Diploma (GED).

Some programs have special criteria that will be explained by an Admissions Coordinator.

Applications for admission are accepted throughout the year for students to begin classes at various times during the year, based on the school's academic calendar.

The following conditions must be satisfied for final registration:

1. Certification of high school graduation, GED, or home school equivalency.
2. Attendance at a required student orientation program.
3. Completion of acceptable financial arrangements for payment of fees

Should PTC receive information that bears upon the student's anticipated behavior while in school and/or his/her ability to successfully progress while enrolled, PTC reserves the right to make additional informational requests or demands on the applicant and/or rescind acceptance.

Admission Criteria for Practical Nursing and Associate of Science in Nursing Programs

Standards that must be met, prior to admission to the program, include criteria based pre-entrance exams such as SAT or ACT or TEAS, and a negative urine drug screening test. A comprehensive physical examination, including TB testing and verification of vaccination history, current American Heart Association CPR certification, and Act 33, 34, and 73 criminal clearances, will be required prior to enrollment in the first quarter, and will need to be updated annually.

Admission Criteria for Bachelor's Degree Programs

Admissions criteria vary for first-time college students versus transfer students who have attended other post-secondary schools. Applicants should contact PTC Admissions office for specific requirements.

Pittsburgh Technical College graduates from related associate degree programs are accepted directly into the corresponding bachelor's degree program.

- **I am a first-time college student.**
PTC prefers a 2.5 GPA and a SAT score of 1000 or ACT score of 19. All other applicants are reviewed on a case-by-case basis.
- **I am a transfer student.**
PTC prefers a 2.5 GPA and 20 semester credits or 30 quarter credits from an accredited postsecondary institution. All other applicants are reviewed on a case-by-case basis. PTC has agreements in place with the local community colleges that allow transfer students to continue their education to earn a Bachelor of Science degree.

PTC's Online Division

The Online Division of PTC affords students the convenience of completing their degree or certification without having to commit to regular campus attendance. PTC offers fully online programs and online courses in specific fields of study. All students at PTC will complete hybrid courses, an online course and courses that utilize technology to deliver education. Using instructional technology to facilitate learning is common in all courses and provides students with options as they complete their education.

Online course flexibility allows students to participate in high quality learning experiences when distance and scheduling make on-ground learning unrealistic and is ideal given today's demanding work schedules, family obligations or scheduling conflicts. The student-centered online learning environment at PTC allows for interaction between the instructor and students and among the students themselves. Students benefit from an environment that provides

independence and convenience with the needed structure to manage course demands and deadlines to be successful in a flexible learning environment.

International Student Admissions

International students must provide proof of English proficiency in one of the following ways:

- Completion of secondary education (or higher) in a country in which English is the primary language
- Completion of an English composition course taken at a U.S. institution of higher learning with a grade of C or higher
- Completion of 45 quarter hours from a university in an English speaking program
- Cumulative Grade Point Average (CGPA) of 2.0 or higher (or equivalent)
- Completion of a standardized English assessment with these scores:

TOEFL

- Paper-based: 500
- Computer-based: 173
- Internet-based: 61

IELTS

- Test score: 5.0

Financial Information

Program Tuition and Estimated Book/Material Costs

This schedule of tuition is effective for all students who begin classes after July 1, 2017 and before June 30, 2018.

BACHELOR OF SCIENCE DEGREE PROGRAMS	Tuition	Books, Kits, Uniforms
Business Administration	\$68,520	\$4,800
Information Systems and Technology.....	78,420	\$4,800
ASSOCIATE DEGREE PROGRAMS		
BUSINESS		
Business Administration	\$39,970	\$2,600
CRIMINAL JUSTICE		
Criminal Justice	\$41,580	\$2,950
DESIGN		
Computer Aided Drafting	\$45,745	\$1,850
Graphic Design	\$43,855	\$2,625
Multimedia Technologies	\$45,745	\$2,810
ENERGY AND ELECTRONICS TECHNOLOGY		
Electronics Engineering Technology	\$44,660	\$3,050
Smart Building Technology.....	\$44,660	\$2,790
HEALTHCARE		
Medical Assisting	\$39,970	\$2,700
Medical Office Administration	\$39,970	\$2,300
Surgical Technology	\$44,310	\$2,060
HOSPITALITY AND CULINARY ARTS		
Hospitality Management Administration	\$39,970	\$2,420
Culinary Arts	\$37,450	\$2,895
INFORMATION TECHNOLOGY		
Computer Programming	\$44,660	\$1,710
Information Technology	\$45,745	\$2,990
NURSING		
Nursing.....	\$45,850	\$3,480
TRADES TECHNOLOGY		
HVAC Technology	\$32,200	\$2,320
Welding Technology	\$34,650	\$1,600
CERTIFICATE PROGRAMS		
Baking and Pastry	\$12,000	\$900
Culinary Arts.....	\$25,250	\$2,500
Electrician Technology	\$18,000	\$2400
HVAC Technology.....	\$23,000	\$2030
Industrial Instrumentation.....	\$18,990	\$1075
Medical Coding	\$19,140	\$1,900
Microsoft Network Professional	\$17,150	\$890
Practical Nursing	\$23,200	\$3,090
Therapeutic Massage Practitioner	\$15,870	\$2,370
Welding Technology.....	\$22,000	\$1100

NO APPLICATION FEE REQUIRED

To help offset the expense associated with college applications, Pittsburgh Technical College allows students to apply to PTC at no cost.

Tuition Reservation Deposit: \$100

Due within 30 days of acceptance and completion of Preliminary Financial Plan. Applied in full against tuition charge. Refundable in full if the applicant does not start classes.

Books/Kits/Uniforms/Related Fees and Supplies

- Estimated cost of all books, kits, uniforms and supplies is included in the financial plan. The benefit of this system is that the cost will be spread out over each academic year rather than requiring large sums at the start of each quarter.
- 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 plan may elect to pay cash for each item as received.
- Students are not required to purchase kits, books, or supplies from the College. Students may elect to secure these items from vendors of their choice, provided that the texts and supplies meet the requirements of the academic program. Students may access information on textbook pricing through the student portal under: Academics; Student Consumer Information.

Bookstore Return Policy

General Merchandise

- No refunds will be issued without proof of purchase. Open packages, torn or damaged items are not returnable.

Textbooks

- Students withdrawing from their program within the first two weeks of the quarter may return undamaged books to the bookstore for full credit. No credit will be issued after the first two weeks of classes.
- Books that are written in or otherwise defaced by the student are not returnable.
- Instructional resources issued for a class that require the registration for a code are non-refundable once the code has been activated.

Kits

- The bookstore will issue full credit for unused kits and technology returned during the first week of class.
- After the first week of class, kits cannot be returned and become the full property and responsibility of the student.
- Merchandise that is defective due to manufacturer or publisher error will always be replaced.
- Refunds will be made in the same form as payments. A receipt is required with any return.
- Credit will not be issued unless the merchandise is presented at the bookstore and examined by the bookstore manager or assistant.

Cancellation Policy

If no prior visit was made to the College, all fees and tuition paid by the applicant will be refunded upon request within three business days after his/her visit to the College or within three business days of the student's attendance at the regularly scheduled orientation program.

A student who does not begin classes will receive a full refund of all tuition-related payments made.

Refund Policy

A student may be entitled to a refund if he/she starts class but withdraws or is suspended before the completion of the term. The last date of attendance (withdrawal date) is used to calculate the refund of institutional charges. All refunds

will be made within 59 days from the last day of attendance. The official withdrawal date will be the date the school receives notification of the withdrawal or the last date of attendance, if later.

To officially withdraw, a student must notify the Academic Chair, Team Leader, or Student Advisor. The school encourages the student to withdraw in person, but accepts written or verbal notification.

Tuition and other charges are refunded according to the Refund Schedule below based on calendar days.

Refund Schedule	Withdrawal Date	Charge	Refund
First Quarter Students	Day 1 through Day 7	0%	100%
All Others	Day 1 through Day 7	25%	75%
All Students	Day 8 through Day 19	45%	55%
	Day 20 through Day 38	70%	30%
	Day 39 and beyond	100%	0%

The above percentages apply to tuition only. All other charges are non-refundable. Room and board charges are adjusted in accordance with the refund policy included on the housing agreement.

The school will attempt to make a reasonable settlement whenever a student must withdraw due to mitigating circumstances that make it impossible for him or her to continue. A student may appeal to the Financial Aid Office if he/she believes individual circumstances warrant exception from the published policy.

Sample refund calculations are available for review in the Accounting Office.

The refund policy outlined above is used to calculate the refund of institutional charges. A separate Return of Federal Financial Aid calculation is performed to determine the amount of federal financial aid that must be returned to the federal government by the school and/or the student. The official withdrawal date will be the date the school receives notification of the withdrawal or the last day of school related attendance.

Refund Policy for Student Housing is contained in the Student Housing Agreement.

Return of Federal Financial Aid Policy

If a student withdraws or is expelled from PTC, the school and/or the student may be required to return a portion of the federal financial aid received. The last day of attendance is used to calculate any federal aid that must be returned.

The percentage of federal aid to be returned is equal to the number of calendar days remaining in the quarter divided by the number of days in the quarter. Scheduled breaks of five or more days are excluded. No return of federal financial aid is due if the student completes more than 60% of the quarter.

The student is required to return any unearned aid less the amount returned by PTC. If a student needs to return loan funds, the funds are repaid as required by the normal loan repayment terms. If the student is required to return federal grant aid, PTC will notify the student of the repayment amount within thirty days of determining the student withdrew. If the student fails to return the grant aid as instructed, the student is considered to be in overpayment and thus ineligible for additional federal aid at any school until that amount is repaid.

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 are available for review in the Accounting Office.

Funds will be returned to other financial aid programs in accordance with the funding source's refund policies.

Return of Military Tuition Assistance (TA)

PTC has a policy of returning unearned tuition assistance to the appropriate source, based on the refund chart previously listed. Instances where a service member stops attending due to a military service obligation, the college will work with the affected service member to identify solutions that will not result in student debt for the term involved in the withdrawal.

First-Quarter Refund for Those Not Making Academic Progress

The school recognizes that occasions arise in spite of the best efforts of the student, as well as faculty and staff where a student may not succeed academically. Therefore, in situations where a student:

1. completes the first quarter
2. misses 20 or fewer hours across all quarters
3. is a full-time student
4. has a GPA of 1.5 or less, and
5. does not begin the second quarter

the student will not be charged for tuition, fees, books, or supplies for the first quarter completed. The student must return books and unused supplies. The student will remain responsible for housing costs, if any. If the student or parent has received Title IV student loans, the refund of tuition, fees, books and supplies may reduce those loan amounts. Loan funds used for housing or any other non-institutional costs will not be refunded by the school. The first quarter refund policy does not apply to students pursuing fully online programs.

Tuition Charges for Additional Coursework

When students enroll at PTC, they are charged tuition based on the type of program and start date. Tuition is charged quarterly based on credits taken, until such a time that the total tuition is charged. Any credits required beyond the period where full tuition is charged will be assessed at \$100.00 per credit. These additional charges may be incurred because of:

1. A change in program.
2. Additional credits attempted due to previously repeated classes.

Tuition Guarantee

There is no tuition increase for students once they have begun classes. Students are guaranteed that the tuition rate in effect at the time they begin classes will remain in effect provided that there is not an interruption in their program, program change, or any additional coursework required.

Financial Aid Information and Institutional Funding

The Financial Aid Office is available to assist students in working out a plan that will enable them to meet the cost of career training. Full details of all loans, grants, scholarships and student eligibility are contained in the Student Handbook and may be obtained from the PTC website, www.pti.edu/admissions-financial-aid, 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, 2017, are as follows:

The William D. Ford Federal Direct Program:

Direct Stafford Loans--Subsidized

- The maximum amount a first-year student may borrow is \$3,500.
- The maximum amount a second-year student may borrow is \$4,500.
- The maximum amount a third-year student may borrow is \$5,500.
- The maximum amount a fourth-year student may borrow is \$5,500.
- Effective for all first time borrowers on or after July 1, 2013, subsidized loan funding is limited to 150% of the published length of your program. You can find the published length of the program elsewhere in this catalog. It should also be noted that if you received subsidized loan funding for one program and later switch to another program, the subsidized loan funding you received for the earlier program counts against the new maximum eligibility period. Please contact Financial Aid for further details.

Direct Stafford Loans--Unsubsidized

- Financially independent students may borrow up to \$6,000 per academic year.
- Dependent students, in addition to borrowing subsidized loans in the amounts noted above, may also be eligible for up to \$2,000 per academic year in unsubsidized loans.
- Dependent students whose parents are ineligible to borrow under the parent loan program may qualify for an additional \$4,000 per academic year.

Parent Loans

- Parents of dependent students may borrow up to the cost of education, minus other aid, per academic year. Loan approval/denial is determined by the United States Department of Education and are in part based on credit worthiness of the parent borrower. Parents can complete a credit check for loan eligibility by going to studentloans.gov Parents must complete a master promissory note by going to studentloans.gov. If denied, the student may qualify for additional unsubsidized loans as stated in the section above.

Federal and State Grant Programs

Federal Pell Grants

Grants ranging from \$606 to \$5,920 per academic year may be obtained by students enrolled in all eligible programs. These are need-based grants.

PHEAA Grants

Pennsylvania residents enrolled in a degree program may be eligible for up to \$3,948 per academic year. These are need-based grants.

Supplemental Education Opportunity Grants

Grants range from \$450 to approximately \$900 per academic year depending upon federal regulations and funding authorizations. These are need-based grants.

Work Study Programs

Part-time jobs at the College are available on a first-come, first-served basis, to students with financial need. Students work on campus in various service areas. Students also work in various areas of community service.

Institutional Funding

The College offers a variety of grants and scholarships as noted in this section of the catalog. Criteria for each of the programs vary and criteria to maintain eligibility are specific to the type of award.

Academic Achievement Scholarship

Applicants who are a 2017 High School graduate or an adult dependent applicant under the age of 24 are eligible to receive an academic achievement scholarship. Scholarship awards are based on the student's documented high school cumulative grade point average (CGPA).

BACHELOR'S DEGREE PROGRAMS

- \$5,000 is awarded to applicants with a high school CGPA between 3.25 and 3.49.
- \$8,600 is awarded to applicants with a high school CGPA of 3.50 or higher.

ASSOCIATE DEGREE PROGRAMS

- \$3,000 is awarded to applicants with a high school CGPA between 3.25 and 3.49.
- \$5,000 is awarded to applicants with a high school CGPA of 3.50 or higher.

Student must maintain 3.0 GPA throughout the program to receive full award.

Alumni Family/Sibling Grant

In continued recognition of our PTC alumni, we offer family members of alumni a partial tuition grant. Eligibility is extended to children, spouse, grandchildren and siblings of PTC alumni. Eligible candidates can receive \$300 per quarter up to a maximum of \$2,400 for an Associate degree program, and \$3,600 for a Bachelor's degree program. The candidate must comply with all normal grade progress requirements to remain eligible for funds.

Alumni Tuition Grant

PTC associate degree graduates returning for a second certificate or associate degree can receive a 30% partial tuition grant of the new program costs.

PTC certificate graduates returning for a second certificate or associate degree will have the credits from the prior program evaluated for exemption in the new program.

Effective April 2017: PTC associate degree graduates will not be eligible for the Alumni Tuition Grant to pursue a bachelor degree.

Certificate Program Grant

Students who are not PELL grant eligible and enrolled in a PTC certificate program can receive a \$2000 maximum grant up to direct costs. Baking & Pastry Certificate students can receive \$1000 maximum grant.

Cyber School Student Scholarship

High school seniors enrolled full-time at a state approved cyber school are eligible to apply for a renewable partial tuition scholarship of up to \$3,000 per award.

Early Admissions Grant/Scholarship

2018 High School graduates who apply and pay their tuition deposit by the December 4, 2017 deadline will receive a \$500 early admission grant and become eligible to participate in the early admission scholarship competition where those students may be awarded an additional \$3,000 early admissions scholarship.

Education Alliance Grant Program

If a student, parent, or guardian's company is a member of PTC's Education Alliance Program, a student may qualify for a grant of 10% of tuition to attend any of PTC's degree or certificate programs or 15% if the company is on PTC's Advisory Board. Students who qualify for the grant should talk to an Admissions Advisor about the easy-to-complete application process.

High School Club or Organization Scholarship

Active members of identified high school clubs and organizations can receive a partial tuition scholarship up to \$3,000 per calendar year for certificate programs, and up to \$6,000 per calendar year for degree programs. A total of three scholarships per organization will be awarded. In recent years, scholarships have been offered to members of these organizations:

- Business Professionals Association (BPA)
- Cyber School Scholarship
- Distributive Education Clubs of Americas (DECA)
- Family, Career and Community Leaders of America (FCCLA)
- Future Business Leaders of America (FBLA)
- Future Farmers of America (FFA)
- Health Occupations Students of America (HOSA)
- SkillsUSA
- Technology Students Association (TSA)

The student must be an active member of the organization or school and submit the following: a complete scholarship application form, transcript, essay, letter of recommendation, and proof of organization membership. The scholarship award is for one year and renewed for a second year if the student maintains a 3.0 G.P.A. The scholarship award will be applied to student tuition on a quarterly basis. The student must begin class in July, October or January following their high school graduation year.

Students may receive information concerning scholarships through organization advisors in their high schools or through PTC's High School Relations department.

JROTC Scholarships

Pittsburgh Technical College offers three Junior Reserve Officer Training Corps (JROTC) scholarships to recognize the leadership and patriotism of active students in JROTC who are preparing for graduation from high school.

The scholarship has a value of \$3,000 applicable to programs offered at Pittsburgh Technical College. A total of three scholarships will be awarded annually.

The following requirements apply:

- Recipients must enroll at PTC for the July 2017, October 2017, or January 2018 start of class.
- Applicants must submit a copy of their high school transcript.
- Submit a letter of recommendation.
- Submit a 150 word essay explaining why the applicant deserves the scholarship.
- The awards are renewable for the second year of the student's degree program providing the student remains in good standing and maintains a 3.0 grade average.

For details on the program and specific information on deadlines, applicants should contact their JROTC instructor at their school campus or PTC's High School Relations Department.

Out-of-State Grants

Students attending the College from states other than Pennsylvania may be eligible for institutional grants. An out-of-state institutional grant of up to \$3,948 per academic year is available to students who demonstrate need as calculated by the Pennsylvania State grant needs analysis. The process for applying for out-of-state grants is as follows:

- Student submits FAFSA.
- Financial Aid Office determines the student's legal state of residence.
- The amount of initial eligibility is determined by applying the PHEAA needs analysis.
- Student is given a financial award notice that includes the amount of any out-of-state institutional grants.
- The grant is shown as other gift aid when determining overall need and eligibility.
- When the student is repackaged for second or third academic year, the eligibility process is repeated.
- Deadline for applying for out-of-state grants is August 1 for freshmen and May 1 for continuing students.

Trade Adjustment Act (TAA)

Students entering the College with funding through TAA will be expected to complete the Free Application for Federal Student Aid (excluding those with a Bachelor's Degree) each year to determine eligibility from the state and federal aid programs. PTC Institutional grant will be calculated after the above grants have been determined and applied against the appropriate contract. Students who are currently in default of a Federal Stafford Student Loan/Perkins Loan/Parent Loan must make arrangements with the Guarantor of the loan to set up a satisfactory repayment plan prior to being admitted to the Institution.

Tuition Assistance Grant

The purpose of the Pittsburgh Technical College Tuition Assistance Grant (TAG) is to assist students who have exhausted all financial aid and other resources. TAG is a need-based program.

A student must have a valid FAFSA on file to be considered for TAG.

Other Scholarships

A number of scholarships are available to students who qualify in a variety of areas. Students should visit the Financial Aid area of the student portal at: www.students.pti.edu and avail themselves of the web search engines for scholarships. Students should also consult with the Financial Aid Planner related to other scholarship opportunities.

Student Loan Information/Default Management

Any student receiving any type of Federal Student Loan is required to complete an entrance interview within the first 30 days of entering school. No loan disbursements may be made until this requirement is met.

During the student's final quarter prior to graduation, they will be required to complete an on-line exit counseling session. Information on loan repayment, breakdown of loan balances, and frequently asked questions will be covered in these sessions. A breakdown of applicable loan histories will be mailed out to the student during the final term along with a listing of the website and contact information for the servicers.

If a student decides to discontinue their education or take a Leave of Absence from school, the student must meet with the Financial Aid Office to complete the required exit counseling. For a student leaving PTC who is unable to come to the Financial Aid Office to complete this requirement, this information will be mailed to the student's home address for completion. More information can be found at: www.students.ptcollege.edu/financial-aid.

Academic Information

Academic Calendar and Schedules

The school year consists of four, eleven-week quarters beginning in July, October, January and April. Quarters begin and end on the following dates:

<u>Term</u>	<u>Starting Date</u>	<u>Ending Date</u>
Summer Quarter	July 19, 2017	October 9, 2017
Fall Quarter	October 17, 2017	January 11, 2018
Winter Quarter	January 23, 2018	April 10, 2018
Spring Quarter	April 17, 2018	July 3, 2018

NOTE: Class start and ending dates may vary by program. Students should refer to the Academic Calendar for details.

Students observe the following holidays/commemorations:

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Independence Day	Day after Thanksgiving
Good Friday	Labor Day	Christmas Day

Class Schedules – North Fayette Campus

Morning classes: 7:20 a.m. to 2:20 p.m.

Afternoon classes: 10:30 to 5:30 p.m.

Evening classes (Mon./Tue./Wed./Thurs.): 5:45 to 10:25 p.m.

Note: Schedule varies by program

Instructional Time

Instructional time for courses is scheduled for 50 minutes with 10 or 20 minute breaks between back-to-back sessions.

Academic Year/Academic Advancement

PTC defines an academic year as 36 quarter credit hours over a period of at least 30 weeks. The following standards are used to determine student academic advancement in program.

00-36 credits	First Year Student
37-72 credits	Second Year Student
73-109 credits	Third Year Student
110-145 credits	Fourth Year Student

Attendance Policy

Enrollment in higher education assumes maturity, seriousness of purpose, and self-discipline. **Every student is expected to attend each meeting of all classes.** Pittsburgh Technical College graduates go directly from school to positions in business and industry where attendance is an essential factor in their continued employment and career advancement. Many employers receive attendance records and grades as part of the hiring process.

PTC recognizes that absences can occur as a result of circumstances beyond the student's control. If a student misses class, he or she must go to his program Academic Chair to determine whether or not the absence is excused. The following absences are typically considered to be due to extenuating circumstances:

- Death in the immediate family (spouse; biological, step or foster children; parent; spouse's parent; grandparent; spouse's grandparent; brother; sister; spouse's brother or sister). An obituary notice is required.
- Self-hospitalization with documentation.
- No-fault court appearances with court documentation.
- Job interviews arranged by Career Services with documentation.
- Military service with military orders.

The student is responsible for providing satisfactory evidence to the Academic Chair immediately upon returning to school to substantiate the reason for absence. Academic Chairs will notify the appropriate faculty as to whether an absence is excused or not. What work can be made up and when such make-up work is due depends on the make-up policy appropriate for the missed class. For example, the General Education make-up policy applies to General Education classes missed, the Electronics Department make-up policy applies to missed Electronics classes, etc.

Cumulative tardiness and leaving class before dismissal will be recorded in the attendance record in 5 minute increments. For example, a student who arrives for a 10:30 a.m. class at 10:38 will be marked late for 10 minutes. Time missed is tallied so that 10 minutes late 5 times for one particular class equals 50 minutes late.

Attendance and final grades become part of the student transcript at the end of each quarter.

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.

Credit Hour Determination for Practical Nursing and Therapeutic Massage

For students enrolling in Practical Nursing and Therapeutic Massage, Federal Title IV aid is paid on a credit hour basis as follows:

For every 25 hours of classroom hours, 1 (one) credit hour is earned. For example, if a student is enrolled for 4 (four) classes at 44 hours each, totaling 176 hours / 25 equals 7.0 credit hours.

This is a Federal Title IV requirement for any program that is not fully transferable into a degree program.

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

Prior learning credits awarded by the institution for particular courses that are part of a student's program layout will be marked on that student's transcript as an exemption (EX) and the student's tuition will be adjusted accordingly based on the number and type of courses exempted.

The Academic Chair of each department has the responsibility for final determination for transfer of credit. A transfer credit chart is completed which identifies the appropriate transfer courses. A letter is prepared that will inform the

prospective student, and the appropriate school representation on the transfer courses that have been accepted. The Financial Planner then completes the preliminary plan which will identify the transfers and provide the appropriate financial credit towards the tuition for the prospective student. Any questions and clarifications regarding the transfer can be brought to the attention of the Academic Chair for the program.

CLEP and DSST Testing

PTC awards credits for specific courses if students obtain the required scores on tests through the College Level Examination Program (CLEP) and/or DSST/DANTES. All students are responsible for payment of CLEP testing fees. Information can be obtained at <https://clep.collegeboard.org/exam>.

Credits from Other Postsecondary Institutions

The school will accept credits from other postsecondary institutions subject to the following conditions:

- Courses will be comparable to those taught at PTC.
- Course descriptions and/or course syllabi may be requested by the school’s Admissions Officer if necessary.
- College-level, credit-bearing courses taken at an accredited institution of higher education will be considered for transfer.
- The grade for the course to be transferred into PTC must be a solid “C” or above- “C” minuses and below will not be accepted.
- No more than 50% of credits of the total program can be transferred from other institutions.

Credits through the American Council of Education

PTC may award college credit for training courses provided by the U.S. Armed forces if these courses are comparable to courses taught at PTC and have been evaluated as transferable by the American Council of Education (ACE). Any questions regarding this type of credit transfer should be addressed to the Senior Vice President of Academic Affairs.

Credits through AP Exams

The College Board offers an Advanced Placement (AP) examination program that gives high school students the opportunity to challenge themselves to gain college credit. Participation in AP courses assists student in gaining the skills and attitudes needed to be successful in college. The AP Program provides an opportunity for high school students to earn college credits by enrolling in AP courses in high school and completing the associated AP exam at the conclusion of each course.

Pittsburgh Technical College (PTC) will accept credit for selected AP exams. PTC does not administer these exams. Students must provide an official record of examination results during the admission’s process to receive credit.

Students may transfer a maximum of 12 college credits through AP examinations; the 12 credits may not be used in addition to articulated coursework with high schools or area vocational-technical programs. The following table includes the examinations, passing scores, credits allowed, and PTC course.

AP Exam	Passing Score	Credits Allowed	PTC Course
Art History.....	3	4	GEH120 Art History
Calculus AB.....	3	4	GEM350 Finite Mathematics & Applied Calculus
English Language and Composition.....	3	4	GEE100 English Composition 1
English Literature and Composition.....	3	4	GEE150 English Composition 2
Macroeconomics.....	3	4	GES300 Macroeconomics
Microeconomics.....	3	4	GES210 Microeconomics
Physics C: Mechanics.....	3	4	GEM170 Physical Science
Statistics.....	3	4	GEM300 Statistics
Psychology.....	3	4	GES100 Psychology

Credit through Secondary Articulation Agreements

PTC has a number of articulation agreements with high schools, career technical training centers, and vocational technical schools. Students wishing to transfer credit for secondary learning must meet the admissions criteria of Pittsburgh Technical College and apply for exemption in a timely manner. The requirements of the articulation

agreements may vary depending on the courses affected. Questions regarding the awarding of credit through these articulation agreements should be directed to the prospective student's Admissions Coordinator.

PTC Challenge Exams

Based on an evaluation of an individual's prior learning experiences, program departments may allow the granting of credits through successful results of challenge exams developed by PTC for specific courses. This option will only be made available if testing through CLEP and/or DSST is unavailable. The individual requesting credit for prior learning must submit a written summary outlining his/her prior learning experiences and how they relate to the course at issue and the master competencies for the course. This will be evaluated to determine whether a challenge exam will be administered. Complete details for this process may be obtained through the Senior Vice President of Academic Affairs.

Credit Hour Definition

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement. The equivalency approximates are:

1. 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.
2. The equivalent amount of work for other activities as established by PTC, which includes laboratory work, practicum, internships and other academic work.
3. 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.

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.

NUMBER GRADES	LETTER GRADES	GRADE POINTS
90 - 100	A.....	4.0
80 - 89.....	B.....	3.0
70 - 79.....	C.....	2.0
60 - 69.....	D.....	1.0
LESS THAN 60	F.....	0
INCOMPLETE WORK.....	I.....	---
PASS/FAIL	P or NP.....	0
WITHDRAWAL.....	W.....	0
WITHDRAWAL (CHANGE).....	WC.....	0
LEAVE OF ABSENCE.....	L.....	0
REPEAT COURSE.....	R.....	0
EXEMPT	EX.....	0
SCHEDULED/NOT ATTENDED	N.....	0
PASS EXEMPTION.....	PE.....	0

* A student who fails a course must repeat that course (R).

Alternative grading scales exist in specific programs. The scales may be required by various accrediting groups or the academic departments.

Incomplete Grades

An incomplete grade (“I”) issued by a faculty member than is not made up within 10 class days from the beginning of the next quarter will automatically become an “F” grade. 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 Progress section of the catalog.

Withdrawals from Classes

Students who withdraw from a course at the end of the ninth week of the quarter will receive a “W” grade. “W” grades are not included in the calculation of the CGPA but are counted as credits attempted and will negatively affect the Course Completion Rate calculation. Students who withdraw after the end of the ninth week of a quarter will receive an “F” grade for the course.

Students enrolled in a 5 ½ week module class who withdraw after 4 ½ weeks will receive an “F” grade.

Please see PTC School of Nursing Guidebook for alternative “Withdrawal from Classes” policy applied in both the Practical and Associate of Science Nursing Programs.

Grade Point Average Calculation

Grade points, the numerical equivalent to the letter grade, are used to determine academic standing.

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.

An overall 2.00 grade point average is required for graduation. The following is an example of how a grade point average is calculated.

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
		<u>12</u>		<u>24</u> ÷ 12 = 2.0

Graduation Requirements

To graduate from the College and receive the Associate in Science degree, a student must meet the following requirements:

1. Completion of all course work in the student's specified program of instruction.
2. Satisfaction of all financial requirements.
3. A GPA of 2.0 or higher. (This includes the requirements for a passing grade in each course in the student's program of instruction.)

Leave of Absence

A student may ask for a Leave of Absence (LOA) from the College by submitting a written request to the Academic Chair. The written request must include the mitigating circumstances which led up to the request for the leave, the beginning and ending dates of the leave, the student's signature, and the date requested. The following procedures must be followed:

- The Academic Chair must approve the LOA prior to the student going on the leave.
- A student who goes on leave without Academic Chair approval may be withdrawn.

- A student's LOAs cannot exceed 180 calendar days in a 12-month period. The Academic Chair 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.
- A student interrupting his or her training under an LOA status will be treated for purposes of Financial Aid as a withdrawn student. The Institution understands that the student has temporarily interrupted his or her training.
- No Financial Aid funds will be disbursed while a student is on a leave of absence.
- A leave of absence is not considered in the calculation of satisfactory progress, maximum time frame for program completion, or refund amounts.
- Students must vacate school-sponsored housing within 24 hours from the beginning date of the leave of absence.

Placement Exams

Students enrolling in any of PTC's associate degree programs and some certificate programs must take placement exams for Math and/or English. Placement results are recorded on the student's program layout and transcript in the following manner.

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

1. May be required to take GEE099 Principles of Writing;
2. May be placed directly into GEE100 English Composition 1.
3. May be placed directly into GEE150 English Composition 2. Student will receive a pass exemption (PE) on his/her transcript for GEE100 English Composition 1.

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

1. May be required to take GEM095 Supplementary Mathematics.
2. May be placed directly into GEM120 College Mathematics.
3. May receive a pass exemption (PE) on his or her transcript for GEM120 College Mathematics, an exemption (EX) for GEM165 College Algebra, and, in either situation, be placed in the next sequential math class for the student's program if applicable.

A Pass Exemption (PE) will not affect a student's tuition but may reduce a student's eligibility for financial aid. An Exemption (EX) will reduce a student's tuition and may also reduce a student's eligibility for financial aid.

Program Change

A student may apply for a transfer from one program of study to another. The student must meet with the Financial Aid Office to determine if such a change will alter financial aid awards and payments. The student must request the program change in writing to the Academic Chair and receive the appropriate approval before moving to the new program. Students receiving failing grades in a prior program will be given consideration to change those grades from a failure to a "WC" after one complete term in the new program and achieving above average grades in the new program.

PTC Plus Program

PTC provides students with the opportunity to take cross-curricular courses in addition to their current load. The following guidelines apply to the PTC Plus Program:

1. The student must be currently enrolled as a full-time student.
2. The student must have a 3.00 CGPA and attendance of 90% or above. These levels must be maintained throughout the period of enrollment in both the primary associate degree or certificate and PTC plus courses.
3. Participation in the program must be approved by the Academic Chair.

4. Participation is based on seating availability.
5. Students' grades will be maintained on a separate transcript.
6. Grades attained will not be calculated in the student's CGPA and will not affect the SAP of the student's existing program.
7. No tuition fee will be assessed for PTC Plus courses during the period of time in which the student is pursuing their original degree. For periods beyond this, the student will be assessed the tuition rate in effect at that time and be eligible for the alumni scholarship.
8. The student is financially responsible for text books and lab costs related to PTC Plus (+) courses, etc.
9. A student participating in PTC Plus and completing all additional course credit hours of the concentration and program requirements will be eligible for a Certificate of Completion for the second concentration.
10. A student participating in PTC Plus pursuing two separate program associate degrees and completing all course requirements, as well as an additional internship, will be eligible for separate recognition of both degrees.
11. Academic Chairs from each area are responsible for tracking completion of the PTC Plus courses and additional requirements.
12. A student participating in PTC Plus will not be eligible to enroll in level 300 or 400 courses offered in the bachelor degree programs.

Steps to Career Success

Steps to Career Success is a series of classes that are offered for the purposes of maintaining focus on the student's career goals and strengthening professional skills throughout the student's educational program at PTC. These courses also provide opportunities to acclimate students to resources that will support the achievement of the student's personal, scholastic, and career goals.

Student Conduct

Students are expected to conduct themselves as responsible individuals and show respect and consideration for instructors, staff, property, and fellow students.

The College expects students to conduct themselves in a professional manner, as if they were already at their place of employment.

Certain behavior which could interfere with education or would not be acceptable on the job will not be tolerated in the College and will be the cause for probation or dismissal at the discretion of the Academic Chairs and/or the Vice President of Education:

- Disruptive behavior or student fighting.
- Use of obscene or abusive language to instructors, staff, or other students.
- Theft of property of the College or other students.
- Gambling.
- Possession, use, or being under the influence of alcohol or drugs while on school premises or at institutional functions.
- Academic dishonesty.

For a more extensive discussion, please refer to the Student Conduct section in the PTC Student Handbook.

Student Property

The College takes no responsibility for loss or damage to student work, supplies, or any other personal property. Students are encouraged to purchase appropriate insurance for their personal property.

Student Recognition and Awards

PTC recognizes students with excellent grades and attendance, as well as involvement in community service activities. PTC will recognize students, quarterly, who achieve: academic honors, high honors, and perfect attendance. At each graduation, students are nominated to receive recognition for academic excellence and service to the College and/or community with various awards such as the Richard Caliguiri Award, J.R. McCartan Award, or PTC Community Service Award. For specifics on each, refer to the PTC Student Handbook.

Students Reentering

Students who have withdrawn from a program may reapply to return to complete their program. All students must complete a reentry application that responds to the following:

1. States the reason for the previous withdrawal.
2. States what conditions/situations have changed which would allow the applicant to continue successfully in the program.
3. States that the applicant agrees to comply with the established educational plan and progress requirements established in the application for reentry.

When students reenter, the tuition cost will be the current tuition for the program reentering minus the tuition the student has already been charged. Tuition charges will be applied at the full rate until the current tuition is met. Tuition credit will not be granted for students who were in a degree program reentering into a certificate program. Classes that have been taken in degree program that are also in the certificate program will be exempted and credit will be applied. (See Tuition Charges for Additional Coursework in the Financial Information section). Necessary books and supplies will be included in the financial plan.

Students requesting return under academic probation or previous academic suspension may be required to write a letter to the Vice President of Academic Affairs to be accepted back to school. If approved for a return to school, the student must comply on a quarter-by-quarter basis until they have returned to Satisfactory Academic Progress as described later in this catalog. Once the student has reestablished his/her SAP to allowable levels, reinstatement of student financial aid is possible.

Students Transferring from Degree to Certificate Programs

Any student who transfers from program to program will incur normal tuition charges in effect at that time.

- The student may exempt from relevant classes in a program based on credits completed in a prior program.
- The student will receive credit for tuition paid in prior program, up to the amount of tuition charged in new program.
- The charges for additional coursework will be charged according to the number of credits taken at a reduced rate. (See Tuition Charges for Additional Coursework in the Financial Information section)

Termination of Enrollment by the College

Termination by the College may occur for any of the following reasons:

- Failure to make satisfactory progress as previously defined.
- Non-payment of tuition.
- Failure to comply with the institution's rules and regulations.

Transfer of Credits from PTC

Students wishing to transfer to colleges and universities after graduation can obtain information concerning current transfer agreements from the Academic Affairs office. Pittsburgh Technical College maintains transfer agreements and arrangements with a number of four-year colleges and universities including:

Art Institute of Pittsburgh	Johnson & Wales University	Slippery Rock University
Berkeley College	LaRoche College	Strayer University
California University of PA	Patten University	Trident University International
Carlow University	Point Park University	University of Advancing Technology
Central Pennsylvania College	Robert Morris University	University of Maryland, University College
DeVry University	St. Francis University	University of Phoenix
Duquesne University	Savannah College of Art and Design	University of Pittsburgh, College of General Studies

Other educational institutions may consider transfer of credit from PTC’s programs based on a course-to-course or program-to-program basis. As always, the institution accepting credits controls the transfer of credit policy and decides whether to accept credits for transfer.

Veterans Regulations

- **Leave:** Leaves of Absence can be granted to students who wish to interrupt their training temporarily. A written request must be made and approved by the appropriate Academic Chair. The Veterans Administration will be notified immediately when a veteran student is granted a leave of absence.
- **Absence:** Refer to Attendance Expectations published in the Student Handbook and referenced previously in this catalog.
- **Class Cuts:** Class cuts are not permitted and will be recorded as absences.
- **Make-up Work:** Make-up work is not permitted for the purpose of receiving veterans' training allowances.
- **Tardiness:** Minutes missed for late arrivals and early departures are recorded and counted in calculating total absence time and will appear on the transcript of the grades.
- **Unsatisfactory Progress:** Refer to Satisfactory Progress Policy.
- **Credit for Previous Education and Training:** Refer to Transfer of Credit Policy under Admission Policies.

Withdrawal Policy

To officially withdraw, a student must notify the appropriate Academic Chair, Team Leader, or Student Advisor. The school encourages the student to withdraw in person, but accepts written or verbal notification. The official withdrawal date will be the date the school receives notification of the withdrawal or the last date of attendance, if later.

For official withdrawals, the date of determination is the date the student notifies the school of his/her 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.

Satisfactory Academic Progress (SAP)

All students are expected to make Satisfactory Academic Progress toward graduation. Students must meet minimum Cumulative Grade Point Average (CGPA) and Pace of Completion Rates. Satisfactory academic progress is cumulative for all periods of enrollment. Progress standards apply to all students regardless of Title IV Aid eligibility.

Cumulative Grade Point Average/Pace of Completion Rate

A student is considered in good standing if he/she meets the standards noted on the Maximum Timeframe Chart referenced later in this publication. The student's Cumulative Grade Point Average (CGPA) and Pace of Completion Rate (POCR) are reviewed at the end of each quarter or payment period. The course completion rate is determined by the percentage of credits attempted and completed at the end of each quarter or payment period. The CGPA is calculated by dividing the number of grade points earned by the total number of credits attempted. Further clarification and a sample of grade point calculation is provided in the grade point average calculation section of this catalog.

Maximum Time Frame

A student must complete the entire program within one and a half times the normal program length as measured in credit hours attempted.

The maximum time frame for a student who transfers in, changes programs, or earns non-traditional credit is adjusted based on the number of credits needed to complete the program.

Financial Aid Warning

A student who does not maintain SAP will be placed on Financial Aid Warning (FAW). A student on FAW may receive aid for one payment period despite the determination the student did not maintain SAP. A student may be placed on FAW status without an appeal or other action by the student. A student not meeting the SAP standards will be notified in writing. A student who does not regain SAP at the end of the FAW period will be placed on Financial Aid Probation (FAP).

Financial Aid Probation

If a student is placed on FAP they will be required to fulfill an academic plan designed by the student's Academic Chair which allows the student to achieve SAP by the end of a designated point in time. This time frame will not typically be longer than one academic term. If the student fails to comply with the conditions established in academic plan, then the student is deemed ineligible for further financial aid until the student reestablishes progress. A student may appeal his/her probation or dismissal in accordance with the appeal process established in the administrative and disciplinary section of this publication.

Mitigating Circumstances

The College may waive the academic progress standards for circumstances of poor health, family crisis, or other extenuating circumstances beyond students' control. Students must submit documentation of these circumstances to demonstrate they had an adverse impact on their academic performance. No waivers will be provided for graduation requirements.

Academic Progress for Federal Aid Recipients in Clock Hour Programs

Although the majority of programs are evaluated on a credit basis, the programs in Practical Nursing and Therapeutic Massage Practitioner are evaluated on a clock hour basis for students attending prior to July 20, 2016. The full policy is published in the Student Handbook under the appropriate Satisfactory Progress section.

Re-enrollment

A student who experiences an interruption from the College can apply to be readmitted after a waiting period of one quarter. The student may be readmitted under a probationary status. The College may recommend the use of auditing

classes. This would allow a student to improve their academic standing. Students auditing classes are not officially considered reinstated until the results of the audited classes have been determined and their SAP recalculated.

Students dismissed from PTC for conduct may appeal to the Vice President of Academic Affairs, specifying circumstances which have changed that would warrant return to the College.

Changing Programs

Students desiring to change programs should seek guidance from the Academic Chair, Team Leader, or their Student Advisor.

The maximum time frame for completion of the program will be adjusted for students changing programs using the following methodology:

- The CGPA is cumulative as are credits earned and attempted.
- Determine credits previously earned but not accepted in the new program.
- Credits not accepted are added to the total credits received for the new program.
- Multiply that total by 1.5 to yield the maximum time frame for the completion of the program.

Transfer of Credit

The College accepts transfer credits for comparable courses from accredited schools if students earned at least a “C” grade. 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.

EXAMPLE: A student transfers in 20 credits of a program 100-credits in length. The student needs 80 credits to complete the program; therefore, the maximum time frame is 120 credits ($80 \times 1.5 = 120$).

Exempted Credits Due to Transfer

Exempted credits must be counted as completed and attempted credits as it relates to the course completion rate.

Early Intervention

In an effort to assist students to remain focused on achieving their goal, PTC is committed to identifying and addressing potential obstacles as early as possible. This proactive approach will give students every opportunity to overcome obstacles before they become unmanageable. The plan is simple; PTC will approach students whenever they demonstrate early behavior or performance that could lead them to “straying off course.” These students will be advised to develop a plan for improvement and will be held accountable for following the plan. A sample of the plan is as follows:

First quarter (full time) students with quarterly grade point average (QGPA) at or below 2.0 will be placed on quarterly academic probation (QAP) for the 2nd quarter. The probation process will consist of the following:

- a. A letter will be sent home to parent/guardian or directly to the student at home if an adult.
- b. The student may be scheduled for fewer classes than a normal load.
- c. The student may be required to attend mandatory tutoring and/or other academic services appropriate for the probation term.
- d. The student must maintain 80+% attendance in the probation term.
- e. The student must maintain a grade of “C” or better in all classes during the probation term *OR* a QGPA of 2.0 or better during the probation term.
- f. All attendance, tutoring, and grade performance will be monitored by the appropriate academic department.

The student may be dismissed either mid-term or at the end of probation term if sanctions are not met. The student may reapply (on probation) after one full term has passed.

First Term Intervention

Early in a student's education, a lack of progress in grades may dictate the need for a plan of action to correct the problem. This plan of action includes additional tutoring and monitoring of grades and attendance to correct the lack of progress. This plan of action typically will be put in place by midterm of the 1st quarter, but could be implemented earlier depending on the severity of the lack of progress. This plan will require an improvement in grades and attendance by the end of the quarter. If plan requirements are not met, the student will be requested to interrupt their training. The process for First Term Intervention plans includes the following:

- a. A copy of the signed plan of action will be sent home to parent/guardian unless student is an adult.
- b. The student may be required to attend mandatory tutoring and/or other academic services appropriate for the remainder of the 1st quarter.
- c. The student must achieve the level of grades and attendance set forth during plan development.
- d. All attendance, tutoring, and grade performance will be monitored by the appropriate academic department.

The student may be interrupted prior to or at the end of the 1st quarter if sanctions set forth on the development plan are not met. The student may reapply (on probation) after one full term has passed.

Satisfactory Academic Progress Chart

Degree Programs	Pace	Cumulative Grade Point Average
	Not Meeting Standard if Below:	Not Meeting Standard if Below:
Total Credits Attempted		
1-15	50%	1.00
16-30	55%	1.25
31-45	55%	1.40
46-60	60%	1.50
61-75	65%	1.60
76-90	65%	1.75
91-105	65%	2.00
106-120	65%	2.00
121-135	65%	2.00
136-150	70%	2.00
151-165	70%	2.00
166-180	70%	2.00
181-Max Allowed	N/A	N/A

Certificate Programs	Pace	Cumulative Grade Point Average
	Not Meeting Standard if Below:	Not Meeting Standard if Below:
Total Credits Attempted		
1-12	50%	1.25
13-24	65%	1.60
25-36	65%	1.75
37-48	65%	2.00
49-60	70%	2.00
61-72	70%	2.00
73-84	70%	2.00
85-Max Allowed	N/A	N/A

PTC Services

Accommodations for Students with Disabilities

PTC ensures that all services, activities, facilities, and privileges are accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

To Request Accommodations

1. Submit documentation to PTC from a licensed professional such as a medical doctor, psychologist, or other qualified diagnostician. AND
2. Contact Mr. Keith Merlino, VP of Student Services, at merlino.keith@ptcollege.edu or 412.809.5256 to discuss accommodations. The VP of Student Services will notify you in writing of the approved accommodations and will notify faculty/staff on a selective “need to know” basis.
3. For classroom accommodations, notify individual faculty members of the approved accommodations to be utilized in their class. Please allow faculty sufficient time to arrange accommodations.

Additional information can be found in the U.S. Department of Education publication “Students with Disabilities; Preparing for Postsecondary Education: Know Your Rights and Responsibilities” at www.ed.gov/about/offices/list/ocr/transition.html.

Advising

The Academic Chairs, Team Leaders, 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 purpose of the PTC Alumni Association is to promote the continuing success of Pittsburgh Technical College. The Association provides leadership to a variety of programs that build and encourage strong relationships between the alumni, students, faculty and staff, and the companies and organizations that hire our graduates. As a result of Association programs, alumni will continue to value their PTC experience and the College will prosper and grow.

Membership to the Alumni Association goes to anyone who graduates from PTC.

Benefits

- *Alumni Newsletter:* Stay in touch with former classmates and friends with regular newsletters
- *Alumni Events:* Watch the alumni event calendar regularly, for alumni events and career assistance.
- *Career Support* from PTC’s Career Services department staff
- *Career Fairs:* Held on campus every year
- *Career Connect:* Access to PTC’s national online career search and recruiting tool
- *Speaker Series:* Visit the campus regularly to participate in timely, interesting speakers
- *Stay in touch* at www.ptcollege.edu/alumnigroup

Campus Security

PTC maintains a full-time Public Safety Department which responds to all day-to-day emergency and security issues on and off campus. The department is responsible for issuing timely notification to students, staff, and faculty through the use of a “PTC Alert” communication 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.

Career Services

The Career Services Department offers a variety of professional services to students, graduates, and alumni. These services include:

- Assisting students enrolled at PTC who are looking for a part-time job.
- Securing field-related internship sites for students.
- Assisting graduates and alumni with their career search.
- Coordinating professional development opportunities, special events and a quarterly electronic newsletter for alumni.

The department is a member of the National Association of Colleges and Employers (NACE). Through this organization, students and graduates have access to Career Connect, where they can search for, identify, and pursue job opportunities.

The school will assist graduates in seeking employment as outlined above, but does not guarantee employment.

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

- Schools must publish an annual report disclosing campus security policies and three years of selected crime statistics and must make timely warnings to the campus community about crimes that pose an ongoing threat to students and employees. Students should refer to the Student Handbook for information related to campus security policies.
- Campus sexual assault victims are assured of certain basic rights.
- The provisions of the Act are enforced by the U.S. Department of Education.
- The Public Safety and Student Services Departments maintain the PTC Campus Crime Log. To view a list of crimes that occurred within the past 60 days, please visit one of these departments. 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: www.ptcollege.edu/info.

Commitment to Student Success

To assist students academically, all incoming students are given ACCUPLACER placement exams appropriate to their programs to determine their basic skill levels in math, writing, and/or reading comprehension. These assessments are used to help develop and implement a program of study that leads to fulfillment of the student's academic goals.

For programs requiring math and/or English classes, students' ACCUPLACER scores are used to determine their placement into those classes. Students whose scores place them out of GEE100 English Composition 1 and GEM120 College Mathematics will receive a Placement Exam (PE) grade designation on their transcripts for those courses. No adjustment will be made to a student's tuition for a PE grade.

Students whose ACCUPLACER scores show that they need assistance in mathematics and/or writing may be required to enroll in and successfully complete appropriate transitional/support classes. These transitional/support classes are non-credit courses and, as such, they provide no credits toward degree status, cannot be calculated as part of a student's GPA, and cannot be counted in determining full-time or part-time status. These courses may increase the number of courses a student is scheduled to take; however, they will not affect a student's tuition costs.

Community Service

Students assist with community service by volunteering their time to organize events, raise funds, and share their talents. PTC students have received state and national awards for their contributions of time and talent to local and national causes. PTC is proud to partner with local agencies to provide tutors for public school children and with local

libraries to provide educational programs to the community. Other community service projects have included hosting blood drives, fund raising for charities, cleaning highways, and helping at nursing homes, youth homes, hospitals, and food pantries.

Facilities

Pittsburgh Technical College's facilities are located in two separate buildings, the main academic building and the Energy Tech Center, both located in North Fayette Township.

- The 180-acre North Fayette Campus is conveniently situated between the downtown Pittsburgh area and the Pittsburgh International Airport. The Robinson Town Centre business and entertainment center, and several suburbs that offer housing and employment opportunities are in close proximity. The six-level, 165,000-square foot, open-environment main academic building houses:
 - Instructional labs
 - Student lounge
 - Financial aid offices
 - Application labs
 - Military lounge
 - Housing office
 - Demonstration labs
 - Library
 - Career services
 - Medical Labs
 - Tutoring center
 - Gallery
 - Student café
 - Print center
- In addition, the campus has a 15,000-square foot Energy Tech building which houses classrooms and labs for Welding, HVAC, and the Industrial Instrumentation component of the Electronics Engineering Technology program.
- Adjacent to the building is adequate parking space for students, faculty, and staff.
- Also adjacent to the buildings are housing accommodations for approximately 465 students that provide easy access to the academic buildings.

FYI – A Student Newsletter

PTC provides a bi-weekly newsletter that informs students of upcoming events and activities, special interest stories, department news, and student achievements. Students are encouraged to participate in the production of the newsletter.

Honor Societies

Pittsburgh Technical College is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information about the society, refer to <http://www.abg.org>.

Housing

PTC will assist any student interested in obtaining housing while attending the College. There are several options. Students who want additional information on housing should contact their Admissions Coordinator.

Intramural Sports

Organized sports are an important part of college life. Intramural sports are scheduled competitive activities. Teams are organized for men, women, and co-ed play that range from pick-up games to tournaments for students and faculty/staff groups.

Library Resource Center (LRC)

The LRC serves as the information center for the college. The doors open every weekday morning at 7:00 to a large collection of books, journals and DVDs ... chosen to support curriculum and career development goals. The light airy space, with its central fireplace, is conducive to study and reflection. Wi-Fi is accessible throughout with charging

stations available for personal devices. The adjoining computer lab contains 36 PCs providing the opportunity for information literacy instruction as well as other classes. The doors may close at 7:00 pm, but access to a digital library, as well as other database resources is available 24/7, providing thousands of books and hundreds of thousands of articles. Reference librarians are available to provide the PTC community with direction to library materials and expertise on multiple kinds of information from multiple sources.

Professional and Interest Organizations

There are a variety of professional and interest organizations at Pittsburgh Technical College. These organizations provide opportunities for social and intellectual growth. These groups are organized and conducted by students in cooperation with faculty and staff advisors and involve a wide range of interests. Participation gives students opportunities to develop personal and leadership skills. Current PTC student organizations include:

- Alpha Beta Gamma (ABG)
- American Association of Medical Assistants (AAMA)
- American Society of Travel Agents (ASTA)
- Association of Surgical Technologists (AST)
- Competitive Gaming Club
- Culinary Club
- DECA
- Direct Connect
- Gay Straight Alliance (GSA)
- International Society of Automation (ISA)
- Magic: The Gathering Club
- National Association of Practical Nurse Education and Service (NAPNES)
- PTC Drama Club
- Recharge
- Resident Hall Council
- Student Council
- Software Development Club

If a student is interested in membership or starting an organization, he/she should consult with the Director of Student Activities located in the Student Services Department.

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
- Hoedown
- Live performances
- Ice cream socials
- Daytime activities
- Evening events
- Pirates' games
- Holiday parties
- Cook-outs and bonfires

Student Lounge

A student lounge, complete with big screen TV, video games, and comfortable furniture is located in room 202 of the classroom building.

Student Military Lounge

PTC understands the challenges that members of our armed forces face when returning to school. We also understand it is important for our military students to be able to identify one another – which can be difficult when the uniform has been replaced by jeans and a t-shirt. That's why PTC created an exclusive Military Lounge for enrolled military. The Lounge is a safe haven, a quiet place, and a meeting spot for military students to find one another, share experiences, and work together to achieve academic and professional success.

The Military Lounge is located on the fifth level of PTC's main academic building and is accessible only to military-affiliated students through a key card entry system for use whenever the building is open. It features a comfortable couch and chairs, two computer work stations, a refrigerator, a large-screen TV, magazines, and resource materials addressing financial aid, post-traumatic stress, counseling, and military benefits.

Substance Abuse and Sexual Violence Awareness

Realizing the importance of educating students regarding substance abuse and sexual violence issues, PTC has subscribed to a web service called MyStudentBody. All first quarter PTC students are required to complete the MyStudentBody Essentials course, comprised of the modules "Alcohol," "Drugs," and "Sexual Violence." Periodic reinforcement of this training is targeted to female students (SHARP training), bystanders, resident students, and others.

In addition, information is available through the Student Handbook and The Sexual Harassment and Sexual Assault Handbook.

Tutoring

Tutoring is available to students by faculty members and/or peers for all subjects taught at the College. Appointments for tutoring or assistance in developing or sharpening basic skills in mathematics, writing, and computer operations can be made through the faculty, Team Leader, Academic Chair, Student Advisor, or the Learning and Assessment Coordinator.

General Administrative and Disciplinary Matters

General Administrative and Disciplinary Procedures

Pittsburgh Technical College's General Disciplinary Procedures provide for administrative hearings and appeals in matters of discipline and other student complaints. These procedures are detailed in the Student Handbook and are available online at www.students.ptcollege.edu.

Academic Probation and Dismissal Procedure

Students who disagree with the application of Rate of Progress/CGPA minimums, resulting in probation or dismissal actions must utilize the following process:

- First, discuss the situation with the student's Academic Chair or Director.
- If still dissatisfied, the student may appeal to the Vice President of Education. Appeals must be in writing and be received within three days of the notification of probation or dismissal.
- The student will continue to attend classes during the appeals process.
- The Vice President of Education, in consultation with the Academic Chair or Director, will rule in writing on appeals within two weeks of receipt.
- Appeals from academic probation or dismissal may be taken to an Appeals Board as set forth in the Student Handbook.
- The Appeals Board may attach conditions to the granting of relief.
- Students who are granted relief must meet all conditions attached to the granting of the relief, or the action appealed will be reinstated by the Vice President of Education.

Code of Student Conduct

Disciplinary actions imposed for violations of the Code of Student Conduct are subject to the procedures contained in the PTC Student Handbook.

Student Complaint Policy and Procedures (Effective November 2016)

Pittsburgh Technical College (PTC) students are encouraged to participate fully in the educational process. To that end, students are provided with the Student Complaint Policy and Procedures. This policy is published in the PTC Catalog, Student Handbook, Student Housing Handbook, and on the Consumer Information page at www.ptcollege.edu/consumer-information. The college welcomes feedback about our programs, policies, and services in order to make changes that contribute to student success. PTC students must follow the procedures detailed in this policy when registering a concern with the appropriate department or when filing an appeal. Bring questions concerning this policy to the attention of the Vice President of Student Services. Students should contact PTC immediately or as soon as practical to file a complaint. All complaints will be handled as quickly as a thorough process can be completed, typically within ten school days.

For purposes of this policy, Pittsburgh Technical College (PTC) defines a student grievance as any complaint relating to discrimination, harassment, privacy of student records (FERPA), Title IX, appeals against disciplinary or grievance decisions, and Americans with Disabilities Act (ADA) accommodations.

Informal complaint process

A student with a complaint/concern that a policy or procedure of a department has been incorrectly or unfairly applied in his/her particular case, or a formal charge against a person's behavior, has recourse through the complaint and appeal procedures. In most cases, complaints can be resolved through an informal process beginning with talking to the individual and his/her supervisor when necessary. Basic steps in the Informal Process include:

Discuss the matter with the staff or faculty in which the issue originated. If the issue is not resolved, the next contact will be the supervisor to investigate the issue.

Formal complaint and appeal process

If still unresolved (and in all cases involving sexual assault/harassment) a student may choose to request a formal process. In this case, the student must:

– Complaint

Explain your complaint to the appropriate supervisor: Academic Chair, Director, Title IX Coordinator, Public Safety Officer, etc. You will be requested to provide a signed written complaint form including your name, address, phone number, and the date submitted as well as a description of the circumstances including who was involved and the date, time, and location of the issue. An initial meeting will be held as soon as practicable, typically within three school days. A decision will normally be provided within ten school days following the initial meeting. The student complaint form is located on PTC's Consumer Information webpage.

– Title IX

The Title IX Coordinator is a resource for members of the PTC community who have questions or concerns regarding sexual harassment or sexual violence, who encounter sexual harassment or violence, who want to learn their rights under Title IX, or who feel their Title IX rights are being violated.

All harassment complaints, including sexual harassment/assault and those based on race, color, national origin, creed, religion, age, disability, sex, gender identity, or sexual orientation should file a complaint with the Human Resources Director/Title IX Coordinator.

The Title IX Coordinator, Nancy Sheppard, may be reached at 412-809-5311 or sheppard.nancy@ptcollege.edu. To learn more about Title IX, visit the U.S. Department of Education website.

The Sexual Harassment Policy and information on reporting harassment can be found in the annual Campus Security and Safety Report on the Consumer Information webpage.

– Appeals

If a student hearing is held to resolve a grievance, and the student is not satisfied with the initial determination, the student may request an appeal by speaking with the Vice President of Academic Affairs. A Vice President appoints the Appeal Committee, and it is comprised of a school administrator or manager from a department outside of the student's program, one staff or faculty member not currently instructing the student, and a PTC student (when appropriate).

All student appeals are to a PTC Appeal Committee. Additional information on the student grievance and appeals process is located in the student handbook.

Outside Resources

Alternatively, student 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 Complaint Procedure](#)

Email: RA-pls@pa.gov

Middle States Commission on Higher Education

3624 Market Street, 2nd Floor West

Philadelphia, PA 19104

Telephone: (267) 284-5000

E-mail: info@msche.org

Students who have an ADA or Title IX concern may contact The Office of Civil Rights at the U.S. Department of Education for assistance.

Office for Civil Rights, Enforcement Office

U.S. Department of Education

The Wanamaker Building

100 Penn Square East, Suite 515

Philadelphia, PA 19107-3323

Telephone: 215-656-8541

FAX: 215-656-8605; TDD: 800-877-8339

Email: OCR.Philadelphia@ed.gov

Website: <http://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

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](#). If PTC is unable to resolve the complaint, students may contact the [Pennsylvania Department of Education](#).

Pennsylvania Department of Education

Postsecondary and Adult Education

333 Market Street, 12th Floor | Harrisburg, PA 17126-0333

Phone: 717.783.8228 | Fax: 717.722.3622

ra-collunivseminfo@pa.gov | www.education.state.pa.us

PTC is a member of the [National Council for State Authorization Reciprocity Agreements \(NC-SARA\)](#), which establishes national standards for interstate offerings of distance-education courses and programs. Currently, 48 states and 1680 institutions nationwide participate in the reciprocity agreement. Benefits to students include expanded access to high quality educational offerings and an improved complaint process for online students.

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Lisa M. Michaux Senior Receptionist

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Brandy Sacks Admissions Office Assistant II

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Sonya Major	Admissions Assistant
Lauren McDonald	Admissions Assistant
Ashley McKelvey	Admissions Assistant
Danita McNeal	Admissions Assistant
Kathleen Perles	Admissions Assistant
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Janet Selip	Admissions Assistant
Emily Shuma	Admissions Assistant
Nicole Thomas	Admissions Assistant
Trina Vasquez	Admissions Assistant
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Dominique Gerlach Public Safety Officer

David Hradil Public Safety Officer

Ryan McIntyre Public Safety Officer
William Menke Public Safety Officer
Trent Talbert Public Safety Officer

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